

# **Request for Proposal – Iron County, Utah**

## **Professional/Engineering Services for Capital Facilities Plan (Sewer, Storm Drainage & Transportation)**

### **SECTION I. Objective of the Request for Proposals**

Iron County is requesting proposals for a Capital Facilities Plan that includes infrastructure needs in the unincorporated county for sewer, storm drainage and transportation. The purpose is to prepare a Capital Facilities Plan that meets the statutory requirements of Utah Code Title 11, Chapter 36a, Part 3 “Impact Fee Facilities Plan,” necessary to create and adopt appropriate impact fees and service fees to help pay for these infrastructure facilities and services, and that can be adopted by the Iron County Commission at the completion of this project.

### **SECTION II. Instruction to Consultants**

A. An original non-priced proposal (marked “ORIGINAL”) must be delivered, along with three (3) additional copies in a sealed package, plainly marked “RFP Services for Capital Facilities Plan” and addressed to Reed Erickson, Iron County Planner, 82 N 100 E, Suite 102, Cedar City, UT 84720 no later than **5:00 P.M. Monday, August 11, 2025**.

B. All requests for clarification or any questions about information contained in this RFP must be submitted in writing to Reed Erickson, County Planner, 82 N 100 E, Suite 102, Cedar City, Utah 84720 or [reed@ironcounty.net](mailto:reed@ironcounty.net). Requests for clarification or questions and responses will be posted on the County website ([www.ironcounty.net](http://www.ironcounty.net)) accessible to all Consultants. All requests or questions must be received no later than **5:00 P.M. Monday, August 4, 2025**. The name, address, telephone number and email address must be provided (if available) by the Consultant for the person to whom such additional information should be sent.

C. Failure to answer any question, to complete any form or to provide the documentation required would be deemed non-responsive and may result in an automatic rejection of the proposal, unless the County determines that such failure constitutes a minor informality.

D. No pre-bid conference is scheduled

E. The information contained in the Technical Proposal should establish how the consultant perceives the proposed work, how they propose to do the work, what personnel the firm proposes to use, and what the estimated involvement of the major personnel will be. It shall describe the consultants proposed approach to the project. Critical items, as perceived by the firm, shall be identified and briefly addressed.

### **SECTION III. Evaluation of Proposals**

A. Technical Proposals: The Evaluation Committee will review proposals. The final selection will be based upon an evaluation and analysis of the information and materials required under the RFP. The Evaluation Committee will be composed of the County Planner, County Engineer, County Auditor, and a County Commissioner.

B. References: References will be contacted to determine if the consultant is responsive and responsible in performing similar Capital Facilities Plans.

C. Invitation for Interview: The Evaluation Committee will review the Technical Proposals and, considering the requested information, will prepare a short list of the most qualified Consultant(s) by **5:00 P.M., Monday, August 18, 2025**, who will be invited for an oral presentation/interview.

County staff will send notification to each Consultant making the short list and will schedule a time for the oral presentation/interview. County staff will also notify the Consultants not chosen for the short list.

**D. Interviews:** Short listed responsible and responsive Consultants will be scheduled during an afternoon of **August 25 - 29, 2025** to provide a thirty (30) minute oral presentation (20 minutes for presentation and ten 10 minutes Q&A). The project leader and other persons who would be directly involved with the County must attend. The Evaluation Committee will judge experience, qualifications, and understanding of the proposed scope of work.

**E. Cost Proposal:** All Consultants invited to interview will be asked to prepare a Cost Proposal at that time. The Cost Proposal shall be prepared utilizing this request for proposals as its basis and will be the total cost for the contract. In accordance with U.C.A. § Chapter 63G-6a-707, the contract award may not necessarily given to the lowest price bid, but is based on the best value.

**F. Awards of Contract:** The County will award a contract to only one responsive and responsible, eligible Consultant. The County reserves the right to reject any and all proposals if it determines that it is in the best interest of the County to do so.

