

BOX ELDER COUNTY VIA BEAR RIVER WATER CONSERVANCY DISTRICT

REQUEST FOR STATEMENTS OF QUALIFICATION (SOQ) FOR PROFESSIONAL SERVICES

ISSUE DATE:	December 1, 2023
ISSUED BY:	Box Elder County via Bear River Water Conservancy District
QUALIFICATIONS DUE:	5:00 PM Mountain Time, January 15th, 2023 (responses received after this time will NOT be considered)
NUMBER OF COPIES REQUIRED:	Five (5) hard copies and one (1) electronic (PDF)
DELIVERY ADDRESS:	102 West Forest Street Brigham City, UT 84302
CONTACT PERSON:	Destry Larsen
TELEPHONE:	435-723-7304
EMAIL:	destryl@brwcd.com

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BACKGROUND

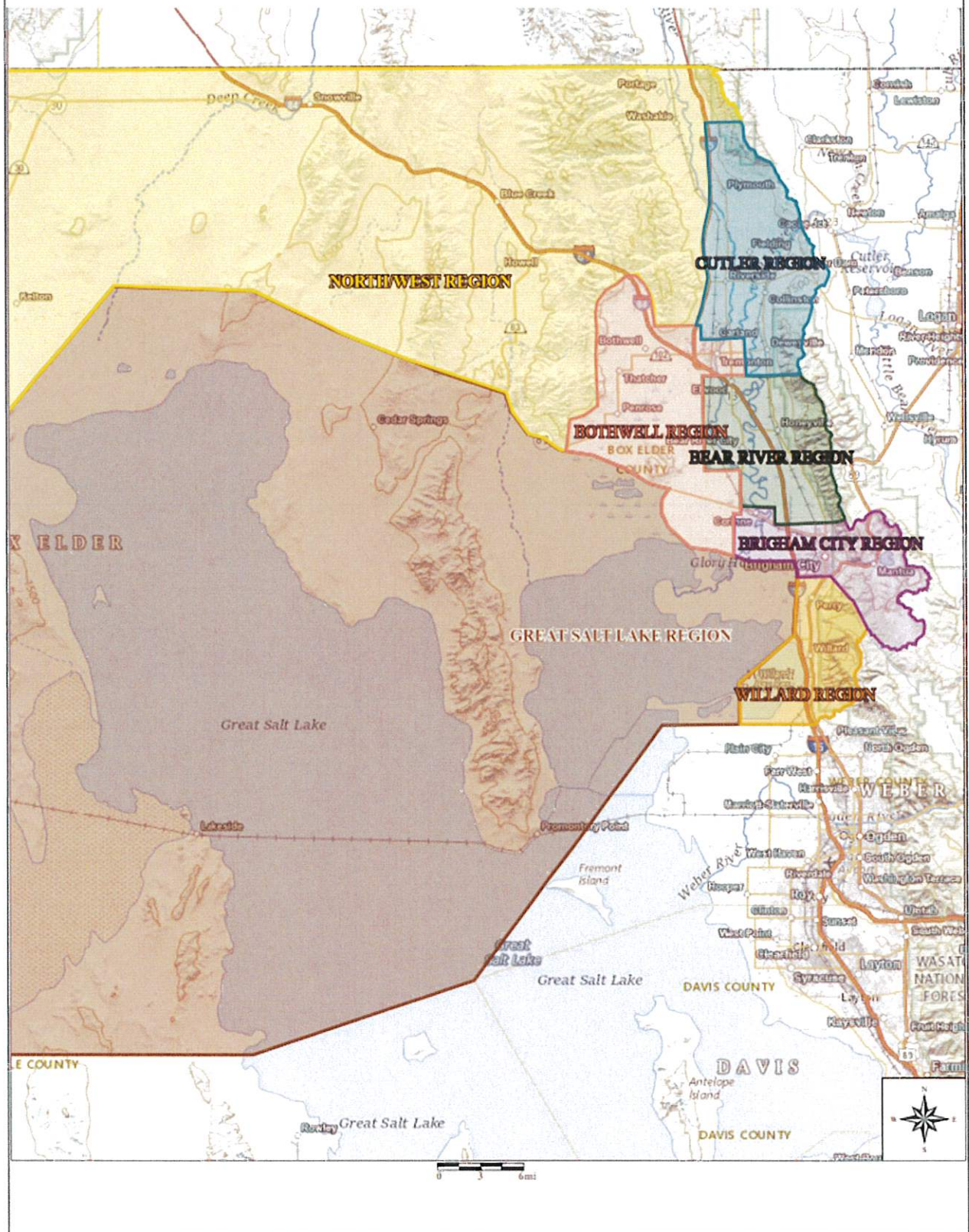
Box Elder County (BE Co.) is requesting a statement of qualifications of consultants to assist with the creation of the first-ever Water Master Plan for Box Elder County. The purpose of this plan is to build on previous planning efforts that have occurred in the county at individual levels and to incorporate plans, best management practices (BMP's) and identify local water resources to incorporate into regions of the county. In addition, Senate Bill 110 (2022); Water as Part of a General Plan and portions of Senate Bill 76 (2023); Water Amendments necessitate the creation of a County Water Master Plan (CWMP) that meet those legislative requirements. This project must be completed and adopted by December 2025.

