

REQUEST FOR PROPOSALS  
PROFESSIONAL SERVICES FOR ENGINEERING, PLANNING, PROGRAM  
MANAGEMENT AND RELATED SERVICES

FOR

SEVEN COUNTY INFRASTRUCTURE COALITION

November 26, 2019

**Seven County Infrastructure Coalition  
Request for Proposals (RFP)  
Engineering Services Program Management**

**Introduction**

The Seven County Infrastructure Coalition (Coalition) is currently comprised of seven-counties. Carbon, Daggett, Duchesne Emery, San Juan, Sevier and Uintah Counties are the seven members. The Coalition's purpose is to be the implementation and potential ownership entity allowing its members to build essential regional infrastructure elements. Current projects include, but are not limited to, (1) obtaining permitting for a railway to connect the Uinta Basin to the national rail network which is known as the Uinta Basin Railway; (2) providing natural gas and water utilities to the Leland Bench area to support proposed industrial development in the region; (3) developing and operating an energy research facility; (4) advancing a road corridor to connect the Uinta Basin to the I-70 corridor; and others.

The Coalition seeks proposals from qualified engineers and engineering firms to provide on-going engineering support and program management to the Coalition for a five-year period beginning in February 2019 and extending through January 2024. The selected engineer or firm(s) will provide general program management and be the engineer of record for the Coalition and will act under the direction of the Executive Director. The selected engineer or firm(s) will make initial evaluations of potential projects, including revenue generating projects, as directed, and assist the Coalition to advance desired projects to the point they can qualify for and obtain funding. Once funding is obtained, it is expected that further engineering to design and complete the construction of such projects will generally be bid out on a project-by-project basis. Once construction of a project is completed, then the engineer of record will be expected to advise the Coalition on the maintenance and operation of projects it owns, operates, or in which it has an interest. Ongoing expert program management or assistance is expected to include:

1. Provide general engineering management.
2. Provide project concepting.
3. Advise the Coalition through project(s) evaluation process, specific project planning, scheduling, applicable entity negotiations, and design phase scoping
4. Strategic Planning
5. Ongoing GIS Support & Maintenance
6. Attendance at important local, regional and state-level meetings to discuss broader issues
7. Stakeholder coordination and meetings
8. Engineering risk assessment and management
9. Budgeting support to Executive Director and Finance Director.

The engineer of record may also be requested to provide support to the Coalition related to records repository with a records officer, and related to website support, and other support as may requested by the Executive Director or Coalition Board.

Qualified engineers will be expected to have licensed civil engineers and demonstrate experience with NEPA and other environmental regulations, infrastructure design and construction, public-private-partnerships, and the like.

The Consultant will develop conceptual, and at times preliminary engineering of proposed projects. The Consultant will coordinate with other government bodies, such as UDOT, BLM,

U.S. Forest Service, and other state and federal regulatory bodies. The Consultant will provide initial design, cost estimates, and bid packages for proposed projects and facilities. The Consultant will prepare bid packages and advise the Coalition on procurement strategies. The Consultant will prepare estimates of construction cost. The consultant will assist the Coalition in the selection of contractor(s). The Consultant will provide preliminary engineering coordination on preliminary environmental issues.

The Consultant's engineering work will include coordination with project engineers selected for particular projects.

The Consultant will be expected to provide schedule control on all projects. The Consultant will demonstrate that it has historically completed planning projects under tight time constraints.

### Qualifications of the Consultant

The Consultant will have demonstrated expertise, recent experience, and successful prosecution and completion of the planning, engineering, environmental clearance and permitting, and real-estate acquisition on major civil engineering projects for public bodies.

The Consultant should demonstrate in its response to this RFP:

- ☐ The Consultant has deep familiarity with engineer planning, project evaluation, project scheduling and control, cost estimating, bid preparation under Utah law, environmental laws and regulations that may apply to infrastructure projects, program management, project management, real estate acquisition and other engineering services that an engineer of record typically provides to a public body.
- ☐ The Consultant has current experience (within last 3 years) as lead consultant on public projects for construction cost, including cost estimating, alternative delivery methods, procurement packages and bid strategies, and challenging real-estate acquisition and environmental clearances.
- ☐ The Consultant has innovative concepts for the operation, design, and construction of major public projects that will reduce construction cost, and appropriately size it for public purposes.
- ☐ The Consultant has innovative concepts for public-private-partnerships that reduce risk to public bodies, minimize operating cost and provide efficiencies that improve the commercial potential of potential projects.
- ☐ The Consultant has current experience (on-going) working with state and federal regulatory bodies in Utah, such as UDOT, Utah Division of Drinking Water, BLM, U.S. Forest Service, and other such regulatory agencies.