#### **SECTION IV. Proposal Specification and Preparation**

All information in the proposal should be organized and presented as directed below. The proposal should provide a straightforward and concise description of the Consultants commitment and ability to perform all phases of the contract as described in this document. A proposal may be deemed to be non-responsive and automatically disqualified, at the Evaluation Committees discretion, if a Consultant fails to comply with the following instructions:

1. All proposals must follow the same format and address all required components in order. This requirement is intended to simplify the proposal preparation and evaluation processes, and ensure that all proposals receive the same orderly review.
2. The proposal should be prepared simply and economically, providing a straightforward and concise description of the Consultant's capabilities. Emphasis should be placed on completeness and clarity of content.
3. Proposal sections and pages must be appropriately numbered. Any additional information that the Consultant wants to include should be listed in the Appendix to the Consultant's proposal. These additional items should be appropriately labeled and referenced in the body of the proposal. Labeled index tabs must separate major sections throughout the document. Proposal pages must be single-sided, single spaced and numbered.

**All proposals must include the following components:**

Letter of Transmittal

Table of Contents

1. Executive Summary
2. Company Overview
3. Project Team
4. Related Experience
5. Proposed Schedule, Sample Report and Exhibits
6. Exceptions- Alternatives to Scope of Services
7. Appendix

## **A. Proposal Components:**

Letter of Transmittal. Provide a one-to-three-page cover letter.

**The Letter of Transmittal** should include the following:

- The name of the individual(s) authorized to negotiate and sign contract on the Consultant's behalf.
- A brief statement of the Consultant's understanding of the project.
- The name, title, phone number, fax number, e-mail address, and street address of the person in the organization who will answer questions about the proposal.
- Highlights of the Consultant's qualifications and ability to perform all phases of the contract as described in this document.
- A brief description of the roles of the Consultant and the subcontractors, if any subcontractors are proposed.
- Letter of Transmittal must be signed by an individual authorized to bind the Consultant contractually.

**Table of Contents.** Include a table of contents listing all sections, figures and tables

**Section 1: Executive Summary.** This section should include a brief executive summary of the proposed consulting services for assisting the County in its implementation of its Capital Facilities Plan *(The page limit for this section is four pages)*

**Section 2: Company Overview.** Provide the following information about the Consultant and any proposed subcontractor:

- The firm's name, e-mail address, business address, phone number and fax number.
- The year the firm was established and any former names of the firm.
- The type of ownership, parent company, and organizational structure.
- A description of the company's primary business areas and number of employees.
- An indication of the firm's licensing to do business in the State of Utah.
- The location of the office or offices that would provide the project services.
- A brief statement of the firm's background, demonstrating longevity and financial stability, including a copy of the most recently audited financial statement as an appendix to the proposed response. *(The page limit for this section is two pages per firm)*

**Section 3: Project Team.** Identify the designated project manager and the project team. Include a project team organization chart. For each key person assigned to the project, include an additional one-or-two page resume that includes a summary of relevant professional qualifications, relevant project experience, education, and professional registration. Samples of any forms used to manage the project schedule, documents and progress reports shall be included in the proposal. *(The total page limit for this section is 12 pages)*

**Section 4: Related Experience.** Include a one to two page project description for a minimum of three recent and relevant projects that demonstrates capabilities in the project services, experience with similar clients and/or local project experience. The experience description will include the size of the project, the time required for completion; the percent of expended funds versus pre-contract

bid amount. Include the name of the client organization and the name and contact information of the person there to contact for a reference. *(The total limit for this section is 10 pages)*

**Section 5: Proposed Schedule, Sample Report and Exhibits.** Include a brief schedule for the completion of the project services and the deliverables identified below in Section V: Proposal Scope of Work. Include the proposed start and end dates and intermediate delivery dates. Describe projected resource availability for the anticipated duration of the project. *(The total page limit for this section is 10 pages)*

**Section 6: Exceptions – Alternatives to Scope of Services.** If the Consultant cannot provide a service as it is described in Section V, but believes it can offer equivalent or superior results by some other means, the Consultant must identify the service, state that it is offering an alternative, and provide a description of the proposed alternative. The proposal should describe the alternative thoroughly and should clearly state how the alternative achieves equivalent or superior performance results.

