

REQUEST FOR
STATEMENTS OF QUALIFICATIONS
FOR

PROFESSIONAL ENGINEERING CONSULTING SERVICES

October 2024

TAYLORSVILLE-BENNION IMPROVEMENT DISTRICT



Due Date: November 5, 2024 by 3:00 p.m.

**Taylorsville-Bennion Improvement District Request for
Statements of Qualifications**

**PROFESSIONAL ENGINEERING CONSULTING
SERVICES**

**1800 West 4700 South
Taylorsville, Utah**

Section 1 GENERAL INFORMATION

1.1 GENERAL BACKGROUND

Taylorsville-Bennion Improvement District (TBID) is a political subdivision of the State of Utah organized in March 1957, for the purpose of providing wastewater collection and water distribution services. The District serves a population of approximately 70,000 people.

The District employs 35 people and operates and maintains approximately 245 miles of water lines, 11 wells, and approximately 188 miles of sewer collection lines. The principal place of business and offices of the District are located at 1800 West 4700 South, in Taylorsville, Utah.

1.2 CONTACT

The project representative and contact for this Request for Statements of Qualifications (RFQ) is Tammy North, P.E., Director of Engineering & Development, (801) 968-9081 or tnorth@tbid.gov.

1.3 PURPOSE

The purpose and scope of this RFQ is to solicit Statements of Qualifications from qualified professional engineering firms to enter into contracts with TBID to perform design and other professional services on selected projects over the next five (5) years, with TBID retaining the right to extend the term of any contract as allowed by law. This RFQ is for projects with anticipated engineering fees up to \$200,000 per project. Projects with anticipated fees greater than \$200,000, or for projects that are considered specialized projects by the District, will go through a separate procurement process. TBID will seek the most qualified firms, with up to the top three (3) ranked firms to enter into a contract with TBID. There is no guarantee of work implied by the signing of the initial contract, and TBID reserves the right to cancel any of these initial contracts during any term of the contract if TBID becomes dissatisfied with the firm's work, prices, or other similar reason, at its reasonable discretion. For projects that TBID anticipates, the process for selecting a firm will be as follows. As projects are needed and budgets allow, a project will be initiated, a scope of services defined, a contracted firm will be contacted, and an effort will be made to negotiate a service fee for the project. TBID will make a reasonable effort to rotate the firms, but will use its discretion to take into consideration the firm's experience, expertise, size of project, schedule, timeliness, responsiveness, quality of work, etc., as it relates to the individual project and the District's experience with the firm. If those fee

negotiations are not successful, another firm having a contract with TBID will be contacted and an effort will be made to negotiate fees with that firm.

This RFQ is part of a competitive procurement process which is intended to serve the best interests of the District and its' citizens. It also provides each respondent with a fair opportunity for their services to be considered. Throughout the remainder of this document, each respondent will be referred to as a consultant or an offeror.

1.4 POTENTIAL PROJECTS AND SCOPE OF SERVICES

TBID provides wastewater collection and culinary water service to approximately 17,000 connections. The existing wastewater collection system consists of gravity flow sewer collection lines between 8 and 42-inches in diameter and a lift station. The District's existing water system consists of 11 groundwater wells, chlorine and fluoride injection stations, 3 pump stations, 16 storage tanks, and transmission and distribution piping between 4" and 30" in diameter. The District actively replaces and or rehabilitates their aging infrastructure to maintain a high level of service to their customers. It is anticipated that in the next 5years, a new well will be equipped with a new well house constructed, sewer lines and manholes will be lined or replaced, water distribution lines and services will be replaced in subdivisions, wells will be rehabbed, and miscellaneous studies will be performed (such as siting, alignment, source protection, water rights, rates and fees, master plans, etc). It is also probable that other, yet unplanned projects will be completed in addition to the periodic maintenance projects that may need engineering design or services.

Some of the services that may be a part of the projects requiring professional engineering services include: surveying, property analysis, utility research, governing agencies coordination & permit acquisition, property owner coordination and easement acquisition, conducting meetings, sub consultant coordination, project design, contract document preparation, cost analysis and construction estimates, bidding assistance, inspection and construction management services, modeling, calculations, reports, preparation of drawings, commissioning and services related to a project's start-up.

