



REQUEST FOR PROPOSALS

District Engineering Services

Issue Date:

February 13, 2023

Qualification Due Date and Time:

THURSDAY, March 9, 2023 3:00 pm (Mountain Time)

Mailing/Delivery Address:

1777 N Meadowlark Drive
Apple Valley, UT 84737

Contact:

Andy McGinnis, Chairman 435-877-1194 amcginnis@applevalleyut.gov
Jenna Vizcardo, Clerk 435-877-1190 clerk@applevalleyut.gov (clerical questions only)

DESCRIPTION

Big Plains Water Special Service District ("District") is requesting proposals from qualified engineering firms who are well-versed with water engineering services related to a water district. Responders should be qualified to provide the type of general engineering services common to Utah districts, i.e., grants, bids, impact fee studies, aquifer studies, water rights segregation and classification, and banking, water system design, etc.

ABOUT THE DISTRICT

The District was formed in 2012 to provide water services to all of Apple Valley. Currently it manages three (3) separate systems. It intends to connect all of these systems together in the near future.

The District is governed by a Board of five Directors and has one employee. The majority of operating funds for the District comes from user fees with a current operating budget of \$440,000. The District utilizes grants from the USDA and the State of Utah to assist in the funding of capital projects.

DISTRICT LOCATION

The District covers the complete boundary of Apple Valley, an area approximately 39.74 square miles and a population of 894. It is located twelve (12) miles south of Hurricane, Utah along SR-59. Currently we serve 430 water connections with 63 connections on standby.

GENERAL CONDITIONS

- Preference will be given to those firms with extensive water engineering experience.
- The District reserves the right to withdraw this RFP at any time without prior notice and reject any and all proposals submitted without indicating any reasons. Any award of contract for services shall be made to the firm best qualified and responsive in the opinion of the District.
- Proposals may, at the District's option, be rejected if they contain any alterations, additions, conditional or alternatives, are incomplete, or contain erasures or irregularities of any kind.
- The District expressly reserves the right to postpone submittal opening for its convenience.
- The proposal will be opened publicly.
- The selected firm must agree to indemnify and hold harmless the District, its officers, agents and assigns from any liability or loss resulting from suits, claims, or actions brought against the District which result directly or indirectly from the wrongful or negligent actions of the consultant or company in the performance of the contract.
- The selected firm will be required to comply with all existing State and Federal labor laws including those applicable to equal opportunity employment provisions.
- The District reserves the right to negotiate special requirements and proposed service levels using the selected proposal as a basis.
- All responses to this RFP shall become the property of the District and will be retained or disposed of accordingly.

- No amendments, additions or alternates shall be accepted after the submission date and time.
- All documents, records, designs and specifications developed by the selected firm in the course of providing services for the District shall be the property of the District.
- Anything considered to be proprietary should be designated by the firm.
- Acceptance by the District of any proposal submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract for services.
- The District reserves the right to issue a written notice in the same manner as the original notice of any change in the proposal requirements or submission schedule should the District determine, in its sole discretion, that such changes are necessary.
- All services provided by the firm shall be in accordance with Federal, State, County, and District standards.

NATURE OF SERVICES

The District wishes to retain a qualified consulting engineer to provide the District services as District Engineer.

District Engineer Functions

- Manages all aspects of engineering for the District.
- Reviews all matters pertaining to engineering to ensure that undertakings proposed and implemented by the District and others are done in a manner that protects the District's interests, and are in keeping with District goals, specifications and practices as well as with local, state and federal laws.
- Assist in planning, coordinating, supervising and evaluating programs, plans, services, equipment and infrastructure.
- Evaluates the District's needs and formulates short- and long-range plans to meet needs in all areas of improvements.
- Provides engineering services on projects.
- Reviews construction plans for development for consistency with District-adopted engineering specifications, District policies and relevant laws, rules and regulations and ensures Board actions are implements.
- Makes presentations to the public and the District Board.
- Is available to meet with developers to handle matters dealing with the engineering functions of the District.
- Maintains engineering records and maps required to ensure accurate information is available to the District and public.
- Prepare reports, investigations, studies and evaluations as, from time to time, may be required and directed by the District Chairman or Designee.
- Perform other engineering-related functions as directed by the District Chairman or Designee.
- Advise the District as to engineering and construction financing available to the District and prepare and initiate applications for funding.

- Prepares capital improvement projects, improvement plans, specifications, bid documents and public improvement project management.
- Solicit proposals for capital improvement project design work.
- Review and evaluation of bid submittals.
- Provide construction observation and management during the course of District projects. Act as Resident Engineer. Assist with inspection, approval of payments, cost estimating, filing of notices and other related tasks.
- Coordinate activities with other departments and outside agencies to obtain various approvals and agreements such as environmental clearances, permits, land acquisitions and rights-of-way for assigned engineering projects.

Development Review Function

- Review proposed improvements and land developments and provide recommendations as to engineering matters to ensure conformance with District standards and policies.
- Establish performance, labor and material bond amounts when required and ensure the posting of such bonds with the proper time sequence of such development control.
- Provide necessary and related functions as the normal practice of a District engineer.

Federally Funded Capital Projects Engineering Services

- Design bidding, construction review/inspection and federal aid administration services required to complete the federally funded projects in conformance with bid requirements and subject to State and Federal regulations and law.

