



**REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR
PROFESSIONAL ENGINEERING SERVICES**

December 2024

Notice of this Request for Statements of Qualifications will be published pursuant to Utah Code Ann. § 63G-6a-112 at least seven days prior to the deadline for submission of solicitation responses.

Summary

General Information	
Project Name	Qualified Engineering Pool
Project Description	The Jordanelle Special Service District (“JSSD” or the “District”) is seeking general Statements of Qualifications from qualified professional engineers, or engineering firms, to provide a broad range of engineering services to the District. The result of this request will be to create a list called the Qualified Engineering Pool (the “Pool”) from which the District may procure engineering services as needed. The District intends to designate one engineer in the Pool as the Engineer of Record for the District.
Approximate Budget	Varies, year by year. <i>There is no guarantee of work for those firms selected for the Pool.</i>
Project Start Date/Length	Selected firms or engineers will remain in the Pool for a period of 5 years, subject to reapproval. The 5-year Pool period will commence on the date that the District notifies proposers that they have been selected for inclusion in the Pool. (“Pool Period Start Date”).
Contract Type	Open-Ended Approved Vendor List. Each engineer or engineering firm selected for the Pool will enter into a Master Engineering Services Agreement with JSSD. Work awarded from the Pool will be completed under Task Orders pursuant to the Master Engineering Services Agreement.
Procurement Process Information	
Contract Administrator	David Fuller P.O. Box 519 5360 N. Old Highway 40 Heber City, Utah 84032 david@jssd.us <i>All communications regarding this solicitation must be through the Contract Administrator.</i>
Selection Method	Qualifications-Based

<i>Evaluation Criteria</i>	
Experience Factors	
1. Experience reviewing, preparing, digitally modeling, and/or updating water and sewer designs, system master plans, and/or rate studies, consistent with applicable engineering and construction standards.	
2. Experience providing engineering services and future planning services related to water systems and/or water and wastewater treatment facilities.	
3. Experience serving as the Engineer of Record and working with key water-related entities at the State and local level, including those whose work is related to that of JSSD (such as the Utah Division of Drinking Water, Wasatch County, Park City, Heber City, or others).	
4. Experience seeking, and working with State and Local entities to maintain, project-level and system-level permits for work conducted in Wasatch County.	
5. Experience digitally tracking, monitoring, and maintaining key information related to engineering projects, including accounting information and system plan documents.	
RFQ Schedule & Parameters	
• Districts Issue Request for Statements of Qualifications	December 19, 2024
• Deadline to submit Statements of Qualifications (“SOQ”)	January 15, 2025
• SOQ Page limit	10 pages (resumes do not count toward page limit)
• Submittal instructions	Email SOQ in .pdf format, to the Contract Administrator by the deadline above
Included as part of this RFQ	
Part A – RFQ Information and Districts’ Specifications	
Part B – SOQ Contents & Evaluation Process	
Part C – Standard Terms of Solicitation	

REQUEST FOR STATEMENTS OF QUALIFICATIONS

Part A – RFQ Information & Districts’ Specifications

1. The Special Service Districts

The Jordanelle Special Service District (“JSSD”) is a special service district organized pursuant to Utah Code Ann. § 17D-1-101 *et seq.* JSSD provides culinary water and sanitary sewer services in portions of Wasatch County, Utah. The Wasatch County Council serves as the governing body of JSSD, which is managed by a General Manager.

The JSSD General Manager also serves as the General Manager for the following special service districts: Twin Creeks Special Service District, North Village Special Service District, Strawberry Ranch Special Service District, Strawberry Lakeview Special Service District, and Owl’s Nest Special Service District (collectively with JSSD, the “Districts”). The Districts provide a variety of municipal services in portions of Wasatch County.

This Request for Statements of Qualifications is issued on behalf of all of the Districts, and the engineering firm(s) or engineer(s) in the Pool will be used to provide engineering services for all of the Districts.

