

**STOCKTON TOWN
REQUEST FOR PROPOSAL
NEW CULINARY WELL**

Stockton Town desires to retain the services of a Professional Consulting Engineering Firm to provide engineering design services for the planning, design, and development of a new municipal culinary water well.

PROJECT OBJECTIVES

The Town desires to partner with a Professional Consulting Engineering Firm (consultant) to plan, design, and construct a new culinary water well, with a desired flow rate of 600 gpm, that will become the primary water source for the Town. The selected consultant will guide the appropriate timing, scope, siting, design, and implementation of this plan.

The consultant will review the Town's water master plan and the two previously completed well siting studies (2017 and 2022), conduct a hydrogeologic, and hydraulic viability, and make a recommendation of the final selected site for the development of the municipal well, well building, and other necessary improvements to provide an operating well.

Source development services will include well planning, well siting evaluation and recommendations, water rights confirmation, preliminary evaluation report and source protection plan, preliminary and final permitting, system hydraulic analysis, evaluation of pumping requirements, hydrogeologic analysis, property and topographic surveys, geotechnical engineering, cost estimating and value engineering,

Design services will include the development of site plans, pumping station and piping design, project specifications and bidding documents, property needs and acquisition assistance (if needed), recommending and assisting with pre-purchase of long lead materials, permitting, cost estimating, value engineering, and contractor procurement.

Construction assistance services will include processing construction documentation, assisting with partial pay requests, attending construction coordination meetings, conducting on-site observation at recommended intervals, and project close-out.

BACKGROUND

Stockton Town is located in Tooele County and is home to approximately 700 residents. Historically the Town has relied on springs, located in Soldier Canyon, and a slow sand filtration water treatment plant that is in need of repair. Over the past several years the spring flows have been gradually declining and can no longer be relied on for a future water source. The Town also has a culinary water well that is located in Soldier Canyon near the existing water treatment plant. Historically this has been used as a backup source of water using a propane-fueled generator for power. In 2022-2023, following the Jacob's City fire, the Town received funding to provide permanent power and chlorination to this well. Since both of these facilities are located in Soldier Canyon and susceptible to wildfires and the current treatment

plant and springs may not be a reliable future source of water, the Town has received funding from the Governor's Office of Economic Development to install a new culinary well in a location less susceptible to wildfires and floods that provides the Town with a second, more reliable, groundwater water source.

SCOPE OF WORK

Contract Administration

1. Review the Town's available funding and assist with managing the project within the available funding.
2. Assist with administration and documentation of the project funding including progress reports to the funding agency.

Source Development

1. Consultants will review the Stockton Town's Water System Master Plan and the previously completed well-siting studies.
2. Complete an independent hydrogeologic evaluation considering the previous studies and recommend a final well site, well production, and well depth considering system hydraulics and connection to the existing system.
3. Confirm the Town's water rights and assist with an Application for Permanent Change of Water (change application) to add the new well as a point of diversion.
4. Prepare a preliminary evaluation report and source protection plan for the well meeting the State's requirements.
5. Prepare test well or pilot hole recommendation and specifications, and final well drilling design and specifications and assist the Town with the procurement of a well driller.
6. Assist with property acquisition or easements if the recommended location is other than Town-owned property or rights-of-way.
7. Assist with permitting for drilling of the new well.
8. Provide construction observation and geologic logging of the well.

Well Pump House and Construction Observation

1. Review the Town's master plan and existing system.
 2. Make recommendations and assist with the procurement of any long lead materials such as transformers, motors, drives, pumps, etc.
 3. Make recommendations for final pump type and size, building construction and equipping, and transmission system to connect to the existing infrastructure.
 4. Provide preliminary and final design for the recommended pump, equipping, building, and connection to the existing system.
 5. Prepare final engineering design and contract documents for contractor bidding.
 6. Provide progress design documents and meet with the Town at appropriate milestones to review the
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- recommendations and design progress.
7. Coordinate plan review and approval and obtaining an operating permit with the Utah Division of Drinking Water.
 8. Provide contractor procurement services and recommend a contractor to the Town Board.
 9. Provide construction administration and observation services. For this proposal assume the construction period for the well equipping and building is seven months with part observation of 800 hours required.
 10. Provide project close-out services.

