

**TOWN OF ALTA**

**REQUEST FOR STATEMENT OF  
QUALIFICATIONS FOR**

*Consulting and Design Services for:  
Town of Alta Master Water and Sewer Plan*

NOTICE  
REQUEST FOR STATEMENT OF QUALIFICATIONS

QUALIFICATIONS DUE: 5/13/2024

PROJECT NAME: TOA Master Water & Sewer Plan

RFSQ AVAILABLE: 4/11/2024

PROJECT LOCATION: Alta, UT

PROJECT DESCRIPTION: Professional engineering services to develop a comprehensive plan for existing and future needs of the town's drinking water and wastewater infrastructure to help facilitate long-range capital improvement planning and budgeting.

PROJECT DEADLINE: 12/29/2024

OWNER: TOWN OF ALTA

CONTACT: *Chris Otto*  
*cotto@townofalta.com*  
All questions shall be submitted in writing no later than:  
5/1/2024.

**Town of Alta reserves the right to reject any or all RFSQs received. Furthermore, the Town shall have the right to waive any informality or technicality in RFSQs received when in the best interest of the Town.**

**I. Introduction**

The Town of Alta (TOA) invites qualified consultants to submit RFSQs for professional engineering services to prepare a comprehensive Master Water & Sewer Plan to address system needs for the town's drinking water and wastewater systems. The information contained in this RFSQ is TOA's best understanding of the current needs and how to address them, but TOA will be relying on the consultant firm to provide modifications to the scope of work described herein based on their professional expertise in this subject area. If the consultant believes there is a better way to achieve TOA's goals, please reflect that plan in the RFSQ.

**II. Existing Infrastructure**

The Town of Alta provides retail culinary water to residential and commercial connections within the 1976 Town of Alta boundary under a surplus water agreement

with Salt Lake City Public Utilities. This agreement provides up to 265,000 gallons of culinary water service per day allowing the town to divert three hundred gallons per minute from the Bay City Mine Tunnel. Currently commercial water connections are at 171.35 ECU and residential water connections are at: 82.5 ECU.

The Town commissioned a hydraulic/water model and capital improvement study in 2014 which included a schedule of system improvements such as pipe size increases and system looping features. Most of those projects have not yet been implemented but remain of interest to the Town pending the outcomes of the proposed master plan. The 2014 study is included as an attachment to this RFSQ.

The Town of Alta wastewater collection system consists of approximately two miles of pipe and 50 manholes. The system Wastewater collected in the Town discharges into the Salt Lake County Service Area #3 collection system, which then discharges into the Cottonwood Improvement District collection system and finally to the Central Valley Water Reclamation Facility for treatment and discharge. The collection system was installed in 1971 and has not been upgraded since it was constructed. The Town assumes the pipe is adequately sized to meet projected demands but desires more information about the condition of the pipes and sewer holes. The Town wants a plan to address and correct any deficiencies found and upgrade the collection system as needed. The wastewater system is operated by an independent contractor with 43.75 residential sewer ECUs and 187.66 commercial.

### **III. Scope of Project**

**Project Goals:** The TOA Master Water & Sewer Plan will evaluate the town's existing wastewater and drinking water system infrastructure, determine the future needs of those systems based on anticipated growth, and provide a prioritized framework to guide the town in making future capital investments. This review should provide updates to the water model created in 2014 and make recommendations for future improvements. The updated water model should provide the relative hydraulic impacts that future proposed improvements would have on the system and demonstrate benefits to the system, primarily in the form of increased fire flows. The consultant shall review all existing water resource documents; including GIS data and mapping, water supply information, and any other relevant data and documents provided by the town or obtained through the consultant's fieldwork, modeling, and interviewing town staff. TOA understands this RFSQ may be inadequate to fully describe the work envisioned. Consultants should include additional tasks they deem appropriate and a written reason why a task should be included.

#### **The scope of this project should include:**

1. Update existing water distribution model, including maps, peak demands, and hydraulic profile.
2. Analysis of the water distribution system and evaluation of the system under existing conditions, to identify operating deficiencies.

