

Questions regarding the RFP for Public Works Inspection and Engineering Services posted by Hyrum City dated October 22, 2025 and answered on November 6, 2025.

- 1 *In RFP Section 3, Inspection Services, what percentage of contractor construction time do you feel should be targeted for monitoring by selected firm?*

ANSWER: While needs will vary depending on the number of developments. We would like to approximate the current need between 10-20 hours per week. We will assess this need as needed.

In the future we would like to hire a full-time inspector that will have a variety of tasks that include pre-occupancy lot checks, data collection on existing infrastructure to update our mapping, etc. This inspector will fill this role until such time.

- 2 *In RFP Section 3, Inspection Services, it states that selected firm shall “verify material quality” does the City mean this to include both submittal approvals and verification of all field testing and approval of testing?*

ANSWER: Yes. It is our intent that the inspector will review the submittal approvals and verify that the same is being installed by the contractor. This will include bedding material, manufacturer of parts, etc.

- 3 *In RFP Section 3, Inspection Services, “inspections will be conducted as needed”, what is the City’s expectation of as needed (daily site visit, material testing, system acceptance, etc)?*

ANSWER: We see the involvement to be in addition to scheduled inspections, a minimum of weekly visits to ensure that work is not installed without inspections. These visits do not need to be on a specified day of the week, and may be done in conjunction with other scheduled visits.

- 4 *In RFP Section 3, Inspection Services, it states that all inspections must be scheduled 48 hours in advance. Does this imply that inspections are to be approved by the City in advance? If yes what information is required for approval?*

ANSWER: This is the minimum notification time in our code for the contractor to provide notice and schedule an inspection. The inspector will have flexibility if they are able to provide inspections quicker. It is the responsibility of the contractor to plan their work accordingly.

- 5 *In RFP Section 3, Engineering Services, will the City ever want to have the Engineering Firm perform any designs that would require prepared documents to be stamped by a professional engineer?*

ANSWER: We reserve the right to ask the Firm to design on occasion, but it is not intended to be the primary responsibility under this RFP. If a project is deemed necessary by the City and the Firm is in a position to complete a design with economy, the City may ask them to provide design. A part of the engineering services that the City is interested in is for the Firm to provide suggestions and develop the improvement of the procedures, policies, and reports for our public works inspections. The current procedures have not been fully developed and will need work to improve this. Please include a statement that reflects the Firm's qualifications to provide this service.

- 6 *In RFP Section 3, Engineering Services, it lists "data collection and processing", this is being interpreted by Franson Civil to mean field survey and a surface layer of data. Will this data collection be required to be done by a Licensed Land Surveyor? If this is not the correct interpretation of "data collection and processing" please define expectations.*

ANSWER: It is not the intent of this RFP to engage a surveyor. Data collection and processing will be to use a City owned GPS receiver (decimeter Trimble rover) to collect the locations of infrastructure and provide this information as a shapefile to be updated in the system maintained by Cache County for Hyrum City.

- 7 *In RFP Section 3, Compliance Monitoring, does the City expect the selected firm to have specific State Certificates such as water and wastewater operator certificates or a registered storm water inspector certification? Also reference Section 4, Certifications.*

ANSWER: Certificates are not required, but may help to establish qualifications. Years spent under such qualifications should be noted.

- 8 *Will the selected engineering firm be required to schedule and conduct pre-construction and construction meetings, prepare agendas, prepare meeting minutes and distribute minutes?*

ANSWER: It is expected that the Firm will be present at such meetings. The ability to conduct these meetings is seen as a beneficial qualification for the Firm. The City reserves the right to request the duties from the Firm as deemed beneficial to the City.

- 9 *Will the selected engineering firm be required to evaluate contractor/developer pay applications and provide recommendations for payment or release of surety to the City?*

ANSWER: It is expected that the inspector will provide a report of installed improvements for bond draws, bond release, and warranty review. If the Firm is retained for construction management under the additional services, pay applications will be required.

- 10 *Will the selected engineering firm be required to prepare Field Orders, Work Change Directives, Change Orders or other contract documents for the City related to these projects?*

ANSWER: The Firm will not be expected to prepare field orders unless they have been selected as the design firm. Change orders and such will be the responsibility of the actual design firm when needed. We expect the Firm to provide feedback to ensure that the as-built drawings/survey reflect any changes made in the field during construction.

- 11 *Please clarify how cost in Section 5 will be evaluated.*

- a. *Section 6 states the project is to be billed on a time and materials rate*
  - i. *Clarify specifically if the City wants the labor rate to total inclusive rate of engineer, inspection, clerical, administrative, etc. or a billing rate for each of these services. For ease of comparison of bids, recommend allowing only one option, not both.*
  - ii. *Please provide a list of each utility you would like to have estimated lineal foot cost estimate for. Are you looking for sewer, water, irrigation*

*and drainage as utility or are you thinking roads, curb & gutter, sidewalks, etc are to be on this list.*

*iii. How will data collection and processing, Engineering Services, Compliance Monitoring, Reporting, and Consultation be addressed in the cost proposal?*

ANSWER: The expectation of the cost breakdown is to better compare the expected rates that we will be billed for inspection. While some firms may have a large number of staff to support the inspector, others may have a small group that can generate the same quality of work. The intent behind this is for a composite billing rate for the inspector. This will assume an amount of time for each task that will be included in the generation of reports and communications. There will be the expected time spent in the field. There will also be an amount of time needed in the office to document and process this data. Example: An inspector spends three hours inspecting 300 feet of water main. Half an hour was spent on travel. Another half-hour is needed to process the GIS data, and 45 minutes to prepare the reports by a junior member of staff. The supervising member of the team then takes 15 minutes to review the work and/or report. For ease of comparison, please provide us with an hourly rate for each participant and the amount of time expected for them to support one hour of field inspection time in a table similar to the one below. Please assume a one hour inspection. We expect that there will be economy of scale on longer inspections and clustered visits.

<b>Job Description/Resource</b>	<b>Hourly Rate</b>	<b>Time per Inspection Hour</b>	<b>Task</b>
Inspector	xxx.xx	1 hour	Inspection
Secretary/Intern/Technician/Inspector	xxx.xx	0.xx hour	Generate Report
Supervisor	xxx.xx	0.xx hour	Oversight
Vehicle	xxx.xx	0.xx hour	Travel
GIS/Engineering Technician	xxx.xx	0.xx hour	Data Processing

We would also like an estimated time to inspect 100 feet of the following improvements.

<b>Improvement</b>	<b>Hours per 100 Feet</b>	
Water Main	x.xx hours	

Sewer Main	x.xx hours	
Sidewalk	x.xx hours	
Residential Road Paving	x.xx hours	
Curb & Gutter	x.xx hours	
Sidewalk	x.xx hours	
Stormdrain/Sump	x.xx hours	

**PLEASE ACKNOWLEDGE THAT YOU REVIEWED THESE ANSWERS IN YOUR PROPOSAL.**