



REQUEST FOR PROPOSALS

LOWER SPRING CREEK TANK #3 3-MILLION-GALLON WATER STORAGE TANK

Springville City desires to retain the services of a Professional Consulting Engineering Firm to assist with the design of a new 3-million-gallon cylindrical reinforced concrete or pre-stressed concrete water storage tank.

BACKGROUND

Springville City owns and operates the drinking water system that serves the City. The City operates and maintains two existing concrete drinking water tanks that are located at 1950 East 400 South. The tanks are called Lower Spring Creek Tank #1 and #2. The tanks serve a large portion of the Springville City Lower Spring Creek Pressure Zone which is the largest and still growing pressure zone in the City. A recently completed water master plan recognized the growth and subsequent demand on the water system and recommended an additional 3-million-gallon tank to be located adjacent to the two existing tanks. The new tank will interconnect with tanks #1 and #2. A geotechnical fault study is currently being completed by a city contracted engineering firm.

SCOPE OF WORK

The scope of service for this project will include, at a minimum, the following:

1. Provide a soil analysis, geologic hazards analysis, and geotechnical report for the proposed tank site, outlining findings and recommendations to be incorporated in the tank design and construction.
2. Provide a topographic survey of the proposed tank site, including connecting into the existing pipeline and tanks.
3. Provide complete construction drawings, technical specifications and bidding documents for construction of the new 3-million-gallon water tank, connecting pipeline and associated facilities. Design will also include electrical and controls needed for operation and security of the new tank and facilities.
4. Provide coordination with governing entities and assistance in permitting. Permitting approval will be required from the Utah Division of Drinking Water.
5. Provide assistance with project construction bidding and selection of the contractor, including providing bidding documents, responding to questions from potential respondents, preparation of addenda, conducting a pre-bid conference, attending the bid opening, evaluating bids, and providing a recommendation for award.
6. Provide services during construction of the tank and accompanying facilities, including conducting a pre-construction meeting, preparing project manuals, responding to questions during construction, participating in construction coordination meetings, providing construction observation/inspection, preparing change orders and payment applications, etc.

SCHEDULE

The City desires the design for the tank to be completed and ready for bidding by October 13, 2021.

SOQs will be due no later than 2:00 PM on July 20, 2021

The firm will be selected by July 30, 2021 and Notice of Award is anticipated to be issued on August 3, 2021.

PROJECT DELIVERABLES

- Full construction documents, including construction drawings and specifications, bidding documents.
- Four (4) hard copies and a PDF version.
- CAD files of the construction plans.
- One (1) hard copy and a PDF version of all geotechnical, geological hazard and environmental reports.
- One (1) hard copy and a PDF version of all approved permits required for construction.
- One (1) hard copy and a PDF version of all geotechnical, geological hazard and environmental reports
- An excel version of the Engineers Opinion of Cost

STATEMENT OF QUALIFICATIONS

Firms interested in being considered for the project must submit a "Statement of Qualifications" (SOQ) which will include at a minimum:

- Cover page (not included in the page count) with title of project, date submitted, submitting firm name, key contact, address, phone number, and email address.
- Table of contents (not in page count, only TOC information will be allowed on this page).
- Name of the Firm
- Office location
- Description of the firm's general background and capabilities.
- Discussion of the firm's understanding of the project.
- Discussion of the firm's proposed project team to include organization, background, qualifications, availability, location, and project assignment of key team members, and any sub-consultants that may be used.
- Specific examples of the firm's experience that relate to the project.
- The location of the offices where the work will be performed should be specified. Of particular relevance are the locations of the project manager and other key members of the project team. Availability of key staff persons at strategic times during the study must be assured.
- Firm's suggested Scope of Work, including a preliminary description of individual work tasks and a possible project schedule.
- Appendix A: Resumes of project staff (not to exceed two pages per individual. Resumes are not included in page count), in alphabetical order.
- Appendix B: Proof of insurance (not included in page count). The insurance requirements are included as an appendix to this request for qualifications.

SOQ FORMAT

SOQs shall contain the required information discussed above, in the general order listed, not exceeding twenty (20) pages in length (not including the Appendix, cover page or table of contents) with no more than four (4) pages being larger than standard letter size (8.5 x 11 inches) and no pages larger than tabloid (11 x 17 inches) with a “Z” fold.

FEE PROPOSAL

In a **separate sealed envelope**, provide a single copy of the proposed project fee to complete the project with subtotals by task (including hours required to complete the task) as identified in the scope of work. Also, include the hourly rates charged for individuals identified on the project team and a summary of all the additional reimbursable expenses considered necessary to complete the study.

SUBMITTAL REQUIREMENTS

5 copies of the RFP shall be submitted to the City by 2:00 PM on July 20th, 2021 to Springville City Hall, 110 South Main Street, Springville UT 84663.

Questions pertaining to this request for qualifications shall be submitted online via Sciqwest at <https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=StateOfUtah>. All questions pertaining to this request for qualifications shall be submitted before 1:00 PM on July 16th, 2021.

SELECTION OF CONSULTANT

The proposals will be evaluated based on the following criteria.

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| <input type="checkbox"/> Approach/Methodology: Demonstration of the firm’s knowledge regarding the details of successful project completion based on the preliminary scope provided. | 15% |
| <input type="checkbox"/> Project Team: Specific similar experience, depth of staff support, sub-consultants, and their experience. | 20% |
| <input type="checkbox"/> Project Experience: Firms will be evaluated based on past projects successfully completed of similar scope and magnitude. | 25% |
| <input type="checkbox"/> Proposed schedule of work: A detailed schedule of work including hours required to complete the individual tasks per the scope and staff and associated man-hours that will be utilized for each task. | 20% |
| <input type="checkbox"/> Fee Proposal: Fee will be assessed in comparison to the lowest bid received (low bid/this bid) and normalized against proposed schedule/man hours proposed. | 20% |

The fee will be opened and evaluated after the evaluation of the SOQ is completed for all firms.

If after a review of the written SOQ an engineering firm cannot be chosen, the City reserves the right to require an oral interview.

The City reserves the right to delay or deny approval of the work if it is determined in the City's best interest to do so.

SUBMISSION OF SOQ DOES NOT CONSTITUTE A CONTRACT

1. Springville City will award a contract in reliance upon the information contained in proposals submitted in response to the RFP. Springville City will be legally bound only when and if there is a signed contract entered into between Springville City and the awarded respondent.

2. It is vitally important that any person who submits a SOQ or signs a contract on behalf of a respondent certifies that he or she has the authority to so act. The respondent who has its proposal accepted may be required to answer further questions and provide further clarification of its proposal and responses.

3. Receiving this RFP or responding to it does not entitle any entity to participate in services or transactions resulting from or arising in connection with this RFP. Springville City shall have no liability to any person or entity under or in connection with this RFP, unless and until Springville City and such person have executed and entered into a contract pursuant to the terms of this RFP.

4. By responding to this RFP each responding party acknowledges that neither Springville City nor any of its representatives is making or has made any representation or warranty, either express or implied, as to the accuracy or completeness of any portion of the information contained in this RFP. The responding party further agrees that neither Springville City nor any of its representatives shall have any liability to the responding party or any of its representatives as a result of this RFP process or the use of the information contained in this RFP. Only the terms and conditions contained in a contract when, as, and if executed, and subject to such limitations and restrictions as may be specified therein, may be relied upon by the responding party in any manner as having any legal effect whatsoever.

5. The attached Professional Agreement With Independent Contractor is a sample document. Springville City reserves the right to modify the terms of this sample document before executing and entering into a contract with the awarded respondent pursuant to the terms of this RFP.