

**Price Avenue Well
Request for Qualifications**

**City of South Salt Lake
Water and Engineering Departments
220 East Morris Avenue, Suite 320
South Salt Lake City, UT 84115**

May 18th 2023

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Introduction and Background

A. Introduction

The City of South Salt Lake (SSL) is seeking a highly qualified design engineering firm to prepare design and construction drawings for a well, well house, and equipment storage facility at 150 West Price Avenue in SSL. Qualified firms are requested to submit a Statement of Qualifications (SOQ) to provide the engineering services outlined in the Scope of Work Below. The selected firm will work closely with the SSL City Engineer and Water Division Manager to provide the services requested. SOQs will be obtained from various firms in order to conduct a fair and extensive evaluation and select the firm that can best achieve the goals and objectives of SSL. Complete and timely submittal of all required proposal documents listed in this RFQ is required for the SOQ to be considered.

B. Background and Scope of Work

In recent years South Salt Lake City has been experiencing rapid growth, which has increased water demand beyond current capacity. The City is also having difficulties with two of their three drinking wells and is limited on the water they can purchase from the Jordan Valley Water Conservancy District (JVWCD). Due to this increase in water demand, the City has begun planning for a new drinking water well. 150 West Price Avenue has been selected as the preferred location for the new well due to its good hydraulic conductivity, estimated water quality of the area, and its distance from groundwater contamination plumes. The estimated flow for a well at this location is 1,500 gallons per minute (gpm). The City also plans to build a 20,000 square foot equipment storage facility near the well.

Important tasks required to complete the well design:

1. Coordinate closely with SSL to complete the design of a well, well house, and storage facility that meets all federal, state, and local requirements.
2. Collect all survey and mapping data necessary to prepare base mapping for design.
3. Conduct necessary site surveillance meetings with SSL.
4. Prepare a complete set of plans, specifications, and an estimate that will be used to select a qualified contractor to construct the well, well house, and storage facility.
5. Be available to answer questions and assist with project bidding and award.
6. Provide oversight during drilling, development and testing of well.
7. Develop a drinking water source protection plan for the well.

I. SOQ Requirements

SOQs shall be limited to 10 single-sided pages maximum with a minimum 12-point font size. All pages count towards the page total with exception of the cover, introductory letter, and an appendix with resumes. SSL may reject SOQs that exceed the maximum page count.

Each SOQ should include the following items:

Letter of Introduction: Describe the firm's areas of expertise and other information that helps to characterize the firm. Provide the name, title, address, and telephone number of the primary contact for this project. List any special considerations that you would like to emphasize to the selection committee as they consider your SOQ. Introductory letters should be no more than one page and will not be counted against the total page count.

Project Manager: Identify the Project Manager. List the Project Manager's relevant experience with similar work including references. The assigned Project Manager will be made available to present information and coordinate with SSL staff, including a reasonable number of meetings, to track progress and assure that the final plans meet owner expectations. The project manager may be asked to report progress to the City Council through the duration of the project.

Project Team: Describe the key personnel, name, and office location of key personnel including sub consultants. Provide an organizational chart with the proposed project team, and organizational structure identifying the key personnel who will be assigned to provide the services required by this RFQ, illustrating the lines of authority, and designating the individual responsible for the completion of each task and deliverable of the RFQ. Provide descriptions of technical expertise and experience. Also describe each team member's availability for the project.

Approach to the project: Describe your understanding of the project and your approach to successfully delivering bid documents that can be used to select a qualified contractor. Describe important milestones, and when relevant reviews will take place. Describe the unique skills and understanding your firm will provide to ensure successful and timely completion of the Scope of Services.

Qualifications of the Firm: Describe related experience that your firm, the proposed project manager, and project team have that is similar to the proposed Scope of Work. Provide phone numbers and locations of client representatives for reference contacts. Two (2) reference letters may be included in the appendix.

Consultant Fees: Provide a fee schedule for the various team members who will provide the requested services. List an hourly rate for each.

