



SARATOGA
SPRINGS

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REQUEST FOR PROPOSAL
Drilling of Pressurized Irrigation Well 9 Project

The City of Saratoga Springs (hereinafter the 'City') is soliciting competitive sealed proposals from pre-qualified Engineering firms (hereinafter the Engineer) to provide designs, specifications, bidding assistance and construction services for the drilling of a new pressurized irrigation well. The pre-qualified firms are Hansen, Allen & Luce, Bowen Collins & Associates and AE2S.

The project is design and construction management services for the drilling, development, and pump testing of a pressurized irrigation well adjacent to the South Fire Station.

The following timetable has been established for this project. *LATE PROPOSALS WILL NOT BE ACCEPTED.*

- Pre-Proposal Meeting (**Mandatory**) Thursday, May 20th, 3:00 pm at Public Works 213 N 900 E, Saratoga Springs
- Questions Due through U3P website: May 28th 3:00 pm
- **Proposals Due: June 2nd, 3:00 pm**
- Proposal Opening: June 2nd, 3:30 pm
- Potential Award of Contract: June 16th

All proposals shall be submitted in PDF format through the U3P website and by the due date indicated above.

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This Advertisement is issued by:
OWNER: City of Saratoga Springs
By: Jeremy Lapin
Title: Public Works Director

Saratoga Springs

Drilling of Pressurized Irrigation Well 9 Project

1. NOTICE TO PROFESSIONALS

Through this **Request for Proposals (RFP)**, the City of Saratoga Springs (hereinafter the 'City') is soliciting competitive sealed proposals from pre-qualified Engineering firms (hereinafter the Engineer) to provide designs, specifications, bidding assistance and construction services for the drilling of a new pressurized irrigation well. The pre-qualified firms are Hansen, Allen & Luce, Bowen Collins & Associates and AE2S.

The project is design and construction management services for the drilling, development, and pump testing of a pressurized irrigation well adjacent to the South Fire Station.

The City intends to compare and evaluate all eligible proposals and select the most qualified firm as outlined in subsection 4.13 EVALUATION CRITERIA of this request. This is a Request for Proposals only and should not be interpreted as a solicitation for services or as a contract for services. Submittals should be comprehensive, concise, and directly responsive to the format as outlined in this RFP.

2. BACKGROUND

The City's pressurized irrigation master plan includes a new ground water well source. The location is adjacent to the South Fire Station. Although the well will be used as an irrigation source, the well is to be constructed to meet drinking water standards.

3. SCOPE OF WORK

The City is requesting engineering services for complete well drilling, construction and development designs. All design and construction for the well must conform to the most recent State of Utah well drilling and drinking water standards and regulations for developing water sources. Engineering services shall include project management, regular coordination meetings with the City, design services, bidding services for construction contractor procurement, and construction management services. It is anticipated that services provided by the consulting engineer will include tasks such as the following.

The services provided shall include, but not necessarily be limited to, those outlined below:

A. Planning and Preliminary Design:

1. The consultant will provide complete preliminary designs and detailed specifications for the new well. The specifications will include all necessary requirements to meet the minimum requirements for drilling a new well as outlined by the Utah State Division of Water Rights. The well is planned to be used in the City's Pressurized Irrigation System; however, the design will need to meet the minimum design standards for a drinking water well as outlined by the Utah Division of Drinking Water. Preliminary designs will

include site plans related to usable space by the drilling contractor and clearly identifying the following:

- a. Appropriate access point(s) to the site
 - b. Location of any necessary sound walls
 - c. Location of potable water for drilling activities.
 - d. Water discharge location during test pumping
 - i. Clearly identify the appropriate system to handle discharge from the desired pumping rates.
2. Project Team Meetings: Involvement from Saratoga Springs Public Works and Engineering Departments is expected. Weekly meetings will be required with City Staff throughout the duration of the project.
 3. Assistance in advertising the project: The City will advertise the project for bid through U3P. The Consultant shall assist in the bidding processes including the preparation of any addendums and responses to RFI's. The consultant shall also provide a bid tabulation and recommendation of award to the City.
- B. Construction Management/ Engineering (CM/CE): The Consultant will perform all construction management duties for this project, including:
1. Periodic site visits during drilling, well development, and well testing with written inspection reports
 - a. Consultant to understand the current project status and provide directions to the drilling contractor as appropriate.
 2. Professional Geologist to evaluate well cuttings and provide lithologic log
 - a. Including Sieve Analysis if required
 3. Professional Geologist to observe and interpret geophysical surveying
 4. Drilling fluid trained professional(s) to monitor drilling activities for compliance with approved specifications including
 - a. Site evaluations of on-site drilling products for compliance with ANSI 60/61.
 5. Technical Memo to the City documenting all findings after drilling of the test hole including water quality.
 - a. Provide recommendation for production well completion
 6. Full-time observation during well construction activities including:
 - a. Installation of all casing(s) and screen segments
 - b. Installation of filter pack
 7. Placement of well sealing materials as appropriate by the final design
 8. Water quality testing – final new source chemistry testing
 9. Project meetings – Virtual and on-site as deemed appropriate by the City.