TIME OF PROJECT COMPLETION - MILESTONES

Listed below is the anticipated timeline. All dates are subject to change.

Milestone	Date
Request for SOQ Advertised	12/1/2023
SOQ Due	01/15/2024
Meeting with Committee and Consultant	Early February, 2024
Meetings with Individual Regions	March/April 2024
Analyze Water Suppliers and Water Resources	Jan. 2023 – May 2024
Identify Best Management Practices	June/July 2024
Hold First Regional Public Meeting	June 2024
Continue Regional Work	June 2024 – August 2025
Identify Appropriate Best Management Practices	August/September 2024
Identify and Describe Appropriate Rules and Regulations	Oct. – Dec. 2024
Hold Second Regional Public Meeting	January 2025
Produce Growth and Development Scenarios	Feb./March 2025
Create Regional Portions of Plan	March – September 2025
Present Draft Plan at Final Public Meeting	Late September, 2025
Incorporate Final Feedback	October 2025
Adopt CWMP	November 2025

Box Elder County Water Master Plan Regions (Approximate)



SCOPE OF SERVICES

SCOPE OF WORK FOR COUNTY WATER MASTER PLAN (CWMP)

1) PUBLIC MEETINGS (est. 280 man-hours)

- a. The county will be divided into seven regions. Hold a series of public meetings at regional and county levels in a central location. 16 total meetings held. First two meetings in Year 1. Second two meetings in Year 2.
 - i. County-wide meeting to introduce County Water Master Plan and receive feedback from public and stakeholders.
 - ii. First regional working meeting to report initial findings and receive feedback.
 - iii. Second regional working meeting to discuss recommendations and receive additional feedback from public.
 - iv. General meeting to present final regional plans.
- b. Organize meetings and facilitate public involvement.
- c. Take meeting minutes and summarize meetings and feedback received.
- d. Incorporate public meeting information into final plan.

2) ANALYZE WATER SUPPLIERS (est. 650 man-hours)

- a. Identify the public and private water suppliers of culinary and irrigation water in Box Elder County by combing the Utah Division of Water Rights records, the 2017 Master Plan for Bear River Water Conservancy District, other available master plans or general plans and then conducting one-on-one interviews with the appropriate representative of each water supplier. For each supplier:
 - i. Identify their individual sources of water and water rights.
 - ii. Analyze their water use data, number of connections, etc.
 - iii. Account for existing infrastructure and future infrastructure needs.

3) ANALYZE WATER RESOURCES (est. 300 man-hours)

- a. Identify reliable water supply of individual sources (springs and wells) and general sources (Bear River and tributary groundwater and/or aquifer storage and recovery (ASR)).
- b. Identify any surplus or deficit water supply.
- c. Identify needed or missing hydrologic data.
- d. Create a plan for future water resource development.
- e. Determine policies and procedures for varying supply conditions.

4) IDENTIFY BEST MANAGEMENT PRACTICES (BMPs) (est. 120 man-hours)

- a. Create a ranked list of best management practices and the level of support for each one.
 - i. Should be able to “borrow” ideas from other water suppliers around the west and brainstorm others that apply particularly to Box Elder County.
 - ii. Examples of BMP Categories are conservation, land use types and practices, secondary water systems, planning and zoning considerations, agricultural conversion, canal company considerations, etc.

5) IDENTIFY & DESCRIBE APPROPRIATE RULES & REGULATIONS (est. 300 man-hours)

- a. Review recent legislative changes, state-level policies, and regulations to create a framework within which to operate into the future.
 - i. Recent Legislation (since 2022)
 - ii. Policies with Great Salt Lake
 - iii. Utah Division of Water Rights Policies
 - iv. Utah Division of Drinking Water Policies
 - v. Community and County General Plans
 - vi. Local community ordinances and regulations

6) PRODUCE GROWTH SCENARIOS (est. 240 man-hours)

- a. Identify growth rates and patterns within the individual regions.
- b. Project an existing and an aggressive future growth rate for each region.
- c. Identify multiple growth patterns corresponding to the values identified in the Box Elder County General Plan.
- d. Identify and consider additional scenarios not contemplated by the General Plan.
- e. Create a matrix of alternatives for growth rates and patterns for each region. Have regional participants rank preferences and comment about each alternative.