- ☐ The Consultant that has deep experience and knowledge of environmental requirements, challenges, and public concerns within the Coalition boundaries may be given preference.
- ☐ The Consultant that has recent and successful experience as a consultant to oil producers, coal extraction companies, electrical utilities, water utilities, natural gas utilities, road design and construction, and similar businesses may be given preference.
- ☐ The Consultant that has recent successful experience writing and obtaining grants and funding proposals for public projects from state and federal agencies may be given preference.
- ☐ The Consultant that has recent and successful strategic communications with tribes, Native American entities or organizations, demonstrated by agreements between public entities and these entities may be given preference.
- ☐ The Consultant has broad experience with real-estate acquisition for public Projects.
- ☐ The Consultant has a team that is well-integrated and can demonstrate recent successful completion of large public projects.
- ☐ The Consultant's proposed Project Manager will dedicate significant time to the Coalition's projects and program management.
- ☐ The Consultant that has a major office within the State of Utah and has local project experience will be given preference.

#### Required Personnel Qualifications

The selected firm shall be responsible to ensure that all personnel working in the various areas being proposed under this RFP are qualified through training, experience, and appropriate certification for the tasks assigned.

The Consultant's project manager will be asked to provide certification information for members of the project team prior to final contract acceptance. The Consultant will also be expected to prepare a staffing plan showing the makeup of the project team. The staffing plan will show how the team meets the certification or equivalent requirements. The staffing plan is subject to Coalition approval. The Coalition has the right to approve the mix of personnel (planners, engineers, technicians, etc.) proposed for Coalition projects or work.

#### Pre-Proposal Conference Call

A non-mandatory Pre-Proposal Tele-Conference is scheduled for Friday, January 3, 2020, at 10:00am Mountain Time by dialing 1-669-900- 6833, Meeting ID: 652 881 2687. The purpose of the Pre-Proposal Conference is to gather questions and address any technical items before the proposal closing date.

#### Proposal Format / Selection Team / Evaluation Criteria

The proposal shall consist of the four sections listed below. Each section will be reviewed and assigned a point score not to exceed those shown below. The selected firm will be the one with the highest overall point score. A short list of firms may be invited to interview for this project if scores are close, but the Coalition is not required to do so. The Coalition reserves the right to

reject any and all proposals. No compensation will be provided to consultants preparing proposals for the project.

Evaluation of the proposals will be made by a Coalition-appointed committee that will evaluate and score the proposals in accordance with the criteria specified below. The Coalition reserves the right to extend the evaluation process by selecting a shortlist of two or more of the highest ranked firms to provide oral presentations. If oral presentations are required, the selected firms will be provided with additional information about the format, length, content, and scoring to be used.

Section	Evaluation Criteria	Maximum
1	Project Team	25
2	Consultant/Experience	25
3	Schedule Control	10
4	Local Knowledge and Experience	25
5	Cost	15

#### Proposal Content

The Proposal must contain all the information identified in the RFP Summary and Guidelines for Preparing the Proposal (refer to **Attachment A**).

#### Proposal Deadline

The proposals shall be received electronically **before 4:00 p.m. on Thursday, January 9, 2020.**

#### Proposal Delivery

Please address electronic (pdf) proposals to: Mike McKee, Executive Director, Seven County Infrastructure Coalition. He can be contacted at [mmckee@7County.utah.gov](mailto:mmckee@7County.utah.gov) or 435.823.5010. Faxed proposals will not be accepted. Each Consultant team should submit only one (1) combined proposal.

#### Number of Copies

Submit one (1) electronic copy of the Proposal.

#### Pages

Number pages sequentially at the bottom right corner of each page. Limit the number of pages to 20 pages (not including the Introductory Letter). Pages exceeding the 20-page limit will not be evaluated. Resumes of key personnel will not be counted toward the page limit.

Proposal pages shall be 8.5" x 11". Maps and technical diagrams may be 11"x17". Graphics may be shown in color.

#### Notices

To receive notifications regarding addendums and clarifications to this RFP, please contact Mike McKee at [mmckee@7County.utah.gov](mailto:mmckee@7County.utah.gov) or 435.823.5010.

The proposals will be evaluated by the Executive Director, and selected board members.

