

Request for Statements of Qualifications Water Source Development Study

**Vernal City
374 East Main Street
Vernal, Utah 84078**

1 December 2025

Invitation to Submit Qualifications

Vernal City and Ashley Valley Water & Sewer Improvement District (AVWSID) are inviting engineering and water resource firms to submit a Statement of Qualifications to provide professional design services for **Water Source Development Study**. A mandatory pre-submittal conference will be held on Thursday, December 11, 2025 at 3:00 pm in the planning conference room at City Hall, 374 East Main, Vernal, Utah. An online option will be available for those wishing to attend remotely. Additional information will be given at the conference and proposers will have the opportunity to ask questions.

Project Need and Current Conditions

The Vernal area is the population center of Uintah County with over 20,000 people in the valley. The area serves as the hub of business, community, and recreational opportunities in the area with the oil and gas industry as the major employer. Drinking water is essential to life and activity. Vernal City and Ashley Valley Water and Sewer Improvement District (AVWSID) are committed to delivering quality drinking water to their residents and businesses.

In recent years, drinking water availability has been an issue in the Ashley Valley. Some water districts have had challenges balancing their water rights with their water demands. Annual water availability can have a significant impact on a water supplier's ability to provide sufficient water to its residents.

With only two existing drinking water sources currently serving our community, the area faces significant limitations in its ability to support long-term growth and future development. This constrained infrastructure not only hampers expansion but also increases vulnerability in the event of disruption to either source. Fortunately, our region is geographically positioned near multiple potential water sources, many of which lie in relatively close proximity to the service areas.

Scope of Project

We intend to engage a qualified outside consulting firm or team to conduct a comprehensive research effort that will identify and assess potential alternative water sources, evaluate their reliability and capacity, and provide cost estimates to develop drinking water use for each potential water source. The findings will guide us in determining the most practical and cost-effective options for expanding our water supply in the short and long term. Ultimately, this effort aims to establish a roadmap for securing the additional water resources necessary to sustainably support continued growth and resilience.

Qualifications

Responding firms must demonstrate proven experience in water resource planning and alternative water supply development. Qualified teams should have expertise in water rights and identifying alternative water sources, hydrologic and hydrogeologic analysis, water reuse and treatment technologies, regulatory compliance, and cost-benefit evaluation. The proposed project manager and key staff must be licensed in the State of Utah and have a track record of successfully completing projects of similar size and complexity for municipalities or public utilities. Strong project management, communication, and stakeholder coordination skills are essential to ensure the study is completed on schedule and within budget.

Project Overview and Components

We are seeking professional services to evaluate, identify, and develop long-term water source options. The selected consultant will be responsible for potential source identification, technical analysis, stakeholder engagement, and preparation of reports to support decision-making by the City Council and AVWSID Board.

Scope of Work & Deliverables

1. Project Initiation
 - Kickoff meeting with City and AVWSID staff
 - Detailed work plan and schedule for approval
 - Hold update meetings with Vernal City and AVWSID staff at least monthly, but more frequently as required
2. Source Identification
 - Identify all potential water sources that could be integrated into the culinary water systems
3. Technical Evaluation
 - Identify regulatory, environmental, and permitting considerations
 - Identify probable quantity of water from each source
 - Provide cost estimates to develop each source including securing water rights, construction, operation, and maintenance costs

- Conduct necessary engineering analyses of each potential source (e.g. hydrologic, geologic, water quality, water rights, etc.)
 - List advantages and challenges with each option
 - List of similarly completed projects for each innovative source (non-traditional)
4. Preliminary Report
- Prepare a preliminary report outlining feasible water sources with cost evaluations and risk assessments
 - Submit for staff review and for feedback and direction
 - Expected within 4 months of Notice to Proceed
5. Final Report
- Deliver a comprehensive final report consolidating findings, cost evaluations, and feedback
 - Provide in the following formats:
 - PDF electronic copy
 - Ten (10) bound hard copies with covers for stakeholders
 - Appendices to include technical studies, engagement summaries, and supporting documentation
 - Expected within 6 months of Notice to Proceed
 - Present findings in two public meetings: Vernal City Council and AVWSID Board meeting

Selection Timeline

December 1, 2025 RSOQ Letter of Interest

December 11, 2025 at 3:00 pm Mandatory Pre-submittal Conference

January 5, 2026 at 5:00 pm Last Day to Submit Questions for Clarification

January 15, 2026 at 4:00 pm SOQ Due

January 22, 2026 Announce Team Selection (anticipated)

February 4, 2026 Service contract approval by Vernal City Council (anticipated)

February 5, 2026 Issue Notice to Proceed (anticipated)

Submittal Requirements

Proposers must submit five (5) printed copies of the SOQ and one electronic copy in PDF format. Submittals are to be delivered in a sealed envelope marked "Statement of Qualification for the Vernal Area Water Source Development Study" and received at Vernal City Hall no later than January 15, 2026 at 4:00 pm.

SOQs must be delivered to the following address:

Vernal City Finance Department
 Attn: Nick Rousseau
 374 East Main
 Vernal, Utah 84078

Mailed SOQs that arrive after 4:00 pm on January 15, 2026 will not be considered. Vernal City will not be responsible for delays in the mail system.

Statements of Qualifications must have the following components, limited to the number of pages stated:

- Letter of interest - 1 page

- Design team - 2 pages

- Project understanding, work plan and timeline – 2 pages

- Similar projects performed by team (include references) – 2 pages

- Answers to the following questions - 1 page

1. What sets your firm apart from?
2. Tell us about a time you secured a unique drinking water source.
3. What do you see as the greatest challenge for this project?

Selection Process and Evaluation Criteria

We will form a review committee to evaluate the statements of qualifications. The SOQs will be evaluated on the following criteria:

- Design team composition - 25%

- Relevant previous experience - 25%

- Project understanding and work plan - 30%

- References - 20%

Questions regarding this RSOQ should be directed to Keith Despain at kdespain@vernal.gov