2. Engineering Services

The Districts seek to maintain a prequalified pool of professional engineers, or engineering firms, with capabilities to provide the engineering services listed as Experience Factors on the Cover Sheet on a Task Order basis, along with other engineering services as needed by the Districts from time-to-time. This pool will be referred to as the Qualified Engineering Pool (the “Pool”) and is an “open-ended approved vendor list” as defined in Utah Code Ann. § 63G-6a-507.

The Districts intend to enter into a Master Engineering Services Agreement with each successful engineer(s) or engineering firm(s), providing for those firms or engineers to be included in the Pool. Each Master Engineering Services Agreement will include a rate sheet agreed upon by the Districts and that vendor. The Pool will be maintained over the five-year period commencing on the Pool Period Start Date; one or more engineering firms will be selected from the Pool to complete each relevant project as needs arise and funding is available. ***No vendor entering into a Master Engineering Services Agreement with the Districts will be guaranteed work under that agreement.***

That said, the Districts intend to designate one engineer in the Pool as the Engineer of Record for all of the Districts. The Engineer of Record can expect a regular and consistent amount of work on a monthly basis.

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Part B – Procurement Process & SOQ Content

1. Statements of Qualifications

Professional engineers or engineering firms desiring to be included in the Districts' Qualified Engineering Pool, and to therefore be considered to provide engineering services for the Districts for projects that may arise during the Pool's five-year period, should submit a Statement of Qualifications ("SOQ") in accordance with this Request for Statements of Qualifications. Only licensed professional engineers and firms will be considered.

Statements of Qualifications should include the following:

- A statement indicating whether you would like to be considered for the role of Engineer of Record.
- A description of your experience in each of the areas listed as Evaluation Criteria on the Cover Sheet;
- Resumes of those individuals proposed to perform work for the Districts; and
- References.

Any additional information that the firm wishes to include that is not specifically requested should be included in an appendix to the SOQ. Firms are encouraged to keep SOQs brief while addressing, in sufficient detail, each evaluation criterion.

2. SOQ FORMAT

SOQs should adhere to the following format:

- SOQs should be submitted in one .pdf file.
- SOQs should consist primarily of 8 ½ by 11 inch pages. 11 by 17 inch pages may be used for drawings, charts, tables, and schedules. No text should be included on 11 by 17 inch size pages except for text that is required for the interpretation of the chart, table, or schedule.
- SOQs should be printed in a minimum of 12-point font.

- Copies of the SOQ must be submitted electronically by email to the Contract Administrator with the email subject “JSSD Engineering Pool RFQ Submission” in compliance with the Standard Terms of Solicitation set forth in Part C of this RFQ.

Failure to follow the format or submission method described above may result in the SOQ being disqualified from consideration. The Districts may also, as appropriate, use their discretion to permit minor irregularities and nonconformances with these requirements in selecting firms for the Pool.

The Statement of Qualifications must NOT include any information about pricing or hourly rates.

3. Evaluation and Selection

The Districts will appoint an Evaluation Committee to review responsive SOQs. The Evaluation Committee will score the responsive SOQs using the Experience Factor criteria identified in this Request for Statements of Qualifications. All criteria identified in this RFQ will be given equal weight in the Committee’s evaluation process.

After taking into consideration the Districts’ Evaluation Committee’s recommendations based on qualifications, experience, ability to perform and understanding of specific services provided, the General Manager will award Master Engineering Services Agreements to one or more of the top-ranked proposers.

The General Manager reserves the right to reject all proposals if none meet the stated criteria. The General Manager may make the awarding of a contract subject to further negotiations and modifications deemed to be in the best interest of the Districts. A separate contract, in the form of a Master Engineering Services Agreement, will be put into place between the Districts and each proposer invited to join the Pool. The Districts will agree to terms, including rate sheets (including provisions for reasonable escalation of rates in future years), for these agreements with each respective proposer.

The top-ranked proposer that indicated its interest in being considered for the role of Engineer of Record will be designated by the District as the Engineer of Record. The Master Engineering Services Agreement between the Districts and that proposer will reflect that designation.

Further details on the evaluation process follow below.

