



Request for Statements of Qualifications to Provide Engineering Services Upon-Request (On-Call Services)

October 1, 2019

Introduction

The Granger-Hunter Improvement District (District) provides water and wastewater services to a population of approximately 120,000 people in a 24.5 square mile area in the central portion of Salt Lake County. The District maintains over 365 miles of waterlines, 350 miles of wastewater collection lines, eight storage reservoirs, eight deep water wells, and thirteen wastewater lift stations. The District is responsible for the planning, engineering design and construction of water system and wastewater infrastructure improvements, upgrades, replacement, and other related projects and systems within the District's service area. Consultant selection for the larger Capital Projects will be based on a Request for Proposals (RFP). However, budgeted amounts for other projects are not sufficient to warrant a typical RFP procurement.

The District is soliciting Statements of Qualifications (SOQs) from qualified engineering firms (Firms) to provide engineering services for various water system and wastewater system improvements and other District projects. The District intends to establish this Approved Vendor List (List) of Firms which will be used to provide services for upcoming projects during the next 18 months. **If your Firm was already included on the list in 2018, the District will roll over your SOQ for the next 18 months (until March 2021). You may submit a new SOQ if your qualifications, staff and/or experience have changed. You do not need to notify the District if you are not going to update your SOQ.**

Please e-mail or submit one (1) USB drive with a PDF file of your SOQ by **Thursday, October 24, 2019 at 3:00 PM MST**. Firms are advised that the District is not bound by the terms of this request until a written agreement is fully executed. Any activity taken by the Proposer prior to full execution of a written agreement is done at the Proposer's sole risk.

Term of Agreement

The District will draw from the List for the next 18 months.

Services Upon-Request (On-Call Services)

The District will establish a List of Firms to provide Services Upon-Request (On-Call Services). The District will enter into contracts with these Firms and issue Task Orders on an as-needed basis for the duration of the term of the contract.

The District will evaluate and rank all SOQs as described in following sections. Firms receiving 70 points or greater will be recommended for inclusion in the List to draw from for the next 18 months.

Scope and cost proposals for specific projects will be negotiated with Firms on the List if the anticipated fee for the project is less than \$100,000.00. Firms will be contacted on a rotating basis, starting with the highest ranked Firm that is also qualified to provide services relevant to that particular project. If a Firm is not available or a satisfactory agreement or cost cannot be negotiated, negotiations will be terminated with that Firm and new negotiations will begin with the next Firm in the rotation.

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Scope of Work for On-Call Services

Some of the requested services may stand alone or be combined as elements of a given project. All of the services will have common responsibilities for such tasks as project management, administration, and quality control and some of the requested services will have overlapping tasks. Typically, for design and construction projects, there are consultations and advice, feasibility studies, field investigations and data collection, surveys, reports, preliminary and final designs, drawings, preparation of right-of-way instruments, appraisal estimates, opinions of construction costs, alternative analysis, specifications and construction bidding documents, construction management and observation, arranging or providing for testing of materials, preparation of operation and maintenance manuals, and providing as-built drawings.

The following is a listing of services for which the District may request assistance. Please indicate in your SOQ if you are qualified in the following fields, and provide supporting evidence as needed.

SERVICES	QUALIFIED
Project Management	
Public Relations	
Bid Document Preparation	
Subsurface Utility Engineering	
Surveying	
Mapping (GIS)	
Drafting (CAD)	
ROW/Land Acquisition (appraisals, title/easement research)	
Water Resources	
Hydrogeology	
Hydraulics	
Master Planning	
Water Rights	
Water Conservation	
Water Quality Studies	
Safe Drinking Water Act Compliance	
SCADA/Instrumentation/Telemetry	
Security Systems	
Emergency Planning/Vulnerability Assessments	
Corrosion Control and Coatings	
Architectural	
Landscape Architecture	
Structural Engineering	
Electrical Engineering	
Mechanical (Plumbing, HVAC, etc...)	
Geotechnical	
Seismic Assessments	
Materials Testing	
Environmental	
Civil Site Work	
Special Inspections	
Value Engineering	
Construction Management/Inspection	
Water Infrastructure	

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SERVICES	QUALIFIED
Pump Stations	
Pipelines	
Reservoirs	
Wells	
Wastewater Infrastructure	
Lift Stations	
Pipelines (including force mains)	
Pipeline and Manhole Rehabilitation	
Financial	
Financial Auditing	
Cost Estimating	
Asbestos/Lead Abatement	
SWPP Plans and BMPs	

Detailed scopes and cost estimates will be developed for specific projects.