**Section 7: Appendix.** Additional information that supports the proposal may be submitted; however, this section should not constitute the bulk of the submission.

## **SECTION V. Proposed Scope of Work**

Although this request for proposal includes a suggested scope-of-work, the County will accept a refined scope-of-work based upon the Consultant's experience in the area of Capital Facilities and Impact Fee Facilities planning. If an item has been omitted by the County or if you feel an item would enhance the plan or the end product, please include these types of items in your proposal in the "Exceptions" section. The County will be reviewing the proposals for innovative ideas, approaches to the work, and suggestions on additional work, which would be considered.

The County will rely on the Consultant to prepare a scope of work for this project, which indicates your understanding of the work required and your experience on previous, similar projects.

The County anticipates the following areas will need to be addressed. The project consists of analyzing existing infrastructure providing a prioritized list of critical projects including analysis of present and future Sewer, Storm Drainage and Transportation Facilities.

### I. Project Administration

a. The Consultant shall furnish all personnel, administrative support, equipment, and supplies necessary to complete all tasks for this project.

b. Project Schedule

i. The project will be completed by a date suggested and negotiated with the Consultant and County.

c. Coordination Meetings

i. The Consultant shall include regular progress meetings, approximately one every two weeks to review project progress, issues to be resolved, early study results, etc. Because the project work may evolve over the course of the project, the Consultant shall ensure that the County personnel and the Consultant team members remain synced regarding study direction, objectives, and deliverables.

d. Quality Assurance/ Quality Control Plan

i. The task is to allow the County to review the internal quality control plan and technical review process. The Consultant shall conduct internal QA/QC checks and follow-up with technical experts as necessary during the course of the project. Internal checking or peer review of all deliverable will be performed.

### II. Review of Existing Plans

- a. The consultant shall review the existing Capital Facilities Plans for all municipalities systems/infrastructure with which the County is contracted to access. The consultant shall also review the most current related County Plans.
- b. The County shall also provide a suggested list of needed capital facilities and projects to be considered during the plan preparation process.

### III. Data Gathering. Compile Information on Existing Conditions

- a. Gather Existing Plans
  - i. Previous Subdivision plans
  - ii. Rational Method Evaluation
  - iii. Etc.
- b. Survey Supplemental Information
- c. Evaluate
- d. Recommend future improvements and related appropriate impact fee amounts
- e. Additional Considerations
  - i. Sewer affluent for secondary water use
  - ii. Storm Drainage retention and detention basins
  - iii. Cedar Valley Belt Route master plan and associated intersections and connections.
- f. The consultant shall be responsible to determine the information required to complete the project. The following is a list of items which may be required to complete this plan:
  - i. Census Data - Collect and analyze demographic trends within the County
  - ii. Level of Service - Collect and analyze level of service of other communities in the area, and how they compare to the County's current level of service. Analyze the level of service demands that are unique to Iron County
  - iii. Planning and Zoning - Collect and analyze future planning for land use (General Plan Tiers), land zoning, population densities, and growth potential within the County. Consider the information available from other agencies and their master plans, including (but not limited to) Cedar City, Enoch City, Parowan City, Brian Head Town, etc.
  - iv. Aerial Mapping
  - v. Studies and Analysis - Collect any supporting or background information required to complete the project as determined by the Consultant. This task includes the development of a detailed work plan for the project, preparation of schedules and identifying the need for data. This will also include meeting with County departments and organizations to identify their needs, requirements, and known deficiencies.

### IV. Existing Facilities and Programs Inventory

- a. Compile a comprehensive inventory of publicly owned facilities – a comprehensive inventory of existing facilities and services provided by the County, cities, towns, school district, adjacent agencies, non-profit groups, and private organizations which serve the community and have bearing on sewer, storm drainage and transportation services. Noting also privately owned facilities where deemed appropriate.