A. Evaluation Criteria

Each SOQ will be evaluated by the Evaluation Committee (discussed immediately below) to determine whether it meets the Experience Factors set forth in this RFQ. The Evaluation Committee will assign each firm one of five potential “scores” for its likelihood of meeting the Experience Factors, as demonstrated by that firm’s SOQ:

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1	Not Qualified
2	Partially Satisfactory
3	Satisfactory
4	Good
5	Excellent

The “score threshold” will be a 3, or a Satisfactory rating, indicating that a firm is able to meet all Experience Factors, even if minimally so. Only those firms meeting or exceeding the score threshold for each Experience Factor will be considered for final inclusion in the Pool.

B. Evaluation Committee

The Districts shall, following issuance of this RFQ, appoint an Evaluation Committee consisting of at least three individuals with an understanding of the technical requirements related to this procurement and the needs that the services covered by this pool are intended to address.

The Evaluation Committee shall evaluate and score received SOQs using the minimum mandatory requirements, evaluation criteria, and applicable score thresholds set forth in this RFQ. The Experience Factors listed on the cover page of this RFQ will be the only technical criteria evaluated. The Evaluation Committee will not utilize additional criteria not listed in the RFQ in its evaluation.

The Evaluation Committee reserves the right to propose that the Districts enter into contracts with as many responders as have submitted qualifying SOQs. The Evaluation Committee likewise reserves the right to recommend that the District not enter into a contract with any of the responders should none meet the requirements set forth in the RFQ.

C. Final Selection

After taking into consideration the Districts’ Evaluation Committee’s recommendations based on qualifications, experience, ability to perform and understanding of specific services provided, the General Manager shall award Master Engineering Services Agreements to one or more of the top-ranked proposers. The final selection of firms for inclusion in the Pool may be subject to approval of the Wasatch County Council, acting as the governing body of the Districts. Where such approval is deemed necessary, an engineering firm will not be considered to be included in the Pool until such time as that approval is granted.

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Part C – Standard Terms of Solicitation

1. INSTRUCTIONS TO RESPONDENTS

A. Submission.

SOQs will be received by the Contract Administrator via email, or as otherwise arranged between the respondents and the Contract Administrator. The Contract Administrator will log the date and time of each SOQ received. It is the responsibility of the respondent to ensure that its Proposal is received by the Contract Administrator by the specified time. The Districts reserve the right to reject late proposals.

B. Minimum Mandatory Requirements.

This RFQ sets forth the minimum mandatory requirements, evaluation criteria, and applicable score thresholds that all SOQs must meet to be included in the Qualified Engineering Pool. Failure to submit SOQs in accordance with this RFQ will render the SOQ unacceptable or non-responsive. The Pool will include only responsible vendors that (i) submit a responsive statement of qualifications; and (ii) meet the minimum mandatory requirements, evaluation criteria, and applicable score thresholds described in the request for statement of qualifications.

C. Confidential, Protected, and Public Information

In accordance with Utah Code Section 63G-2-305(6) of the Government Records Access and Management Act (“GRAMA”), information related to this procurement will not be made public until after execution of the contract with the successful SOQ. Procurement information includes the Proposals submitted by respondents in response to this RFQ and any accompanying documentation, as well as records maintained by the Districts during the procurement process.

The Districts will maintain a process to ensure confidentiality for the duration of this procurement. If the respondent submits information in its RFQ that it believes is "trade secret," the respondent must follow the procedure set forth in Section 63G-2-309 of GRAMA.

