NOTICE

The Daggett County Commission is soliciting statements of qualifications for a qualified civil engineering firm to provide design and construction oversight services for the design and construction of a trail along SR-43 from Main Street in Manila Utah to the Utah/Wyoming State Line east of Manila.

Submittal requirements are as follows:

1. Submit three (3) hard copies plus an electronic copy (USB Drive) of the Proposal to the County.
2. Proposals shall be received by the Daggett County Clerk's office no later than 9:00 A.M. on ???, 2023. Late submittals will not be accepted.
3. Proposals shall be mailed or delivered to:

Daggett County Clerk
P.O. Box 400
95 N. 1st W.
Manila, UT 84046

The complete Request for Qualifications can be viewed at www.daggettcounty.org/pathrfq

DAGGETT COUNTY

SR-43; Multi-Use Trail; Main St. to State Line

ENGINEERING FIRM REQUEST FOR QUALIFICATIONS

INTRODUCTION: Daggett County is soliciting statements of qualifications for a qualified civil engineering firm to provide design and construction oversight services for the design and construction of a Multi-Use paved nonmotorized trail along SR-43 from Main Street in Manila Utah to the Utah/Wyoming State Line east of Manila as shown on the attached map. The design is to be completed in 2023. The construction is to be completed in 2024.

GENERAL SELECTION PROCESS: Engineering Firms interested in being considered must submit a Statement of Qualifications (SOQ) in compliance with this Request for Qualifications. Evaluations will be conducted by County Commission Members. Contract negotiations will begin with the highest ranked firm. If contract negotiations are successful, the County will enter into a Professional Services Agreement (PSA) with the selected Engineering Firm. If contract negotiations are not successful, the County will enter negotiations with the next ranked firm.

GENERAL SELECTION CRITERIA: The basis for selection of the Engineering Firm shall include the following:

- Understanding of the project, the scope of work required, and the project schedule
- Qualifications of Key Personnel
- Project Experience
- Experience working with a Public Agency

SERVICES NEEDED: The services described in this section will be the basis for the Scope of Work to become part of the PSA with the selected consultant. The following is a general description of the work required to be completed by the consultant:

ENGINEERING SERVICES: The services that will be provided include, but are not limited to, the following:

1. Prepare design drawings, specifications, estimate of probable costs for the proposed project, prepare bid documents, and soliciting bids from contractors.
2. Prepare and present options to the County to scale the project as needed to fit within the project budget. The total project budget including design, construction oversight, construction and administration is $1,600,000.00.
3. Provide weekly updates to the County Commissioners on the progress of the project. Every 3 months provide a one-page written progress report describing the progress and tasks completed for the quarter along with a summary of all funds expended and the budget remaining and expected dates of expenditure. All funding sources and project costs are to be identified.
4. Coordinate the project between the County and the Town of Manila.
5. Coordinate the design and location of trail with UDOT Region 3 permits section including preparing a UDOT encroachment permit.
6. Identify the existing right-of-way and the need for additional right-of-way or

easements or options to avoid needing right-of-way or easements. Prepare drawings and documentation as needed for the County to obtain the needed rights-of-way or easements.

7. Identify and locate existing utilities and potential impacts to them. Coordinate with utility companies to identify, locate, and address potential impacts. Prepare drawings and specifications for any water or sewer utility impacts.
8. Drainage design including pipe culvert extensions or low water crossings.
9. Landscape and erosion control design.
10. Resting areas along the trail for placement of a bench and bike rack.
11. Cultural, wetland and stream surveys along the trail including preparing any environmental and stream alteration permits and reports needed. Coordination with state and federal agencies as required for environmental clearances.
12. Assist the County and the Town of Manila in holding an Open House to discuss the project and obtain comments from attendees.