II. Evaluation:

All submittals will be evaluated to determine if the submittal is complete, in the required format, and in compliance with all the requirements of the RFQ. SSL will then evaluate all SOQs that meet the minimum requirements based on the following criteria. Each element has an assigned weight which indicates the importance of each. The total weight for the evaluation is 100%.

- 1) Project Manager (25%)
- 2) Project Team (20%)
- 3) Approach to Project (30%)
- 4) Qualifications (15%)
- 5) Consultant Fees (10%)

Submit SOQs in accordance with the instructions listed herein regarding time, place, and date required. SOQs received after the time requirement will NOT be accepted and will NOT be considered for award. It is the sole responsibility of the proposer to be sure his/her response is in the hands of the City Recorder by the required time and date, and that the response is properly sealed and labeled. SSL will not be responsible for any SOQ delivered incorrectly or to the wrong address or location. Failure to read the Request for Qualifications and comply with its instructions will be at the consultant's risk. Corrections and/or modifications received after the closing time specified in the RFQ will not be accepted. The SOQ must be signed by the appropriate representative or officer authorized to contractually obligate the firm.

III. Response Deadline, Submittal, and Inquiries

It is preferred that each respondent submits their SOQ electronically using SciQuest. Alternatively, each respondent may submit *six (6) physical and one (1) digital copy* of their SOQ addressed to:

City Recorder – City of South Salt Lake
220 E Morris Ave., Suite 200
South Salt Lake, UT 84115-3200

The original SOQ and copies must be submitted in sealed packages. The packages must be clearly marked as “150 West Price Avenue Well.”

SOQs must be submitted by **2:00 p.m. Mountain Standard Time, June 12th, 2023**. The City will not consider responses received after that date and time, regardless of when they were deposited in the mail.

It is the intent of this RFQ to make the proposal process easy and efficient for all interested parties by giving them ample opportunity to highlight their services, technical abilities, financial strength, and organizational structure. The evaluation process, however, must also be manageable and efficient.

Written questions can be submitted to the City Engineer, Dennis Pay at dpay@sslc.gov and copied to Jason Taylor at jtaylor@sslc.gov before **4:00 p.m. on June 2nd**. Responses to written questions will be posted on SciQuest by **5:00 p.m. on June 5th**. There will **NOT** be a Pre-Submittal Meeting for this project.

IV. Request for Qualifications Timeline

Complete and timely submittal of all required documents is required for the SOQ to be considered. The consultant selection process will proceed according to the following proposed schedule.

- All SOQs are due no later than **2:00 p.m. MST June 12th, 2023**.
- Evaluation of SOQs will be conducted from **June 12th, 2023** to **June 23rd, 2023**.
- The selection decision for the winning consultant will be made no later than **June 27th, 2023**.
- Upon notification, the contract negotiation with the winning consultant will begin immediately. Contract negotiations will be completed by **July 6th, 2023**.

V. Disposition of Proposals, Statements, and Negotiations

A. Disposition of Proposals – Public Records

All materials submitted in response to this RFQ will become the property of SSL. One (1) copy of each SOQ shall be retained for official files and will become a public record after the award and open to public inspection. It is understood that the SOQ will become part of the official file on this matter without obligation on the part of the City of South Salt Lake. If any of the materials submitted contain proprietary information, the proposer can request that these materials not be made public by contacting: Dennis Pay P.E, City Engineer (801) 483-6038 or email: dpay@sslc.gov.

B. Verbal Statements or Agreements

No verbal agreement or conversation with any officer, agent, or employee of SSL, either before or after execution of the contract, shall affect or modify any of the terms or obligations contained in the contract. Any such verbal agreement or conversation shall be considered as unofficial information and in no way binding upon SSL or the contractor.

C. Negotiations

SSL reserves the right to reject or waive any or all SOQs. After SSL has identified the best qualified candidate, the Parties shall have the right to negotiate with the respondent over the final terms and conditions of the contract. These negotiations may include bargaining. The primary objective of the negotiations is the evaluation factors set forth in the RFQ. If an agreement cannot be reached, the negotiation will be terminated and similar negotiations will occur with the second-ranked firm.