



SARATOGA  
SPRINGS

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**REQUEST FOR PROPOSAL**  
**Expansion of Pressurized Irrigation Pond 8 Project**

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 expansion of existing pressurized irrigation Pond 8- Evans Lane. The pre-qualified firms are Hansen, Allen & Luce, Bowen Collins & Associates and AE2S.

The project is to expand the existing Pond 8 near Evans Lane from a capacity of 17 acre-feet (ac-ft) to a capacity of 29 ac-ft. Additionally, improvements to the spillway that drains into Evans Lane are required. The Utah Division of Water Rights, Dam Safety Section has classified the existing Pond 8 - Evans Lane as high hazard. Permitting the expansion design and construction through Dam Safety is required.

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

- Pre-Proposal Meeting (**Mandatory**) Thursday, May 20th 4:00 pm at Public Works 213 N 900 E, Saratoga Springs
- Questions Due through U3P website: May 28th 1:00 pm
- **Proposals Due: June 2nd 1:00 pm**
- Proposal Opening: June 2nd 1:30 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

## Expansion of Pressurized Irrigation Pond 8 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 expansion of existing pressurized irrigation Pond 8- Evans Lane. The pre-qualified firms are Hansen, Allen & Luce, Bowen Collins & Associates and AE2S.

The project is to expand the existing Pond 8 near Evans Lane from a capacity of 17 acre-feet (ac-ft) to a capacity of 29 ac-ft. Additionally, improvements to the spillway that drains into Evans Lane are required. The Utah Division of Water Rights, Dam Safety Section has classified the existing Pond 8 - Evans Lane as high hazard. Permitting the expansion design and construction through Dam Safety is required.

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

Pond 8 – Evans Lane Pond provides equalization storage to meet summer demands. Pond 8 serves Zone 1 and has an existing capacity of 17 ac-ft. As development in Saratoga Springs occurs, more of the existing equalization storage is utilized. Currently, Zone 1 is unable to provide adequate equalization storage to all developments in Zone 1 and borrows storage capacity from higher zones. Additional storage capacity in Zone 1 is required. A preliminary design was completed in order to determine property extents and to blast the bedrock required for the entire buildout capacity. Per the latest Secondary Master Plan, the required buildout size of Pond 8 is 29 ac-ft. The expansion of Pond 8 will eliminate the storage deficit in Zone 1 and provide additional storage capacity for future growth and development.

In addition, if the water flows over the emergency spillway it may flow into residents' backyards. The original intent was to direct it to the East and then to the property just to the North of the now existing home. Now that the properties have been developed, additional infrastructure may be required to help route the water to the intended destination. This design will also include the design of that infrastructure. A conceptual look envisioned design included a wall at each deflection point to properly direct the flowpath.

### 3. SCOPE OF WORK

The City is requesting municipal engineering services for pond expansion design and spillway improvements including bidding services and services during construction. Engineer shall be responsible for the surveying necessary to identify the existing topography and all existing utilities. All improvements and designs shall be compliant with the City's Secondary Master Plan and State Dam Safety. Scope will include coordination with the City/City's consultants as necessary for design. A geotechnical report has already been completed for the site and will be provided to the selected Engineer. Engineer shall: attend all project team meetings and site visits; provide final

designs, specifications, and bid and contract documents; assist in advertising and bidding; and provide complete contract administration.

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

- A. Design Services
- B. Planning and Preliminary Design (30%): The consultant will provide complete preliminary designs and details for the pond and spillway improvements. This includes design level survey of the surrounding area. The consultant will review the City's Secondary Master Plan and Standards and Specifications for further guidance.
  1. Coordination:
  2. Design survey:
  3. Design review meeting
  4. Cost estimate and memorandum:
- C. Final Design: Engineer will provide drawings and calculations to City. This includes coordination and review with the City to address comments from Dam Safety.
  1. Coordination: 60% and 90% design progress meetings with the City to discuss the design and receive direction.
  2. Final Design Drawings: Provide Final Design Drawings to be bid for construction.
- D. Dam Safety Permitting: Engineer will provide drawings and calculations to State Dam Safety based on design survey and geotechnical investigation. This includes coordination and review with the State and City to address Dam Safety comments.
- E. Bid Package and Bidding Assistance: The Consultant shall assist in the bidding processes. Consultant shall prepare a bid package for the pond and spillway improvements that include bid documentation and construction specifications.
  1. Final Bid Document and Specifications:
  2. Construction Cost Estimate and Schedule:
  3. Bidding Assistance and Evaluation of Bids:
- F. Services During Construction: The Consultant will provide construction management services for this project. This includes but is not limited to the following.
  1. Periodic Site Visits
    - a. Assume 144 hours for site visits

- i. The number site visit hours will be reassessed with the City upon completion of the design.
2. Attending Weekly Construction Meetings
3. Reviewing Submittals
4. Reviewing Change Orders and Pay Requests
5. Project Closeout

The City will provide daily construction observation and oversight of contractor provided materials and compaction testing.

## **4. INSTRUCTIONS TO PROPOSERS**

### **4.1 PROJECT TIMETABLE**

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

- Pre-Proposal Meeting (**Mandatory**) Thursday, May 20<sup>th</sup> 4:00 pm at Public Works 213 N 900 E, Saratoga Springs
- Questions Due through U3P website: May 28<sup>th</sup> 1:00 pm
- Proposals Due: June 2<sup>nd</sup> 1:00 pm
- Proposal Opening: June 2<sup>nd</sup> 1:30 pm
- Potential Award of Contract: June 16<sup>th</sup>

### **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. Qualifications and Experience: This shall include:
1. Summary of qualifications and relevant experience of firm and key personnel assigned to this project with emphasis placed on similar pressurized irrigation pond projects.
  2. A demonstration of available staff and resources.
  3. Qualifications of Project Inspector
- C. 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.
- D. 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. A proposed schedule shall also be included.

#### **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 person 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 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 concrete lined irrigation pond 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.
  - a. Key personnel shall have the following minimum qualifications:
    - i. QA Reviewer – Show three concrete lined irrigation ponds of similar size and scope.
    - ii. Project Manager – Show two concrete lined irrigation ponds if similar size and scope.
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.