CONSTRUCTION OVERSIGHT SERVICES: The services that will be provided include, but are not limited to, the following:

1. Assist the County in selecting a contractor to perform the construction of the improvements.
2. Provide full-time construction inspection and construction administration for the project improvements and provide daily reports of project progress.
3. Perform quality assurance testing in accordance with UDOT minimum sampling and testing requirements.
4. Perform construction staking meeting UDOT requirements.
5. Provide weekly updates to the county commissioners on the progress of the project. Every 3 months provide a one-page progress report and photos of the project describing the progress and tasks completed for the quarter along with a summary of all funds expended and the budget remaining and expected dates of expenditure. All funding sources and project costs are to be identified.
6. Provide monthly contractor payment requests to the County.
7. Upon completion of the project, prepare a one-page final report along with photos including a brief description of the completed project, an itemized report showing where the funds have been spent. Funding sources versus the costs, and the dates of expenditure shall be listed.
8. Upon completion of the project, prepare a red-lined hard copy plan set showing "As-Built" features denoting changes from the original design.

REQUIREMENTS: The following requirements will be required to enter into an agreement with the County to provide these professional services:

1. Insurance
    a. General Liability:
        i. Each Occurrence - $1,000,000
        ii. General Aggregate - $2,000,000
        iii. Negotiate with the County for insurance coverage
2. Licensure
    a. Professional Engineer - Licensed in the State of Utah

b. If additional services are required beyond those listed, the applicable professional licensing rules of Utah shall apply. Any services provided shall be performed under a Utah licensed professional for the applicable discipline.

3. In-House Professionals
   a. Licensed Engineering and Surveying Professionals shall be directly employed by the proposing firm and shall not be a sub-consultant to that firm.

SUBMITTAL REQUIREMENTS: Requirements for the Proposal include:

1. Submit three (3) copies of the printed proposal to the County along with one electronic copy of the proposal on a USB drive in PDF format.
2. Submittals shall not exceed a 4-page limit not including the cover page. Pages beyond the page limit will be removed from the proposal.
3. Cover page to only include the Name of the project, name of the firm, date, and "Statement of Qualification" and a picture/graphic (if desired).
4. A page is defined as a single sided 8.5" x 11" page with 1-inch margins around not including the header and footer.
5. Pages to be numbered.
6. Minimum font size limited to 10 pt.
7. Do not include a link or reference to other information.
8. No mention of the Engineering Firm's cost is to be included in the proposal. Discussion of the Engineering Firm's cost in the proposal will disqualify the firm.

SUBMITTAL DEADLINE: The Proposal shall be received by the Daggett County Clerk's office no later than 9 AM on ????, 2023. Late Submittals will not be accepted.

Proposals shall be mailed or delivered to:

Daggett County Clerk's Office
95 North 1st West
PO Box 400
Manila, UT 84046

If the proposal is mailed, it is up to the Engineering Firm to verify it was delivered to the Clerk's office.

PROPOSAL REVIEW: The Evaluation Committee will review proposals pursuant to the criteria outlined in Utah Code Title 17, Chapter 53, Section 313, Hiring of professional architect, engineer, or surveyor and Utah Code Title 63G, Chapter 6a, Part 15, Section 1503.5 Evaluation of statement of qualifications. The proposals will be evaluated based on the following evaluation criteria:

- Understanding of the project, scope of work required, and project schedule
- Qualifications of Key Personnel
- Project Experience
- Experience working with a public agency

GENERAL SUBMITTAL INFORMATION:

1. All correspondence or communications in reference to this Request for Qualifications should be directed to:

   Matt Tippets, Commissioner Chair - (435) 784-3218 ext. 131
   Commission@daggettcounty.org

   Daggett County Commission
   95 North 1st West
   PO Box 219
   Manila, UT 84046

2. All costs for the preparation of submittals shall be borne by the Applicant and submittals received shall become the property of the County, whether accepted or rejected.
3. Selection of qualified applicants will be approved by County procedure, consistent with applicable laws and as previously described under Selection Procedures.
4. This Request for Qualifications does not constitute an offer of contract for services.
5. The County reserves the right to reject all proposals submitted in response to this Request for Qualifications or subsequent activities that may be part of this procurement.