### V. Facilities Evaluation

- a. The Consultant will review issues such as existing and future level of service standards and community needs. The Consultant shall determine the projected capital facilities required for several planning horizons; including short term – 5-year improvement plan, medium range – 10-year improvement plan, and long range – build-out conditions for each of the three service components (sewer, storm drainage & transportation). It will also include the estimated construction cost and property acquisition costs separately. The Capital Facilities Plan list

should include a table for each project showing a detailed project description, breaking out the major components of the cost estimate, and identifying funding sources for the project.

b. The County has a general plan addressing development and the various aspects of the County. The Consultant should review the County's General Plan (Tiering System) and incorporate it into the Capital Facilities Plan or discuss the potential conflicts, if any, between the documents.

## VI. Operations and Management

a. The Consultant will review issues pertaining to the operation and management needs of sewer, storm drainage and transportation facilities and plans. The Consultant shall identify existing and future operational needs to meet service standards of the community.

## VII. Public Involvement

a. Public education and involvement are an important part of the capital facilities planning effort. The Consultant may include the formation of a committee from the County and the residents of Iron County to provide an avenue for public involvement. The Consultant should incorporate it and how it would function into their proposal. The Consultant shall include a public statistically valid survey to help determine the citizen's interests, needs, and customer satisfaction on issues related to the items included in the project. The Consultant should provide for this in the proposal, including past experience in conducting surveys. The Consultant shall include informational meeting to educate and inform the County and public on issues related to the process. There should be open house type meetings where interested parties attending could ask questions in a somewhat informal atmosphere. The Consultant should provide for this in the proposal, including past experience hosting public meetings. The County would like to provide as much openness and transparency in the capital facilities planning effort as possible.

b. The Consultant will be required to meet with the Planning Commission, the County Commission, and any other organized committee or agency that affects the items in the project. The Consultant would present the project including addressing the concerns and comments received from them. The comments would need to be addressed prior to issuing the final document.

## VIII. Quantify and Compile Data on Planning and Decisions from Community

## IX. Quantify Needed and Desired Improvements

## X. Prioritize Improvements Based on Sound Planning and Public Input

## XI. Develop the Capital Facilities Plan to Understand Needs and Desires of the Community, including the determination of potential impact fee and service fee amounts.

## XII. Document Preparation

a. General. The intent of the plans is not just to evaluate existing conditions and project capital improvement and maintenance needs, but will also be used extensively in educating developers, private property owners, County staff and the elected officials regarding the capability and needs of the system. As such, the County will expect that the document is well written and that assumptions and reference materials are supported and documented within the Capital Facilities Plan.

- i. The document will contain color maps, tables, charts, and other information, which will allow the reader to understand the document.
- ii. The Consultant shall deliver three (3) copies of the draft Capital Facilities Plan document to the County for review and comment.
- iii. The Consultant shall deliver ten (10) copies of the final Capital Facilities Plan document, including appendices, to the County. In addition, the Consultant shall provide a CD with the master plan in PDF and WORD format; each section will be a separate file, including figures and tables. The appendices will also be provided in PDF and WORD format.

### XIII. County Adoption of Project

- a. The Consultant shall present the Capital Facilities Plan to the Planning Commission and the County Commission and answer any questions that they may have about the plan. The County Commission is expecting to adopt the Capital Facilities Plan.

## **SECTION VI: Proposal Form, Minimum Requirements, and Miscellaneous**

The County, in evaluating proposals that have met the minimum threshold requirements, will use the following criteria. This is not intended to be a comprehensive list, nor is the arrangement of the criteria meant to imply order of importance in the selection process.

A. Similar Project Experience. The Consultant's prior similar work experience. The work that best illustrated the Consultant's current qualifications and ability, including descriptions of prior experience similar to the services envisioned in the RFP. The proposal will be evaluated on the basis of project experience that is of a similar technical nature and complexity, for clients that are similar in size, location, and type.

B. Technical Expertise. The proposal will be evaluated on the respondent's demonstrated technical suitability for performing the project services.

C. Past Performances. The Consultant's past performances on similar public and private projects, including past performance on all projects for the County.