Additionally, for ease of evaluation, the District requests that each respondent also follow the steps identified below:

- 1) Clearly mark all trade secret information as such in its SOQ at the time the SOQ is submitted, and state in a cover letter that the “DOCUMENT CONTAINS TRADE SECRET INFORMATION,” and identifying each section and page which has been so marked;
- 2) Include a statement with its SOQ justifying the respondent’s determination that certain records are trade secret information for each record so defined;
- 3) In addition to the SOQ copies submitted in accordance with the Submittal Instructions on the RFQ Cover Sheet, submit one electronic copy of the SOQ that has all the trade secret information deleted from the SOQ and label such copy of the Proposal “Public Copy.” If a respondent submits an SOQ containing no trade secret information, no "Public Copy" need be submitted. However, any respondent that submits an SOQ containing no trade secret information must so certify in a cover letter to its SOQ; and
- 4) Defend any action seeking release of the records it believes to be trade secret information and indemnify, defend, and hold harmless the Districts and their agents and employees from any judgments awarded against the Districts or their agents and employees in favor of the party requesting the records, including any and all costs connected with that defense. This indemnification survives the Districts’ cancellation or termination of this procurement or award and subsequent execution of the contract. In submitting an SOQ, the respondent agrees that this indemnification survives as long as the trade secret information is in possession of the Districts.

All records pertaining to this procurement, as well as records pertaining to any subsequent contracts awarded from the Pool, will become public information after an agreement is entered, unless such records are identified as trade secret information as specified above. No liability will attach to the Districts or their agents for the errant release of trade secret information by the Districts or their agents under any circumstances.

D. Conflicts of Interest

Each responding firm 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.

E. Signature and Acceptance of Conditions

The proposal must be signed by an official authorized to bind the consulting firm and must 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.

F. Withdrawal of SOQs

A respondent may withdraw its SOQ before the deadline for responding to this Request for Statements of Qualifications without prejudice to itself by submitting a written request for its withdrawal to the Contracts Administrator.

G. Cost of SOQs

The Districts are not liable for any costs incurred by respondents in the preparation of SOQs submitted in response to this RFQ.

H. Examination of RFQ

The submission of an SOQ constitutes an acknowledgment upon which the Districts may rely that the respondent: (i) has thoroughly examined and is familiar with the RFQ, including any contractual terms included in the RFQ, and (ii) has reviewed and inspected all applicable statutes, regulations, ordinances, and resolutions addressing or relating to the goods and services to be provided hereunder. The failure or neglect of a respondent to receive or examine such documents, statutes, regulations, ordinances, or resolutions will in no way relieve the respondent from any obligations with respect to the SOQ or to any contract awarded pursuant to this RFQ. No reduction or modification in the respondent's obligations will be allowed based upon a lack of knowledge or misunderstanding of this RFQ, statutes, regulations, ordinances, or resolutions.

K. No Collusion

By submitting an RFQ, the respondent represents and warrants that its SOQ is genuine and not a sham, and that the respondent has not colluded with any other parties regarding this procurement process. If the Districts learn that the SOQ is not genuine, or that the respondent did collude with other parties, or engaged in any anti-competitive or fraudulent practices in connection with this procurement process, the Districts may immediately terminate any resulting contract, and seek any remedies available in equity or at law.

2. SELECTION PROCESS

A. Changes to the RFQ Schedule

The Districts may make changes to the RFQ Schedule in their sole discretion and at any time. Deadlines shown on the RFQ Cover Sheet that apply to the Districts are estimates only, and may be adjusted by the Districts in their sole discretion.

B. Addenda to the RFQ

The Districts may make changes to the RFQ, by issuing a written addendum to the RFQ. In the event of such a modification to the RFQ, all respondents will be evaluated according to the modified RFQ.

C. The Districts' Procurement Options

Based on submitted information, the Districts may do or take any of the following actions, without limitation:

- commence negotiations with a respondent;
- ask for more information or clarifications before making a selection;
- determine a Short List or conduct Discussions before making a selection;
- decline to accept any SOQ;
- re-advertise;
- cancel the RFQ; or
- elect to otherwise procure the needed services in accordance with the Districts' policy and procedures.

The Districts reserve the right to negotiate price, scope, schedule, and other contract terms at any time prior to entering a subsequently competed contract issued under the Pool.

D. Responsiveness

An SOQ will only be considered for inclusion in the Pool if it is responsive to the statement of qualifications and meets the applicable score thresholds described in the RFQ. Any SOQ that attempts to modify the RFQ requirements, set forth additional terms and conditions, or avoid conformance with the requirements or specifications of the RFQ may be considered unqualified and therefore rejected.