10. Project Close-out activities

4. INSTRUCTIONS TO PROPOSERS

4.1 PROJECT TIMETABLE

The following timetable has been established for this project. *LATE PROPOSALS WILL NOT BE ACCEPTED.*

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4.2 PRE-PROPOSAL SITE VISIT

Proposers are strongly encouraged to visit the proposed site and examine the conditions prior to submitting their proposals.

4.3 PROPOSALS EVALUATION

The procedure for response to this RFP, evaluation of proposals, and selection of a Consultant is as follows:

- A. Interested entities will prepare and submit their proposals according to the Project timetable contained in Subsection 4.1
- B. The City and/or its representatives will evaluate all submitted proposals in accordance with the evaluation criteria as outlined in Subsection 4.13.
- C. A Professional Services Agreement incorporating the provisions, terms and conditions of this RFP will be executed between the City and the selected Consultant.

4.4 PROPOSAL SUBMISSION

All proposals shall be submitted in PDF format through the U3P website and by the due date indicated above.

4.5 PROPOSAL ORGANIZATION AND CONTENT

Proposal Guidelines: Proposals should be no more than 10 pages (8.5" x 11") in length and contain the following information:

- A. Transmittal Letter: This shall be a one-page summary of the proposal and identify the individual(s) who would be the firm's lead person(s) in completing work under this agreement. The letter shall include the signature of the person authorized to

obligate the firm or joint venture. The signature of the authorized representative attests that the information contained in the proposal is truthful, accurate, and complete at time of submittal. The letter shall also include the following:

1. A statement that the respondent will comply with all terms and conditions as indicated in the RFP.
2. A statement indicating whether the respondent is a corporation or other legal entity.
3. A statement of affirmative action that the respondent does not discriminate in its employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, or handicap.
4. A certification statement to the effect that the person signing the proposal is authorized to do so, on behalf of the respondent.
5. Names of the key contact persons with their title and telephone numbers. Also, indicate first and second back-up contact persons if the person signing the proposal is not available to take a call from the City.
6. Name and complete mailing address of the respondent along with telephone number and fax number.

B. Firm Qualifications and Experience / Key Personnel: This shall include:

1. Summary of qualifications and relevant experience of firm and key personnel assigned to this project with emphasis placed on similar well drilling projects. Key personnel shall have the following minimum qualifications:
2. Engineer/Geologist (PE, PG) of Record for a minimum of three (3) 20-inch or larger diameter wells within the past 5 years.
3. Demonstration of innovative well design practices that prioritize quality, efficiency and longevity of water wells.
4. Provided on-site monitoring throughout all drilling and development activities, including 24-hour observation during construction of the well casing/screen and gravel pack placement.

C. Experience with services during construction including:

1. Demonstration of frequent communication with on-site contractors to ensure project goals are clearly understood and achieved.
2. Evaluation of drill cuttings by a Professional Geologist.
3. Monitoring of the drillers drilling mud program. Identify key personnel with in-depth knowledge of drilling fluids and best use practices. Drilling fluid trained professional preferred
4. Monitoring of approved equipment, materials and substances brought on-site.

- D. Monitoring of well development for at least three (3) wells 20-inches in diameter or larger.
1. Outline detailed practices that demonstrate well development effectiveness and completion.
 2. A demonstration of available staff and resources.
- E. Project Approach: A detailed description of the approach the consultant will take to complete the project identifying areas of risk and the ways the consultant will mitigate those risks.
- F. Fee and Schedule: Proposals shall include the consultant's fee for the project including all tasks associated with the scope and project approach. For each of the design activities as outlined in Section 3, submit a Worksheet showing tasks and staff-hours, staff classification, and billing rates of each staff member assigned.
1. Meetings – Includes initial project startup/kickoff and all weekly meetings throughout the duration of the project
 2. Design–Initial design, specifications and coordination with City and the Division of Water Rights
 3. Bidding Assistance –Advertise the project, provide responses to questions from contractors, attend the bid opening and provide a recommendation of award to the City.
 4. Construction Management/Engineering (400 hours) – For convenience in evaluation of proposals, firms shall assume a total of 400 hours for the construction management services described in Section 3 paragraph D above with the distribution of hours as follows (The City reserves the right to negotiate final CM/CE hours after selection):
 - a. Professional Geologist – 160 hours
 - b. Supporting Staff – 240 hours
 5. Well Completion Report & Closeout Activities
 6. Quality Control & Quality Assurance

4.6 ORAL PRESENTATION

As part of the proposal evaluation process, selected proposers may be invited to make oral presentations to the City. These presentations must be made by the same project team personnel who will be assigned to the project should the proposer be awarded a contract.

4.7 SUBMITTAL OWNERSHIP

All proposals (and the information contained therein) shall become the property of the City. Proposers should carefully consider the items submitted before submitting items that would not be disposable to the proposer. Proposals submitted may be reviewed and evaluated by any

persons at the discretion of the City. No proposal shall be returned to the respondent regardless of the outcome of the selection process. Cost for developing proposals and making proposal presentations are entirely the responsibility of the proposer and shall not be chargeable in any manner to the City.