D. Qualifications. The identity and qualifications of key personnel, team members and sub Consultants available to work on this project, including their expected project assignments and the extent of their participation.

E. Capacity. The Consultant's capacity to apply and commit itself successfully to the project tasks and to complete required services, its' staffing plan for this project, scheduling, and coordination with ongoing operations of the County

F. Key Personnel. The quality (i.e., appropriateness, capability and experience of key personnel and continuity of the project teams, key personnel and sub-Consultants

G. Compliance with RFP Instructions. The proposals will be evaluated for general compliance with instructions issued in the RFP. Noncompliance with significant instruction may be grounds for proposal disqualification.

H. Insurance. Insurance for parties contracting with Iron County will be required.

I. Local Vendor Preference. In awarding bids for professional services or for the procurement of

supplies or services, preference shall be given to local vendors. A "local vendor" is defined as a business having:

- i. a commercial office, store, distribution center, or other place of business located within the boundaries of the County, with an intent to remain on a permanent basis;
- ii. a current Iron County business license; and,
- iii. at least one employee physically present at the local business outlet.

J. Confidentiality. All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the proposer that is submitted to Iron County, as part of the proposal or otherwise, shall become the property of Iron County when received by Iron County and may be considered public information under applicable law. Iron County is subject to the disclosure requirements of the Government Records Access and Management Act, ("GRAMA") Title 63, Chapter 2, Utah Code Annotated. Iron County generally considers proposals and all accompanying material to be public and subject to disclosure. Any material considered by the proposer to be proprietary must be accompanied by a written claim of confidentiality and a concise written statement of reasons supporting the claim as required by Utah Code Section § 63G-2-305 and 309. Blanket claims that the entire RFP is confidential will be denied. Iron County cannot guarantee that any information will be held confidential. If the Applicant makes a claim of confidentiality, Iron County, upon receipt of a request for disclosure, will determine whether the material should be classified as a public or protected, and will notify the proposer of such determination. The proposer is entitled under the GRAMA to appeal an adverse determination. Iron County is not obligated to notify the proposer of a request, and will not consider a claim of confidentiality, unless the proposer's claim of confidentiality is made in a timely basis and in accordance with GRAMA. The Consultant applicant certifies that it has not: (1) provided an illegal gift or payoff to a County officer or employee or former County officer or employee, or his or her relative or business entity; (2) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; or (3) knowingly influenced, and hereby promises that it will not knowingly influence, any County officer or employee or former County officer or employee to breach any ethical standards set forth in the County's conflict of interest policy or any of the provisions of Utah Code Title 67 Chapter 16.

ORAL INTERVIEWS MAY BE CONDUCTED WITH ONE OR MORE PROSPECTIVE CONSULTANT(S). THE DECISION OF THE COUNTY'S SELECTION COMMITTEE SHALL BE FINAL AND CONCLUSIVE.

Iron County Reserves the Right to:

- Disqualify incomplete proposals.
- Waive minor defects in the proposals submitted.
- Request additional information from proposers.
- Change the nature or scope of the project, without a penalty.
- Negotiate terms with one or more of the proposers.
- Reject any or all proposals, without a penalty.
- Take any steps deemed necessary to act in the County's best interest
- Reject any or all of the proposals.

- Issue subsequent RFP's
- Cancel the entire RFP.
- Remedy technical errors in the RFP process
- Appoint evaluation committees to review proposals.
- Establish a short list of proposers eligible for discussion after review of written proposals.
- Negotiate with any, all, or none of the proposers.
- Solicit best and final offers from all or some of the proposers.
- Award a contract to one or more proposers.
- Accept other than the lowest priced proposal.
- Waive informalities and irregularities in proposals.
- Proposals shall become property of Iron County

END

**Summary of Key Dates:**

**Invitation open: Monday, July 21, 2025**

**Deadline for questions or clarifications: Monday, August 4, 2025 (5:00 PM)**

**Deadline for proposals to be submitted: Monday, August 11, 2025**

**Invitation for interviews extended by: Monday, August 18, 2025**

**Interviews: Week of August 25 – 29, 2025**