7) CREATE SEVEN REGIONAL PLANS (est. 1050 man-hours OR 150 man-hours each)

- a. Incorporate parts 1 – 6 above into its own regional plan by summarizing and giving recommendations.

SELECTION CRITERIA:

BE Co. is providing this information to assist consultants to prepare the SOQs.

This is intended to be a single step procurement process awarded to the highest scoring consultant that meets the minimum selection criteria.

In selecting the successful candidate, BE Co. will consider only those consultants that have demonstrated competence and qualifications substantial for the completion of the proposed Scope of Work identified in this document. Submitted SOQs will be reviewed for responsiveness and then evaluated according to criteria published herein.

Only one SOQ from any individual, firm, partnership, or corporation, under the same or different names, will be considered. Should it appear to BE Co. that any respondent is interested in more than one final SOQ for work contemplated, then all final SOQs in which such Respondent is interested will be rejected.

The SOQ must contain the following information but shall not exceed 20 pages.

1. Cover Page
 - a. With title of project, date submitted, submitting firm name.

2. Basic information about the person or firm
 - a. Name, address, telephone, and website of the proposer.
 - b. Location of office where the majority of work will be completed.
 - c. Primary Point of Contact, name, title, telephone, email address.
3. Experience and work history
 - a. Summary of experience of 3+ projects of this type doing the proposed duties assigned for this project.
4. Management and staff – Project Team
 - a. Organizational listing of personnel anticipated to be used on this project with role and proposed responsibilities.
5. Qualifications
 - a. **Public Involvement Experience.** What experience do you have in mediating competing interests and points of view between various parties? Experience at organizing public meetings in an orderly way and encouraging public involvement and feedback.
 - b. **Experience with Water Law, Policies & BMPs and conservation goals.** Familiarity with pertinent legislation, local and regional conservation goals and best management practices used in the industry.
 - c. **Experience with Land Use Planning/BMPs.** Familiarity with Box Elder County's General Plan, other county, or local level general plans, and BMPs related to the land planning industry and the interconnection of land and water use practices.
 - d. **Familiarity with growth patterns and scenarios of developing agricultural communities (changing land use types).** Identification of types of growth patterns that can be adopted in the different regions of the county, i.e., how does the county want to grow in that region?
 - e. **Familiarity (experience working) with water suppliers in developing and agricultural communities.** Box Elder County is a rural county that has deep roots and values agriculture. Development and land use changes are occurring and will continue to occur. We are looking for familiarity with counties of comparable size, makeup, and values to produce various scenarios that can be adopted for future growth patterns. Show familiarity with examples of similar counties and the processes that they went through.
 - f. **Familiarity (experience working) with water resources.** Consultants that have worked with water suppliers in Box Elder County, and/or are familiar with surface and groundwater policies of the State Engineer in Box Elder County will be viewed more favorably.
 - g. **Experience with regionalization of water systems.** Show familiarity with areas that have experienced regionalization of water systems, and describe your involvement, as well as the experiences of the individuals involved in water system regionalization. Was the regionalization mandatory or voluntary?
6. Other pertinent information that consultants feel is relevant.

* No pricing or cost components shall be provided during the qualification process. However, proposers shall have pricing ready to submit to BE Co. within 24 hours of notification.

Submission of SOQs

All SOQs must be in a sealed envelope or container marked on the outside with the name of this request and the firm's name and address. The submitted SOQ must include the name, title, address, and telephone number of individuals with authority to negotiate and contractually bind the company and who may be contacted during the period of SOQ evaluation. SOQs may be delivered in person during normal business hours (8:30 AM – 5:00 PM local time), or mailed via Federal Express, Express Mail, or other delivery services to:

Bear River Water Conservancy District Attention: Destry Larsen

102 West Forest Street

Brigham City, UT 84302

Five (5) hard copies and one (1) electronic (PDF) copy of the SOQ shall be submitted. Each hard copy must be bound to ensure that pages are not lost. SOQs must be submitted by the date and time stated above. Statements received after this deadline will NOT be considered.

