



## Memorandum

**To:** Honorable Mayor and Members of Town Council

**Thru:** David Corliss, Town Manager

**From:** Mark Marlowe, P.E., Director of Castle Rock Water  
Mark Henderson, P.E., Assistant Director  
Roy Gallea, P.E., Engineering Manager  
Matthew Hayes, P.E., Technical Engineering Manager  
Josh Hansen, P.E., CIP Project Manager Supervisor  
Aaron Stremel, Water Engineer

**Title:** **Resolution Approving a Design Services Agreement between the Town of Castle Rock and Tetra Tech, for the Hillside Pump Station Upgrade Project [Castle Rock Heights], (CRW Project Number 260007)**

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### Executive Summary

The purpose of this memo is to request the Town Council approval of a Resolution (**Attachment A**) for the Design Services Agreement (**Exhibit 1**) with Tetra Tech for design, engineering and bid support services for the replacement and upgrade of Hillside Pump Station and relevant distribution system piping. An assessment will be performed to evaluate pipeline alternatives for upgrade including a memorandum of the identified alignment. Staff recommends approval of the agreement between Castle Rock Water (CRW) and Tetra Tech for \$583,575 with a 10% contingency for a total authorization of \$641,932.50. Services are expected to begin upon execution of the contract and be completed Spring 2027.

### History of Past Town Council, Boards & Commissions, or Other Discussions

On March 25<sup>th</sup>, 2026, Castle Rock Water Commission was presented with an update on the status of the proposal process for the Hillside Pump Station Upgrade Project.

Castle Rock Water staff presented this item to the Castle Rock Water Commission at their meeting held on April 22, 2026, and the Castle Rock Water Commission voted unanimously 7 to 0 to recommend Town Council approval of the Resolution as presented.

### Discussion

The Hillside Pump Station and associated transmission infrastructure are critical components of the Town's potable water delivery system, conveying treated water from the Plum Creek Water Purification Facility (PCWPF) and the Meadows Water Treatment Facility in the Yellow Zone to the eastern portions of the system within the Blue Zone. The existing pump station, originally constructed in 1985, was designed to transfer water

between storage facilities that have since been removed from the Town’s distribution system (Tank 1 and Tank 2), resulting in operations that no longer align with the current system configuration. The facility is currently limited to a single pump with an approximate design capacity of 800 GPM and discharges through approximately 2,100 linear feet of predominantly 8-inch pipeline with limited conveyance capacity. As system demands have increased and development has expanded within the Blue Zone, these facilities have become capacity-constrained, inefficient, and lack resilience, including the absence of on-site backup power. To address these deficiencies and support future system demands, the Town is advancing improvements to both the pump station and transmission infrastructure, including increasing firm pumping capacity and evaluating options to upsize or replace the existing conveyance system.

The objective of this project is to improve system capacity, reliability, and operational resiliency through the replacement of the Hillside Pump Station and the upgrade of the associated transmission main. The proposed pump station will be designed to provide up to 2,600 GPM firm capacity at approximately 450 feet of total dynamic head, while meeting current design standards and accommodating long-term operations and maintenance needs. Transmission improvements will include evaluation of alternatives to either upsize the existing 8-inch pipeline or construct a new 12-inch alignment extending from the pump station south along South Gilbert Street to the point of connection with the existing 12-inch distribution system. Work will include the following: an initial Alignment Evaluation Phase to assess feasible pipeline alternatives, a Design Phase consisting of survey and site investigation, identification of property lines and easements, preliminary through final design of the pump station and pipeline, preparation of TESC plans and technical specifications, coordination with local residents to address neighborhood considerations, and completion of required permitting.

A Request for Qualifications (RFQ) was advertised on Bidnet to procure qualified consultants for the 2026 pre-qualified consultants list for various Castle Rock Water Capital Improvement Projects. A project specific Request for Proposal (RFP) was issued to nine (9) of these pre-qualified consultants for this project from both the Water Infrastructure and Water Facility lists. Responses were received from six (6) firms. The following table shows the fee proposals received from the consulting firms assuming that full replacement of the pump station would be required:

<b>Consulting Firm</b>	<b>Total Cost</b>
Black & Veatch	\$1,183,135
Burns & McDonnell	\$699,894
Carollo	\$742,522
Conсор	No Proposal
Dewberry	\$862,102
Hazen	\$762,629
HDR	No Proposal
Providence	No Proposal
Tetra Tech	\$583,575

Tetra Tech was selected by the evaluation committee to perform services for this project, and staff has determined that their proposed fee is reasonable. While proposal values ranged from approximately \$580,000 to \$1,200,000, all teams generally met the project scope. Tetra Tech’s proposal, however, best aligned with the requirements and intent of

Castle Rock Water while also offering the lowest cost. Additionally, Castle Rock Water has an established working relationship with Tetra Tech that has consistently proven to be collaborative and successful.

**Budget Impact**

The Tetra Tech proposal fee is \$583,575. Staff requests an additional \$58,357.50 (Town-managed 10% contingency) be authorized for a total project authorization of \$641,932.50. The project will be funded from the Distribution System Upgrades Fund (210-4275-442.75-38) and managed by a budget transfer from the Tank 8B Fund (210-4275-442.79-36) after 2025 to 2026 carry-forward.

Project Number	Account Name	Account Number	Contract Amount	Contingency	Authorization Amount	2026 Budget
260007	Distrib System Upgrades	210-4275-442.75-38	\$583,575.00	\$58,375.50	\$641,932.50	\$0

**Attachments**

- Attachment A: Resolution
- Exhibit 1: Design Services Agreement
- Attachment B: Area Map
- Attachment C: Location Map

## **Exhibit 1**

# **Services Agreement**

# **Attachment B**

## **Area Map**

**Attachment B**

**Location Map**