



**Northwest Fire District
Governing Board**
13535 North Marana Main Street
Marana, Arizona

SCHEDULED

MEMORANDUM NO. {{item.tracking_number}}

Date:	March 25, 2025
To:	Governing Board
From:	Raymond Thibault, Procurement & Contract Specialist
Division:	Business Services
Type of Action:	Formal Action/Motion
Strategic Plan Goals:	Demonstrate responsible and transparent stewardship of organizational resources
Agenda Item:	Approval to Utilize GLHN Architects & Engineers, Inc. on a City of Tucson Cooperative Contract for Solar Heating Engineering Design Services in the Amount of \$158,600

RECOMMENDATION:

Staff recommends approval to utilize GLHN Architects & Engineers, Inc. on a City of Tucson Cooperative Contract for Solar Heating Engineering Design Services in the amount of \$158,600.

MOTION:

Move to approve the utilization of GLHN Architects & Engineers, Inc. on a City of Tucson Cooperative Contract for Solar Heating Engineering Design Services in the amount of \$158,600.

DISCUSSION:

GLHN Architects & Engineers, Inc. is on a City of Tucson Cooperative Contract that can be utilized for solar heating engineering design services. Fire Chief Jeff Piechura approved the District joining the City of Tucson Cooperative on July 27, 2001. Individual cooperative contracts go through a competitive process with the hosting agency, but they are not approved by the Governing Board like District issued contracts.

The request to utilize GLHN Architects and Engineers, Inc. for solar heating engineering and design services is to ensure proper engineering as it relates to all aspects of reconfiguring the bay heating and domestic hot water systems for Station 330 and Station 332. The reconfigured systems would improve efficiency by supplying a high percentage of domestic hot water during the summer and limited preheating of hot water during non-summer months. Bay heating would be provided by newly installed radiant natural gas heaters.

GLHN Architects & Engineers, Inc.'s anticipated expenditures are included in the FY24/25 Adopted Budget. Due to the cumulative spend of one (1) vendor exceeding \$50,000, the District is seeking Board approval.

ALTERNATIVES:

None recommended.

Fiscal Impact

FISCAL YEAR: 24/25

BUDGETED Y/N: Yes

AMOUNT REQUESTED: \$0

FISCAL IMPACT: No additional funds are requested. The funds are included in the FY24/25 Adopted Budget in the Facilities Services Division in the Building Services expense account and a portion of the \$0.01 tax rate increase for maintenance expenses authorized by the Governing Board.

Attachments

GLHN Proposal #22035.03