3. Review 2014 capital improvement plan project recommendations and update scope and cost information, as necessary.
4. Assess potential limits to additional water system connections under existing surplus water agreement for 265,000 gallons per day.
5. Evaluate the water and sewer systems storage capacity.
6. Develop a 10-year maintenance and longer-term replacement schedule for the sewer and water systems.
7. Develop a prioritized capital improvement plan (CIP) with budget estimates to be used by TOA staff for future planning purposes.

All RFSQ's shall address the following items, at a minimum, in the order listed below:

1. Cover Letter

Offerors shall provide a cover letter on company letterhead, which should include:

- RFSQ title;
- Offeror's official address for the office responding to this RFSQ;
- Name, title, mailing address, e-mail address, and telephone number of Offeror's authorized representative;
- If applicable, acknowledgement of receipt of all RFSQ addenda in the cover letter (Failure to acknowledge receipt of all addenda may render the RFSQ non-responsive and subject to rejection); and
- Signature of Offeror's authorized representative.

2. RFSQ Summary

This section shall discuss the highlights, key features, and distinguishing points of the RFSQ.

3. Profile of the Proposing Firm(s)

This section shall include a brief description of the Offeror's firm size as well as the proposed project organization structure. Include a discussion of the Prime Offeror firm's financial stability, capacity and resources. Include all other firms participating in the RFSQ, including similar information about the firms.

Additionally, this section shall include a listing of any lawsuit or litigation and the result of that action resulting from (a) any public project undertaken by the Offeror or by its subcontractors where litigation is still pending or has occurred within the last five (5) years or (b) any type of project where claims or settlements were paid by the consultant or its insurers within the last five (5) years.

4. Qualifications of the Firm

This section shall include a brief description of the Offeror's and sub-Offeror's qualifications and previous experience on similar or related projects. Include descriptions of pertinent project experience with other public municipalities that includes a summary of the work performed, the total project cost, the percentage of work the firm was responsible for, the period over which the work was completed, and the name, title, and phone number of client to be contacted for references for each of the requested service features. Give a brief statement of the firm's adherence to the schedule and budget for the project.

#### 5. Work Plan or RFSQ

This section shall present a well-conceived service plan. Include a full description of major tasks and subtasks that address the RFSQ Scope of Project service features. This section of the RFSQ shall establish that the Offeror understands the Town's objectives and work requirements and Offeror's ability to satisfy those objectives and requirements. Succinctly describe the proposed approach for addressing the required services and the firm's ability to meet the Town's schedule, outlining the approach, including training and support details that would be undertaken in providing the requested services.

#### 7. Project Staffing

This section shall discuss how the Offeror would propose to staff and support this project, highlighting regional resources and the response times. Key project team members shall be identified by name, title, and specific responsibilities on the project. An organizational chart for the project team and resumes for key Offeror personnel shall be included. Key personnel will be an important factor considered by the review committee. Changes in key personnel may be cause for rejection of the RFSQ.

#### 8. RFSQ Exceptions

This section shall discuss any exceptions or requested changes that Offeror has to the Town's RFSQ conditions, insurance requirements and sample Service Provider Agreement, attached. If there are no exceptions noted, it is assumed the Offeror will accept all conditions and requirements identified in the attached draft service agreement. Items not excepted will not be open to later negotiation.

TOA reserves the right to reject any and all RFSQs for any reason. RFSQs lacking required information will not be considered. All submittals shall be public records in accordance with government records regulations ("GRAMA") unless otherwise designated by the applicant pursuant to UCA §63G-2-309, as amended. The award of this contract is subject to approval by the Alta Town Council.

#### IV. Timeline/Selection Process

The selection process will proceed on the following schedule:

<b><i>RFSQ ANTICIPATED SCHEDULE</i></b>	
Release of Solicitation	4/11/24
Deadline for Questions/Inquiries	Wednesday, May 1, 2024, by 5pm MST
RFSQ Due Date/Time (Deadline)	<b>Monday, May 13, 2024, by 5pm MST</b>
Selection Team Review	5/14-5/17
Interviews/Fee Negotiation, if needed	5/20-5/24
Selection of Firm	5/28/24
Project Begins	7/1/24
Final Product due/complete	12/29/24

#### V. Content of RFSQ

Qualifications will be evaluated on the criteria listed below.