Pricing, Costs and Fees

The costs and fees for projects will be established by negotiation on a per-project basis. Do not include any cost or hourly rate information in the Statement of Qualifications.

SOQ Requirements

The following items shall be addressed in the Consultant's SOQ in addition to the other items described in this Request. E-mail or provide one (1) USB drive with a PDF file of the SOQ. The Consultant's SOQ shall not exceed eight (8), 8 ½ x 11-inch pages. Resumes of key staff members and detailed project experience may be included in an appendix. The SOQ shall be in letter format.

The SOQ shall include the following items in the order listed.

- Firm's Qualifications
- Project Team
- Relevant Experience of Team
- Quality, Schedule, and Cost Control

Evaluation, Schedule and Contract Award

SOQ Evaluation Criteria

SOQs will be evaluated, scored, and ranked by a Selection Committee. Each member of the committee will be provided a score sheet to complete the SOQ evaluation utilizing the grading system listed below. Each evaluation criteria will be scored using the grading system and a predetermined weight multiplier for that criteria. The total score possible is 100 points. Firms receiving 70 points or greater will be recommended for inclusion in the List. The following grading system is utilized for each criteria (multiplied by the appropriate weighing factor):

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Excellent (5): SOQ exceeds expectations with an excellent chance of success.

Good (4): SOQ exceeds expectations with a very good probability of success.

Acceptable (3): SOQ meets minimum expectations with a reasonable probability of success.

Poor (1-2): SOQ falls short of expectations and has a low probability of success

Unacceptable (0): If the approach completely fails the requirements.

The consultant's SOQ will be evaluated based on the following criteria:

<u>NO.</u>	<u>CRITERIA</u>	<u>POINTS POSSIBLE</u>
1.	<p>Firm's Qualifications: Provide a brief description of your Firm background, its focus, the scope and nature of services routinely provided by your Firm on projects of this nature and its capabilities, date business started, number of employees in the local office, and number of employees combined in other locations, and employee retainage rate. Identify the type of business (corporation, partnership, sole proprietor, etc.) and license number to do business in the State of Utah.</p> <p>This section will be evaluated on the Firm's capability, focus, scope and nature of services routinely provided.</p>	20
2.	<p>Project Team: Provide an organizational chart showing the level of organizational responsibility of major participants of your Firm and length of time each team member has been with the Firm (this is included in the page count). Include summary resumes of those principals, partners and other key project staff members who will be directly involved in providing services. The District must approve any changes to the personnel indicated. The District reserves the right to request a substitution of personnel. Resumes will not count towards the page count and should be included in an appendix.</p> <p>This section will be evaluated on the professional experience, qualifications, and educational background of the individuals that would be assigned to the projects.</p>	20
3.	<p>Relevant Experience of Team: Provide detailed relevant experience of similar projects which shall include the following: name of client, contact person and current phone number, brief description of service performed or project, date of services, original and final contract amounts, and any other pertinent information regarding the experience. The District may contact any or all of your clients for a reference. Detailed project experience may be included in the appendix.</p> <p>This section will be evaluated on the Firm's related experience in conducting similar projects, including District projects, of comparable size and complexity within the last seven years. Listed projects that were performed by team members at another Firm should be listed as such.</p>	40

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4.	Quality, Schedule, and Cost Control: Describe the Firm's procedure for Quality, Schedule, and Cost Control. This section will be evaluated on the management plan as described for quality, schedule, and cost control.	20
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Schedule

A schedule of key dates for the RFSQ process is as follows:

1. **SOQs due – Thursday, October 24, 2019 at 3:00 PM MST**
2. **Notification of Award - Thursday, October 31, 2019**

SOQs shall be received no later than 3:00 PM MST on the date given above at the following:

t.marti@ghid.org

-or-

Todd Marti, MPA, P.E.
Director of Engineering
Granger-Hunter Improvement District
2888 South 3600 West
West Valley City, Utah 84119

The District's RFSQ does not obligate the District to award any contract or to pay any costs incurred in the preparation of a SOQ, interview, or associated materials.

Contract Award

The District may (1) reject any or all SOQs, and/or (2) waive informalities and minor irregularities in the SOQ received, and/or (3) hold discussions with consultants who submit SOQs determined to be reasonably suitable to being added to the List, and/or (4) add the proposer to the List on the basis of the initial SOQ received without discussions.

Contact Information

All questions regarding this Request for SOQs shall be directed to:

Todd Marti, MPA, P.E.
Director of Engineering
Granger-Hunter Improvement District
2888 South 3600 West
West Valley City, Utah 84119
Telephone: 801-955-2234
Email: t.marti@ghid.org