

REQUEST FOR PROPOSAL (RFP) FOR ENGINEERING PROJECT:
BLUFF TOWN WATER STUDY

REQUEST FOR PROPOSAL:

1. The Town of Bluff, UT is soliciting competitive sealed proposals from qualified engineers and engineering firms to provide engineering services outlined in the **SCOPE OF SERVICES SECTION** of this request.

2. **Objective and Background**

The Town of Bluff intends to contract with a qualified engineering firm to prepare a 50-year water study for the town.

3. **Scope of Services**

The Town of Bluff is requesting full engineering services for identification and analyzation of available water resources, water rights, water distribution facilities, and the water needs of the Town of Bluff, UT over a period of 50 years.

Tasks include the following:

- Hydrogeological Assessment of surface and groundwater
- Water Rights Analysis of publicly held water rights within Bluff Service Area
- Demographics Planning
- Current & Projected Water Needs Assessment over a 50-year planning period
- Capital Facilities Plan describing alternatives for providing culinary water to the proposed development areas through the 50-year planning period

4. **Compensation for Services (Fees)**

The Town of Bluff intends to enter into a professional services contract with the successful engineer/firm. Compensation for the services rendered is to be based upon time-expended basis with an agreed maximum not to exceed value.

NOTE: The selection of the successful engineer/firm will NOT be based solely on the fee

5. **Evaluation Criteria and Selection Procedures**

- a) Evaluation Criteria

Selection of the successful engineer/firm will be based upon the Bluff Town Council's analyzation of experience, ability to complete the project, associated costs, and timeline. The engineer/firm is requested to provide responses to the following:

- i. The name of the engineer/firm, and the managing principal if applicable
- ii. The engineer/firm address of principal place of business
- iii. A record of previous relevant experience relating to completed water studies
- iv. Identification and role of key individuals in the team and/or its consultants

- v. A brief response to each of the aspect of the project as outlined in the project scope of services
- vi. A general list of project deliverables and projected associated meetings
- vii. An approximate schedule for completion of requested services
- viii. A complete fee proposal outlining related costs to perform services requested under this proposal

b) Selection Procedures

- i. The Town of Bluff selection committee will consist of the five members of the Town of Bluff Town Council.
- ii. The Town of Bluff will review all engineering firm submissions and make a selection based upon experience, ability to complete the project and cost.
- iii. Following acceptance of a proposal, the Town of Bluff will enter into negotiations with the top selected firm to establish compensation and address other relevant issues.
- iv. In the event the Town of Bluff is not able to negotiate a mutually acceptable contract with the primary engineer/firm, it reserves the right to terminate negotiations and then undertake negotiations with a secondary firm.

6. General Conditions for Proposals

- a) Failure to read the Request for Proposal and comply with instructions will be at the engineer/firm's own risk.
- b) All prices and notations must be printed in ink or typewritten. Errors may be crossed out and corrections printed in ink or typewritten adjacent to the corrected error. Person signing the proposal must initial all corrections in ink.
- c) Corrections or modifications received after the closing time in the RFP will not be accepted, unless otherwise determined by the Town of Bluff Town Council
- d) The proposal must be signed by a designated firm representative who is authorized to bind the firm contractually. Submission of signed proposal to the Town of Bluff will be interpreted to indicate the firm's willingness to comply with all terms and conditions set forth herein.

7. Proposal Submission

- a) Proposals must be delivered via mail to Town of Bluff c/o Mayor Ann Leppanen, PO Box 324, Bluff, UT 84512 prior to 5pm on Friday, October 10, 2019.
- b) Proposals must be submitted in a sealed envelope clearly bearing the name of the engineering firm, address, and title of the project.
- c) The applicant must submit 5 copies of the complete proposal

8. Award

The Town of Bluff reserves the right to reject all proposals. The Town of Bluff also reserves the right to waive any irregularity, informality, or technicality in the proposals in its best interest, and is not obligated to award a contract backed up on the lowest price submission.

9. Written Agreement

The successful firm will be required to enter into a written agreement with the Town of Bluff in a form acceptable to the Town of Bluff.

10. Omissions

Should the RFP not contain sufficient information for the applicant to obtain a clear understanding of the services required by the Town of Bluff, or should it appear that the instructions outlined in the RFP are not clear or contradictory, then the firm may obtain written clarification from the project manager at least 24 hours prior to the required time and date for proposal submission.

11. Equal Opportunity and Affirmative Action Program

The successful applicant must agree to abide by the federal and state regulations pertaining to Equal Employment as set for the **EXECUTIVE ORDERS 11246, 11375, 11625, and 41 CFR Part 60-4 Section III of the Housing and Urban Development Act of 1968 (12 USC 170u) as amended and HUD regulations at 24 CFR Part 135.**

In summary, these regulations require project participants not to discriminate against any employee or application for employment because of race, color, religion, sex, age disability, or national origin and project participants will take appropriate measure to employee minority owned businesses. A copy of all noted regulations can be obtained from the Town of Bluff. Also, the Town of Bluff will make every effort to ensure that all offers are treated fairly and equally throughout the entire advertisement, review, and selection process. The procedures establish herein are designed to provide all parties reasonable access to the same basic information.

The successful engineer/firm must comply with all applicable CDBG and regulatory requirements in the performance of services outlined herein.

12. Additional Information

For additional information regarding the services specified in this request for proposal, contact the project manager Mayor Ann Leppanen, ann@townofbluff.org or 435.672.9990.

13. Cost of Developing Proposals

All costs related to the preparation of the proposal and any related actives are the sole responsibility of the applicant.

14. Proposal Ownership

All proposals, including attachments, supplementary materials, rendering, sketches, etc. shall become upon submission the property of the Town of Bluff, and will not be returned to the applicant.

15. Non-Collusion

The engineering firm guarantees that the proposal submitted is not a product of collusion with any other offer and no effort has been made to fix the proposal price of any offer or to fix any overhead, profit, or cost estimate of any proposal or its price.