Section 2 STATEMENTS OF QUALIFICATIONS

2.1. Outline – Each SOQ must be concise and in outline format. Pertinent supplemental information should be referenced and included as attachments. All proposals must be organized and tabbed to comply with the following sections:

2.1.1 **Cover Letter** - A letter of introduction to the consulting firm and its team, including the following information:

1. A reference to the name "**Professional Engineering Consulting Services**".
2. The address, telephone number, and email address of the managing consultant.
3. A statement acknowledging that the consultant accepts all of the conditions as stated in the RFQ shall be contained within the body of the letter.

4. The cover letter is to be signed by a representative or officer of the firm who is authorized to bind the consultant.

2.1.2 **Detailed Discussion** – This section should constitute the major portion of the SOQ and must contain a specific response, in outline form, to each section of this RFQ. Outline numbers should correspond to the section numbers contained in this RFQ. Failure to provide a written response to items indicated in this RFQ may be interpreted by TBID as an inability of the consultant to provide the requested service. The detailed discussion should include the following:

- A. Basic information about the consultant regarding the proposed consultant services.
- B. Provide consultant’s experience and work history, including dates.
- C. Provide references for similar projects with contact information for the owner’s representative who was responsible for each project.
- D. Identify key personnel who would be assigned to a project, including qualifications, experience and background for the different types of projects and services. Provide a listing of professional licensure certifications for each professional who will be providing services on the project.
- E. Discuss the consultant’s expertise and qualifications.

2.1.3 **License and Certifications** – Provide copies of business licenses

2.1.4 **Insurance Binder** – Provide a certification from a highly rated insurance carrier that minimum required coverages (additional insured for \$1,000,000 and bodily injury for \$2,000,000) will be available if the consultant is selected.

2.1.5 **No Conflict Statement** - Provide a statement that no conflict of interest issues exist at the time of submission of the SOQ, signed by a representative or officer who is authorized to bind the consultant. In addition, a “no-conflict of interest” statement must also be provided by any sub consultant.

2.1.6 **E-Verify Compliance** –The attached certification form must be signed by a representative or officer who is authorized to bind the consultant and is to be included in the SOQ.

2.1.7 **Supplemental** – Additional pertinent information, suggestions, and attachments may be provided.

Section 3 SOQ EVALUATION

3.1.1 **Criteria** - The criteria to be used to evaluate the SOQ are as follows:

- A. Scoring Methodology
 - a) Five Points (Excellent):
 - b) Four Points (Very Good):
 - c) Three points (Good):
 - d) Two points (Fair):
 - e) One Point (Poor):

B. Multiplication Factors or Weighting

- a) Each scored line item will be multiplied by a weighted importance factor as shown. The scoring will be multiplied by the weighted importance factor to give the total points for that line item.

C. Pass/Fail

- a) Some items require no scoring, but are required as an essential part of the SOQ. These items will be scored on a pass/fail basis. Failure to include any pass/fail item may result in the rejection of the SOQ.

SOQ Evaluation Scoring

| Item | Description | Max Points | Weighted Factor | Possible Points |
|-------|---|------------|-----------------|---|
| 2.1.1 | Cover Letter | | | Pass/Fail - Failure to include, rejection of the SOQ |
| 2.1.2 | Detailed Discussion | | | |
| A. | Consultant basic information | 5 | 3 | 15 |
| B. | Consultant experience & work history | 5 | 8 | 40 |
| C. | Consultant references and project verification | 5 | 4 | 20 |
| D. | Key personnel & qualifications | 5 | 10 | 50 |
| E. | Discussion of consultant's expertise, qualifications & general approach | 5 | 15 | 75 |
| 2.1.3 | License and certifications | | | Pass/Fail - Failure to include, rejection of the SOQ |
| 2.1.4 | Insurance binder | | | Pass/Fail - Failure to include, rejection of the SOQ |
| 2.1.5 | No conflict statement | | | Pass/Fail - Failure to include, rejection of the SOQ |
| 2.1.6 | E-Verification certification | | | Pass/Fail - Failure to include, rejection of the SOQ |
| 2.1.7 | Supplemental information | | | No scoring for this item, but may enhance other categories. |
| | Total Points Possible | | | 200 |