4.8 CITY USE OF PROPOSAL IDEAS

The City reserves the right to use any or all ideas presented. Selection or rejection of the proposal does not affect this right.

4.9 QUESTIONS AND CLARIFICATIONS

All questions shall be submitted in writing to the U3P website and by the due date indicated above.

4.10 ACCEPTANCE OF PROPOSAL

- A. The City reserves the right to reject any or all proposals for any reason and or waive minor irregularities when to do so would be in the best interests of the City. Minor irregularities are those which will not have a significant adverse effect on overall competition or performance levels.
- B. The responding party agrees that the City may terminate this procurement procedure at any time, and the City shall have no liability or responsibility to the responding party for any costs or expenses incurred in connection with this RFP, or such party's response.

4.11 DISQUALIFICATION OF PROPOSAL

- A. The City reserves the right to reject any and all proposals received by reason of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the City. The City may or may not award a contract solely on the basis of this RFP and will not pay for the information solicited or obtained. The information obtained will be used in determining the proposal that best meets the City's needs and is the most advantageous proposal received. No oral, telegraphic or telephonic proposals or modifications will be considered.
- B. The occurrence of any of the following may result in disqualification of a proposal:
 - 1. Failure to respond by the established submission deadline.
 - 2. Failure to completely answer all questions posed in the RFP.
 - 3. Use of any other type of form or format other than those indicated in the RFP.
 - 4. Failure to provide requested documentation at the time of proposal submission.
 - 5. Illegible responses.
 - 6. If the proposer adds any provisions reserving the right to accept or reject an award or to enter into a contract pursuant to an award, or any other unauthorized conditions, limitations or provisions.

7. If the proposer is unable to evidence a satisfactory record of integrity.
8. If the proposer is not qualified legally to contract.

The City reserves the right to reject any or all proposals

4.12 WITHDRAWAL OF PROPOSAL

The proposal may be withdrawn upon request by the proposer, without prejudice, prior to, but not after, the time fixed to receive proposals.

4.13 EVALUATION CRITERIA

- A. All requirements identified in this RFP must be satisfied to ensure that the proposal will qualify for consideration. The City desires to receive proposals from firms who can demonstrate operational and technical qualifications and capabilities.
- B. All proposals will be evaluated by representatives of the City to identify the proposal that best meets the needs of the City as set forth in the RFP. A component-based system will be used to evaluate all proposals. A brief description of each component includes:
 1. Qualifications and Experience: This category represents an evaluation of the Consultant's demonstrated experience with similar well drilling design projects with similar challenges.
 2. Key Personnel: This category deals with the experience level of the key personnel proposed to work directly on this project and the proposer's willingness and demonstrated ability to work effectively with the City. Experience relates to the overall assessment of the proposer's assigned personnel. Evaluation will be based on resumes that are provided, direct contact with identified current and previous clients, submitted information in response to the RFP, and the oral interviews
 3. Project Approach: This category represents an evaluation of the Consultant's plan for managing the project including information acquisition, preliminary and final design, and bidding.
 4. Fee Proposal and Schedule: This category will evaluate the Consultant's proposed fees as well as the proposed schedule.

5. GENERAL REQUIREMENTS

5.1 AMENDMENTS

No oral modifications or amendments to this RFP shall be effective. If it becomes necessary to revise any part of the RFP, an addendum will be provided to all who received an RFP.

5.2 EMPLOYMENT STATUS VERIFICATION

Consultant shall register and participate in the Status Verification System and comply with Utah Code Annotated Section 63G-11-103 of the Identity Documents and Verification Act. Consultant shall, by contract, require its contractors, subcontractors, contract employees,

staffing agencies, or any contractors regardless of their tier to register and participate in the Status Verification System and comply with Utah Code Annotated Section 63G-11-103 of the Identity Documents and Verification Act.

Consultant shall also agree to abide by the Federal and State regulations pertaining to Equal Opportunity Employment that requires project participants not to discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, or national origin. The City will make every effort to ensure all bidders are treated fairly and equally throughout the entire advertisement, review, and selection process.

5.3 COMPENSATION FOR SERVICES

The City intends to enter into a professional services contract covering the projects outlined in this RFP. Failure of the successful proposer to enter into a written contract may result in cancellation of the award. Compensation for the services rendered will be based on a task-completion basis and may not exceed the fees provided in the response to this proposal.

5.4 NON-COLLUSION

Consultant shall guarantee that the proposal submitted is not a product of collusion with any other bidder and no effort has been made to fix the proposal price of any bidder or to fix any overhead, profit, or cost estimate of any proposal or its price.

5.5 OMISSIONS

Should the RFP not contain sufficient information in order for the firm to obtain a clear understanding of the services required by the City, or should it appear that the instructions outlined in the RFP are not clear or contradictory, the Consultant may obtain written clarification from the City at least 24 hours prior to the required time and date for proposal submission. The Consultant shall include a copy of the written clarification with its submission.