E. Responsibility

The Districts will not consider for inclusion in the Pool a respondent who is deemed by the Districts, in their sole discretion, to lack the ability or responsibility to

perform successfully under the Districts' terms. Such determination of responsibility may encompass management, technical, legal, and financial matters.

F. Checking References

The Districts reserve the right to contact any reference specifically named by the respondent in its SOQ or any other additional references as deemed appropriate by the Districts, including references suggested by the respondent's named references or references known to the Districts through their own knowledge of the industry.

G. Requests for Clarification

The respondent shall provide accurate and complete information to the Districts in both its SOQ and any extraneous communications. If information provided by the respondent is incomplete, appears to include a clerical error, or is otherwise unclear, the Districts may either (i) deem the SOQ nonresponsive and exclude it from consideration accordingly, (ii) evaluate the SOQ as submitted, or (iii) issue a Request for Clarifications to the respondent stating the information needed and a date and time by which the information must be provided. If the respondent does not respond to the Request for Clarifications in a timely manner, or if the response is deemed to be insufficient by the Districts, in their sole discretion, then the Districts may declare the SOQ unqualified for inclusion in the Pool.

3. ADMINISTRATION OF THE QUALIFIED ENGINEERING POOL

A. Limited Prequalified Pool

Only those engineering firms selected for and included in the Pool will be eligible to provide engineering services to the Districts.

The Pool will remain valid for a term of five years from the Pool Period Start Date. After that five year period has expired, the Districts intend to issue a follow-on Request for Statements of Qualifications, and all engineering firms previously included in the Pool will be required to submit new Statements of Qualifications for evaluation before the firm's status as an approved firm in the Pool may be renewed.

B. Subsequent Additions of Firms to the Pool

Once per year following the Pool Period Start Date for the five-year period of the Pool, engineering service providers who are not on the approved vendor list but wish to be considered for inclusion in the Pool may submit Statements of Qualifications pursuant to the requirements set forth in this RFQ. The Districts will evaluate these late-term SOQs using the same evaluation framework and methodology set forth in this RFQ and in line with the requirements set forth at Utah Code Ann. § 63G-6a-507(8) to ensure even-handed

consideration of all engineering firms. Should a firm submitting a late-term SOQ be admitted to the Pool, that firm will remain in the Pool for the remaining portion of the existing five-year term of the Pool; the Pool will still terminate five years from the Pool Period Start Date.

C. Firm Verification and Performance Monitoring

Those engineering firms selected for inclusion in the Pool are expected to continuously maintain compliance with RFQ requirements. Every 12 months following the Pool Period Start Date, the Districts will verify that each firm in the Pool continues to meet the minimum mandatory requirements, evaluation criteria, and applicable score thresholds. As part of this annual verification, the District intends to require that all firms included in the Pool submit Requalification Certification Forms, which will be provided by the Districts.

The Districts further reserve the right to evaluate the performance of engineering firms in the Pool during the Pool period, and such evaluation may result in an engineering firm not being awarded further work. Should the Districts find an engineering firm's performance seriously deficient, the Districts reserve the right to determine whether that firm in the approved Pool may be disqualified and removed from the Pool.

The annual requalification certification process for firms already in the Pool will be undertaken concurrently with the annual consideration of firms seeking subsequent addition to the Pool.

D. Award of Subsequent Contracts Under the Pool

Contracts awarded under the Pool will be issued on Task Order basis. There is no guarantee of work for a firm on the sole basis that they are included in the Pool. The District reserves the right to require the submission of additional information, including technical information, from firms already included in the Pool in order to make subsequent contract award decisions.

The SOQs shall be used as a basis for negotiating and finalizing fair and reasonable compensation, which will be formalized through rate sheets included in each vendor's Master Engineering Services Agreement. The Districts may request additional information regarding pricing and compensation from Firms in the Pool to facilitate such negotiations. Firms accepted into the Pool will be paid on a project-by-project basis. There is no guarantee that the District will compensate any firm in any particular amount.