3.1.2 **Committee Evaluation of SOQs** - Each SOQ will be evaluated by the TBID Selection Committee in accordance with the TBID Procurement Policy. The SOQs will be scored on the basis of the items outlined in Section 3. Non-responsive SOQs (those not conforming to the RFQ requirements) may be eliminated. The consultant bears sole responsibility for the items and information included, or not included, in the SOQ submitted by that consultant. The District reserves the right to disqualify any SOQ that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFQ. Upon completion of the initial scoring, TBID may elect to have further discussions with responsible offerors who submit SOQs, for the purpose of assuring a full understanding of, and responsiveness to, the requirements of this RFQ. Final decision of the highest ranked firm(s) will be made by the TBID Selection Committee.

TBID may cancel the project or issue a new request for statements of qualifications for engineering services on the specific project. Statements made by TBID personnel during the RFQ process are not binding on TBID.

3.1.3 **Schedule Dates** - The following is an anticipated schedule for the RFQ process. The Taylorsville-Bennion Improvement District reserves the right to modify any part of this schedule:

| | |
|---|---|
| SOQ Due | November 5, 2024 @ 3:00 p.m., TBID Office |
| Interview (If required) | November 14-15, 2024 |
| Consideration by Board of Trustees Approving Selections | November 20, 2024 |
| Notification of Consultants | November 22, 2024 |

3.1.4 **Reservation of Rights** - TBID reserves the right to:

- A. Accept or reject any or all SOQs submitted pursuant to this Request for Qualifications (RFQ).
- B. Waive or modify any irregularities in this RFQ or a submitted SOQ.
- C. Request additional information or modifications to SOQs prior to award if such is in the best interest of TBID.
- D. Use any ideas and/or information submitted in any SOQ, unless covered by legal patent or recognized proprietary rights. Any claimed legal patent or proprietary right shall be clearly and plainly identified in a SOQ. If not adequately identified in the SOQ, the consultant shall irrevocably be deemed to have waived and relinquished any legal patent or proprietary right. Selection or rejection of a SOQ does not affect TBID's right to use submitted ideas and/or information.
- E. In the event of unsuccessful contract negotiations or contract termination, TBID may enter into contract negotiations with other qualified firms.

Section 4 SUBMISSION

4.1 SOQ Submittal - To be considered, the consultant's response to this RFQ must comply with the following:

- Three (3) responses are to be sealed in an envelope.
- The envelope shall state:

STATEMENTS OF QUALIFICATIONS

PROFESSIONAL ENGINEERING CONSULTING SERVICES

TAYLORSVILLE-BENNION IMPROVEMENT DISTRICT

1800 West 4700 South

Taylorsville, Utah 84129

(If mailing the submittal, please send it to P.O. Box 18579, Taylorsville, UT 84118)

Attention: Tammy North, P.E.

Director of Engineering and Development

Name of the submitting consultant

- The submittal must arrive at TBID, the office of TBID's Director of Engineering and Development, no later than 3:00 p.m. on **November 5, 2024**. Any SOQ received after the specified date and time will not be considered.

Consultants mailing their SOQs shall allow sufficient mail delivery time to assure timely receipt and shall solely bear the risk of the SOQ not being timely received by TBID's Director of Engineering and Development.

Section 5 QUESTIONS AND REQUESTS FOR CLARIFICATION

Additional information may be obtained from and questions may be directed to:

Tammy North
TBID Director of Engineering & Development
(801) 968-9081 or
tnorth@tbid.gov

**CERTIFICATION OF COMPLIANCE
WITH E-VERIFY PROGRAM OR EQUIVALENT**

This is to certify that _____ (“Company”) covenants, represents and warrants to Taylorsville-Bennion Improvement District (“District”) that Company is and at all time during the performance of any contract with the District will be in full compliance with the requirements of Utah Code Ann. § 63G-12-302(3) (including amendments and substitutions to the law) relative to the verification of the work eligibility status of employees and, in particular, that Company is registered and participates in a Status Verification system as required by law.

Dated this _____ day of _____, 2024.

Name of Company

By: _____

Title: _____

Printed Name: _____