

REQUEST FOR STATEMENTS OF QUALIFICATIONS

District Engineering Consulting Services

Water Treatment Facility Construction Management

Issue Date:

August 19th, 2024

Qualification Due Date and Time:

Received by August 30, 2024, 2:00 pm (Mountain Time)

Mailing/Hand Delivery Address (hard copies):

Ardurra Group
Attn: Ryan Taylor
2175 West 3000 South
Ste 200
Heber City, UT 84032
(435) 503-4123

Electronic Submission:

Email to: genmgrghwsd@gmail.com
Subject line: Green Hills Engineering RFQ Submission

Contact:

Jean M. Brill
Green Hills Country Estates Water & Sewer Improvement District
801-710-5842

SUMMARY

Green Hills is small community located above Pineview reservoir consisting of ~120 water and sewer connections. The Sewer system consists of a gravity collection network and a individual septic tanks and a community drain field. The water system consists of 4 & 6 inch piping, 1 booster station, 2 wells , 3 tanks, and a treatment facility that is currently designed and will soon be under construction. The district is requesting statement of qualifications for an consulting engineering firm or firms to assist the district with:

- 1) Assist them with the construction of the water treatment facility
- 2) Funding, design and construction of other capital improvements including new transmission water lines, storage tanks, SCADA upgrades etc.
- 3) Provide general district engineering services including assistance with water use studies, master plan updates, system optimization, meter replacement, etc.

After evaluating the submitted qualifications the district intends to select one firm to serve as the district engineer and may or may not select a different firm to provide the construction management for the treatment facility.

PROPOSAL REQUIREMENTS AND CONTENTS

Proposals submitted for this project are to follow the outline described 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.

- Preference will be given to firms with extensive water systems and wastewater engineering experience and familiarity with high elevation mountain utilities and operations. The District reserves the right to withdraw this RFQ at any time without prior notice and reject all proposals submitted without indicating any reasons. Any award of contract for services shall be made to the firm most 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 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 unique requirements and proposed service levels using the selected proposal as a basis.
- All responses to this RFQ 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 while 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 RFQ shall not constitute any implied

North Fork Special Service District
Request for Qualifications – District Engineering Services

intent to enter 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.

SECTION 1 – OVERVIEW OF RESPONDING FIRM

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

DISTRICT ENGINEER FUNCTIONS

- Manages all aspects of engineering for the District.
- Manage and oversees all aspects of GIS and Arc Map.
- 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.
- Provides engineering services on capital improvement 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 implemented.
- Makes presentations to the public and the District Board.
- Is available to meet with developers to oversee 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.
- Advise the District as to engineering and construction financing available to the District and prepare and initiate applications for funding.
- On-call for the District.
- Perform other engineering-related functions as directed by the District Chairman or Designee.
- Provides construction management, field observations, and startup and commission support of facilities.

SECTION 2 – DISTRICT ENGINEER TEAM

A responsible 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 RFQ.

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 selected responder 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. 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 SOQs shall be used as a basis for negotiating and finalizing compensation that is fair and reasonable in compliance with Utah Code Ann. Section 63G-6a-1505.

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 RFQ document. Any exceptions or suggested changes to the RFQ of any contractual obligations, including the suggested change, the reasons therefore and the impact it may have on any 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 RFQ.

PROPOSAL DEADLINES AND START DATE FOR SERVICES

August 16 th 2024:	Posting of Request for Qualifications and beginning of period to accept Proposals.
August 27, 2024, 2:00 PM:	Deadline for Proposals.
August 27, 2024:	Opening and evaluating proposals.
August 28, 2024:	Official award of the contract by the Board will be at a Board Meeting.
Promptly thereafter:	Completion of contract negotiations and commencement of services.

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 RFQ. 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 RFQ. This RFQ 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.

North Fork Special Service District
Request for Qualifications – District Engineering Services

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.

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

Experience in similar mountainous environments	20%
Prior experience with the district	15%
Relevant project experience	25%
Proximity of the consultant's office to the District	15%
References	25%
Total	100%

AWARD OF CONTRACT

The Board shall designate three individuals to serve as the Evaluation Committee for purposes of this RFQ.

After taking into consideration the District's Evaluation Committee's recommendations based on qualifications, experience, ability to perform and understanding of specific services provided. The Board shall award the contract to one or more of the top-ranked Proposers or may elect to reject all proposals. In making its decision, the Board shall determine which proposal or proposals is in the best interest of the District, after considering all applicable factors.

The Board may make the awarding of a contract subject to further negotiations and modifications deemed to be in the best interest of the District, and the award of contract shall be subject to the District and the proposer entering into a contract acceptable to the District. A separate contract will be required for each selected proposer.