- *Responses to providing experience and project teams past performance on similar projects—20 Points.*
- *Responses to providing a written summary of the proposed project team – 20 Points.*
- *Responses to providing a written summary of the project understanding and approach – 20 Points.*
- *Responses to providing a written summary of teams proposed scope of work and deliverables – 20 Points.*
- *Responses to providing a summary on why you think your firm is the best candidate – 20 Points*

*Total Technical Qualifications Points Possible = 100.*

Offerors that achieve a minimum score threshold of **70** points out of a possible **100** will proceed to Solution Interviews, **if necessary**. Offerors with a score of less than the minimum required technical points will be deemed non-responsive and ineligible for further consideration. The evaluation committee, for this RFSQ, will tally the final scores for criteria, other than cost, to arrive at a consensus score by the following method: an average of the individual score.

#### VI. RFSQ Process

This RFSQ is not being used to solicit costs, pricing, or to negotiate fees; this will be done in accordance with the Utah Procurement Code. **Do not submit costs with your qualification response.**

Pursuant to UCA 63G-6a-Part 15, this RFSQ is being used to identify qualified Design Professionals (Vendors). This process is comprised of the following stages:

Stage 1 – RFSQ: Vendor Proposals - An evaluation committee will score the Qualifications to identify the three (3) highest scoring vendors.

Stage 2 – Fee Negotiations – This will consist of negotiations with the highest scoring vendor. If a fair and reasonable contract cannot be negotiated with the highest scoring vendor, TOA will enter into negotiations with the next highest scoring vendor, and so on until a fair and reasonable contract can be established.

## **VII. Award**

To determine which proposal provides the best value to the procurement unit, the evaluation committee shall evaluate each responsive and responsible Offeror's qualifications that has not been disqualified from consideration under the provisions of Part 7 and 15 of Utah Procurement Code 63G-6a, using the criteria described in this RFSQ.

It is anticipated that this RFSQ will result in a single contract award to the responsive and responsible Offeror with the highest score justified by the procurement code, providing cost is found to be reasonable and fair after negotiations.

After the evaluation and final scoring of qualifications is completed, the Procurement Unit shall award the contract as soon as practicable (subject to the requirements of Utah Code Section 63G-6a-707(10) and 63G-6a-1503 and 1503.5) to the eligible responsive and responsible Offeror, subject to Utah Code Section 63G-6a-707(10) and 1503.5, provided the RFSQ is not canceled in accordance with Utah Code Section 63G-6a-902.

## **VIII. Town of Alta Standard Service Provider Agreement**

The successful RFSQ will be required to enter into the Town of Alta's Professional Service Agreement, in its current form, with the Town. A draft of the Agreement is attached to this RFSQ. If there is a conflict between the written and numerical amount of the RFSQ, the numerical amount shall supersede.

## **IX. Information to be submitted**

To be considered, Qualifications must be received at [cotto@townofalta.com](mailto:cotto@townofalta.com) no later than May 13, 2024 at 5:00pm. Qualifications received after this time and date will be late and not opened or considered.

## **X. Preparation of RFSQs**

A. Failure to Read. Failure to Read the Request for RFSQ and these instructions will be at the offeror's own risk.

B. Cost of Developing RFSQs. All costs related to the preparation of the RFSQs and any related activities are the sole responsibility of the offeror. The

Town assumes no liability for any costs incurred by offerors throughout the entire selection process.

## **XI. RFSQ Information**

A. Equal Opportunity. The Town will make every effort to ensure that all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

B. RFSQ Ownership. All RFSQs, including attachments, supplementary materials, addenda, etc., shall become the property of the Town and will not be returned to the offeror.

C. Rejection of RFSQs. The Town reserves the right to reject any or all RFSQs received. Furthermore, the Town shall have the right to waive any informality or technicality in RFSQs received when in the best interest of the Town.

D. No RFSQ shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears to the Town, upon debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the Town, or that may be deemed irresponsible or unreliable by the Town. Offerors may be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in this RFSQ.

E. If bidder utilizes third parties for completing RFSQ requirements, list what portion of the RFSQ will be completed by third parties and the name, if known, of the third party.