Proposing consultants will provide a scope of work and estimated fee in a separate sealed envelope based on their understanding of needs and objectives as described above and the project. Interested consultants are highly encouraged to include additional insight and information in their proposal that will highlight their expertise and understanding of the objectives of this request.

SCHEDULE

The Town desires completion of the following tasks be generally completed to meet the funding deadline as follows:

- **February 15, 2024 – Advertise Request for Proposal.**
- **March 7, 2024, 2:00 P.M. - Request for Proposal Due**
- **April 11, 2024. – Recommendation and Contract Approval of Selected Consultant at Town Council**
- **November 2024 – Source Development Design Complete**
- **April 2025 – Well Drilling Complete. Well Equipping and Building Design Complete**
- **October 31, 2025 – Well building and equipping and operational permit complete (Project completion).**

PROPOSAL REQUIREMENTS

Each proposal must include the following:

- Cover page (Not included in the page count) with title of project, date submitted, submitting firm name, key contact, address, phone number, and email address.
 - Approach and methodology for completion of the project. The tasks must clearly define the goals and objectives expected. It is the Professional Consulting Engineering Firm's responsibility in the process to provide a detailed approach and methodology that demonstrates their experience and knowledge of the city's water system needs and Project Objectives.
 - Qualifications of firm(s) proposing on the project including specific similar sample projects. Each project listed must include the following information:
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- Staff proposed for this project who worked on a similar project;
- Description of the project emphasizing elements related to this project;
- Project client reference who was involved with the project.
- Qualifications of each individual proposed for this project. Each individual listed must include the following information:
 - Name, education, and years of experience;
 - Experience on projects of this type doing the proposed duties assigned with this project;
 - List of projects this staff member completed similar to this project;
- Detailed Scope of Work proposed to complete Project Objectives.
 - Identified steps in the Scope of Work in this RFP may be expanded as the proposing firm deems necessary for the completion of a successful project.
- Detailed Schedule (Detailed Schedule may be submitted on size 11 x 17). The Detailed Schedule shall highlight key objectives, milestones, and areas requiring input from the town, state, and other agencies if identified. This must tie back to the Detailed Scope of Work proposed by the Firm. The proposed schedule shall start with Town Council approval and go through completion.
- Fee Proposal- Separate Sealed Envelope (One (1) copy). The proposal must be correlated with specific items outlined in the Detailed Scope of Work proposed by the Firm and must include the expected costs and estimated hours by task and must include sufficient detail that allows reviewing staff adequate information to compare key individual item costs. This proposal should also identify any special services to be provided by resources outside of your Firm and the cost of such services. This is for consultant selection. The fee may be negotiated depending on the final well-site selection.

PROPOSAL FORMAT

Proposals shall contain the required information discussed above, in the order listed, not exceeding fifteen (15) pages in length. Page count does not include cover page, any divider pages, appendices, or separate sealed Fee Proposal.

SUBMITTAL REQUIREMENTS

The Town reserves the right to reject any or all proposals and to waive any informality or technicality in any proposal.

The Town reserves the right to delay or deny approval of the work if it is determined in the City's best interest to do so.

Five (5) hard copies and one (1) PDF version of the proposal shall be submitted by **2:00 p.m. on Thursday, March 7, 2024** to Stockton Town, 18 North Johnson Street, Stockton, UT 84071

Questions about this Request For Proposal shall be directed in writing and submitted on U3P.

SELECTION OF CONSULTANT

The successful consultant will be selected in accordance with the Town procurement policy based on the Evaluations below. The final scope of work and fee may be negotiated upon notice of selection based on the final recommended well site location.

EVALUATION

The final selection will be based on the best overall value to the Town which may not be solely on the lowest fee. The written proposals will be evaluated based on the following criteria:

- Approach/Methodology and Scope of Work: 20 Points.
 - Qualifications of firm(s) proposing on the project: 20 Points.
 - Qualifications of each individual proposed for this project: 15 Points.
 - Detailed Scope of Work proposed to complete Project Objectives: 25 Points
 - Detailed Schedule: 10 Points.
 - Fee Proposal: 10 Points.
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