PROPOSAL REQUIREMENTS AND CONTENTS

Proposals submitted for this project are to follow the outline describe below and must address all requested information. Any additional information that the firm wishes to include that is not specifically requested should be included in an appendix to the proposal. Firms are encouraged to keep the proposals brief and to the point, but sufficiently detailed to allow evaluation of the proposal approach. **SEVEN (7)** copies of the proposal must be submitted.

SECTION 1 OVERVIEW OF FIRM

Provide a narrative description of your firm and your firm's experience with the following:

- As it relates to public entities.
- Grant identification, application, success, and management.
- The firm's familiarity with our area.
- Water projects.
- Funding agencies such as United States Department of Agriculture (USDA), Community Development Block Grants (CDBG, etc. and Firm's success in acquiring funding from each agency.
- Identify any unique approaches or strengths that your firm may have related to the provision of District Engineer services.

SECTION 2 DISTRICT ENGINEER TEAM

A District engineer shall be identified and associated responsible personnel should also be identified. A project team organization diagram and a brief resume of each team member shall be included. Any sub-consultants should be listed. Full resumes may be included in an appendix.

Include client names, addresses and telephone numbers for the District to check references.

SECTION 3 CONFLICTS OF INTEREST

Firms must disclose any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the agreement for engineering services to be awarded pursuant to this RFP.

SECTION 4 PROPRIETARY INFORMATION

Firms must provide a statement that nothing contained in the submitted proposal will be proprietary. All proposals shall become the property of the District once submitted.

SECTION 5 INSURANCE AND OTHER REQUIREMENTS

The District will require the individual or engineering firm selected to maintain general liability, automobile, workers' compensation, and errors and omissions insurance. The contract will contain provisions requiring the selected firm to indemnify the District and provide that the District Engineer is an independent contractor serving at the will of the District. Other required provisions will include the District's right to terminate the agreement, at its sole discretion, upon the provision of notice.

SECTION 6 COMPENSATION

The proposal shall incorporate by reference a detailed compensation proposal for services. Describe how the firm intends to provide engineering services on either an hourly or flat rate and any proposal related to a retainer agreement. Define what type(s) of work considered to be extra or specialized work that would be billed in addition to basic services. State the hourly rates for the designated District engineer and associates for general work and specialized services. Define the type and unit rates for reimbursement for expenses such as mileage, reproduction of documents, faxed documents and word processing charges. The firm shall indicate the minimum increment of time billed for each service including phone calls, correspondence and personal conferences.

SECTION 7 SIGNATURE AND ACCEPTANCE OF CONDITIONS

The proposal shall be signed by an official authorized to bind the consulting firm and shall expressly state the proposal is valid for 90 days. Additionally, this section will be a statement offering the firm's acceptance of all conditions listed in the Request for Proposal document. Any exceptions or suggested changes to the RFP of any contractual obligations, including the suggested change, the reasons therefore and the impact it may have on cost or other considerations on the firm's behalf must be stated in the proposal. Unless specifically noted by the firm, the District will assume that the proposal is in compliance with all aspects of the RFP.

PROPOSAL DEADLINES

March 9, 2023 Due date for Proposals (allows 4 weeks for interested firms to respond)

March 15, 2023 Opening of bids in regular meeting and possible award of contract by the Board

March 15, 2023 Contract start date for services, unless determined otherwise at meeting

SEVEN (7) COPIES OF THE PROPOSAL IN A SEALED ENVELOPE MUST BE SUBMITTED TO THE DISTRICT OFFICE AT THE ADDRESS BELOW BY: 3:00 p.m. on Thursday, March 9, 2023

SUBMIT PROPOSALS TO:

Big Plains Water Special Service District
ATTN: Jenna Vizcardo, Recorder
1777 N. Meadowlark Dr
Apple Valley, UT 84737

Inquiries concerning this RFP should be addressed to Andy McGinnis, Chairman at 435-877-1194 or amcginnis@applevalleyut.gov

PROPOSAL TERMS AND CONDITIONS

The District will not pay any costs incurred by the firm in preparing or submitting the proposal. The District reserves the right to modify or cancel, in part or in its entirety, this RFP. The District reserves the right to reject any or all proposals, to waive defects, irregularities, or informalities, and to offer to contract with any firm in response to any RFP. This RFP does not constitute any form of offer to contract.

During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The District reserves the right to retain all proposals submitted and to use any idea(s) in the proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the request for proposals and of the District's standards terms and conditions for professional services, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

RIGHT OF REFUSAL

The District reserves the right to reject any and all proposals without cause. Proposals will be evaluated in their entirety. The District reserves the right to negotiate specific requirements and costs using the selected proposal as a basis.

SELECTION PROCEDURES

Written proposals submitted by the deadline will be evaluated based upon qualifications, experience, ability to perform, and understanding of specific services to be provided. **The proposing firm must be represented at the March 15, 2023 meeting.**

In reviewing the proposals for ranking, the District will carefully weight the following:

- The firm's approach to and understanding of the Scope of Work;
- Previous District experience with the proposing firm, if any and familiarity with Apple Valley and the District;
- The firm's experience with similar contracts and clients;
- The experience and qualifications of the proposed staff in providing similar services;
- The firm's demonstrated ability to deliver work on time and within budget;
- The extent of involvement by key personnel;
- The extent to which previous clients have found the firm's services acceptable;
- Communication skills;
- Other qualifications/criteria as deemed appropriate.