Proposals received will be evaluated and scored by each selection committee member. Interviews, if any, with shortlisted firms may be held on Wednesday, January 15, 2020 beginning at 10am at the Crossroads Senior Center located at 50 E. 200 S., Roosevelt, Utah. All submitting and shortlisted firms that will be interviewed, if any, will be notified of the time for an interview. All submitting firms will be notified in writing after a firm has been selected.

#### Disclosure and Disposition

Once submitted, the proposal become the property of the Coalition, are treated as public documents, and disposed of according to Coalition policies including the right to reject any and all proposal(s).

Proposals shall be open to public inspection according to Coalition policies. The Consultant may request in writing the non-disclosure of trade secrets and other proprietary data, if so identified. Upon request from the Consultant, the Coalition's Executive Director will examine the proposal to determine the requests validity prior to award of the contract. If the Coalition's Executive Director disagrees with the Consultant's request, the Coalition Executive Director will inform the consultant in writing which portion of the proposal will need to be disclosed. At that time, the Consultant will have opportunity to withdraw their proposal. Otherwise, the data will be disclosed.

#### Insurance Requirements

For all contracts with the Coalition, the Consultant will be required to provide:

**General Liability & Automobile:** \$1,000,000 per occurrence and \$2,000,000 aggregate with a \$2,000,000 liability umbrella policy.

**Valuable Papers & Electronic Media:** \$250,000 or value adequate to reproduce media.

**Professional Liability:** \$1,000,000

## ATTACHMENT A

### Guidelines for Preparing the Proposal

#### Introduction

These guidelines were developed to standardize the preparation of proposals by consultants for engineering services. The purpose for these guidelines is to assure consistency in format and content of proposals that are prepared by consultants and submitted to the Seven County Infrastructure Coalition. The Proposal should contain the following information in the order listed.

- Introductory Letter - No Points
- Section #1 - Project Team - 25 Points
- Section #2 - Capability of Consultant / Experience - 25 Points
- Section #3 – Schedule Control – 10 Points
- Section #4 – Local knowledge and Experience - 25 Points
- Section #5 – Cost – 15 Points

**Note:** All submittals must be clear, concise and in recommended format, so the proposals can be evaluated in an efficient and objective manner by the designated Review Team. The five (5) sections in all proposals should be tabbed for easy reference (#1, #2, #3, #4, #5). Statements not tabbed or otherwise labeled will receive a three-point penalty.

#### Introductory Letter:

The Introductory Letter should be addressed

to: Mike McKee, Executive Director  
Seven County Infrastructure Coalition

This one-page letter should contain an expression of the consultant's interest in the work, a statement regarding the qualifications of the consultant to do the work, and any summary information on the project team or the consultant that may be useful or informative to the Seven County Infrastructure Coalition.

The introductory letter does not count as one of the 20 pages. Begin page numbering with the first page in Tab #1.

#### TAB 1

#### Project Team:

The proposal should outline how the qualifications, experience, and time allocation of the project team are beneficial to the Coalition.

Identify consultant and subconsultant key individual qualifications and experience as related to the work disciplines.

Identify Technician Certification and Utah license information for Principals in charge. Identify strengths of key personnel. Provide a brief description of why the Coalition should select your team. Identify current obligations and time availability for team members during the duration of the engagement.

## **TAB 2**

### **Capability of Consultant / Experience:**

Include detailed experience on similar or related projects, with special emphasis on revenue generation for public bodies.

Describe your capability to perform the work. Explain internal policies and procedures related to quality and cost control.

List project types, locations, and size (total project value) of similar work performed in the last five years, that best characterizes the firm's capabilities and experience.

Provide project description, contact name, address, and phone number of references for work experience examples.

Identify resources, including management and organization capabilities, currently available for performing the work.

## **TAB 3**

### **Schedule Control:**

Provide examples of when and how your organization has completed similar projects within tight time constraints, especially for projects with the proposed project manager. Provide references on 5 projects that were timely completed.



#### TAB 4

##### Local knowledge and Experience:

Provide a summary of your local knowledge and experience on similar projects in the region. Local relationships and knowledge should be clearly demonstrated. Understanding of local issues should be indicated along with possible solutions.

#### TAB 5

##### Cost

Provide an outline of the cost per hour of the Project Team and standard costs for positions in your firm that may perform work for the Coalition. The quantity of work is indefinite and variable. The timing of work is also undetermined at this time. The Consultant team will work under the direction of the Executive Director and Coalition Board and be expected to meet timelines as may be imposed at various times.