PROCUREMENT PROCESS

CONSULTANT SELECTION:

A selection committee made up of members of BE Co. employees and/or commissioners, staff members from Bear River Water Conservancy District, and others will make the selection of the consultant. This committee will review all proposals and select the firm that they feel provides the highest value and most responsive proposal based on qualifications. The committee will make their recommendations to the CWMP Steering Committee for approval. The successful consultant shall be notified in Early February. BE Co. reserves the right to hold applicant interviews if deemed necessary.

Points (Multiplier)	Criteria
50	Similar Projects (preference for 3) with examples
40	Public Involvement Experience
35	Familiarity with growth patterns and scenarios of developing agricultural communities. (changing land use types)
30	Experience with Water Law, Policies & BMPs and conservation goals
30	Experience with Land Use Planning/BMPS
20	Familiarity (experience working) with water suppliers in developing and agricultural communities.
20	Familiarity (experience working) with water resources.
10	Experience with regionalization of water systems.

PROJECT ADMINISTRATION

BE Co. has delegated to Bear River Water Conservancy District (District) the financial oversight and handling of the SOQ for this project. Communications and/or questions regarding the SOQ document shall be directed via e-mail to:

Bear River Water Conservancy District Attention: Destry Larsen

Phone: 435-723-7034

E-mail: destryl@brwcd.com

Information requests and questions must be submitted via e-mail and received by no later than **January 10th, 2024 at 5:00 pm**. Responses to questions or any other information, which in the sole judgment of BE Co. may be of value to all interested parties, will be posted in the Public Notices section BE Co.'s the District's website and the Public Procurement website at the location where this SOQ can be downloaded. Verbal questions will be accepted only as a means of assisting in clarifying a written question before submittal.

NEGOTIATION AND AWARD OF CONTRACT:

The Procurement Officer or designee shall negotiate a contract with the most qualified firm for the required services at compensation determined to be fair and reasonable.

FAILURE TO NEGOTIATE CONTRACT WITH THE HIGHEST RANKED FIRM:

If fair and reasonable compensation, contract requirements, and contract documents cannot be agreed upon with the highest ranked firm, the Procurement Officer shall advise the firm in writing of the termination of negotiations.

Upon failure to negotiate a contract with the highest ranked firm, the Procurement Officer shall proceed in accordance with Section 63G-6a-1505 of the Procurement Code

NOTICE OF AWARD:

The District may award a contract to the highest ranked firm with which the negotiations were successful. Notice of the award shall be made available to the public.

OTHER INFORMATION

Neither BE Co., nor the District shall have any obligation to compensate any team, proposer, or individual for any costs or expenditures incurred relative to the preparation and submittal of a detailed SOQ document.

Submission of an SOQ document will be entirely voluntary and made with the knowledge of this fact. All SOQ documents shall become the property of BE Co. and will not be returned.

OWNER'S RIGHTS RESERVED

BE Co. reserves its rights to:

1. Reject any and all proposals received in response to this SOQ.
2. Waive or modify any irregularities in proposals.
3. Request additional information or modifications to proposals prior to award if such is in the best interest of BE Co.
4. Use any ideas submitted in the proposals received, unless covered by legal patent or proprietary rights.
5. Once a firm has been selected, BE Co. and the selected firm will enter into final contract negotiations. In the event of unsuccessful negotiations, BE Co. may enter into contract negotiations with other qualified firms that submitted acceptable proposals.

CWMP – SOQ Criteria Scoring Sheet

Ranking	Criteria	Multiplier	Score					Points
			5	4	3	2	1	
1	Similar Projects (preference for 3) with examples	50						
2	Public Involvement Experience	40						
3	Familiarity with growth patterns and scenarios of developing agricultural communities. (changing land use types)	35						
4	Experience with Water Law, Policies & BMPs and conservation goals	30						
4	Experience with Land Use Planning/BMPS	30						
5	Familiarity (experience working) with water suppliers in developing and agricultural communities.	20						
5	Familiarity (experience working) with water resources.	20						
6	Experience with regionalization of water systems.	10						
Total Points (1175):								

Scoring Key

Score		Definition
5	Excellent	The proposal addresses and exceeds all of the requirements described in the RFP.
4	Very Good	The proposal addresses all of the requirements described in the RFP and, in some respects, exceeds them.
3	Good	The proposal addresses all of the requirements described in the RFP in a satisfactory manner.
2	Fair	The proposal addresses the requirements described in the RFP in an unsatisfactory manner.
1	Poor	The proposal fails to address the requirements described in the RFP or addresses the requirements inaccurately or poorly.