



**REQUEST FOR  
STATEMENTS OF  
QUALIFICATIONS FROM  
PROFESSIONAL ENGINEERING  
FIRMS**  
for  
**SOUTH SEWER INTERCEPTOR CIPP PROJECT**

This document describes the requirements for Statement of Qualifications submittals. All submittal instructions, requirements, and evaluation criteria are defined herein.

## **REQUEST FOR STATEMENTS OF QUALIFICATIONS**

The South Valley Water Reclamation Facility (“SVWRF”) is seeking written Statements of Qualification (“SOQ”) from qualified design engineering firms (“Consultants”) for providing professional engineering services to conduct SVWRF’s South Sewer Interceptor CIPP Project. The scope of services consists of design, bidding and construction related services for completion of lining the Facility’s sewer pipelines and buried structures. SVWRF may choose to add additional Project phases to this scope of services at a future date in conjunction with the Consultant.

### **BACKGROUND INFORMATION**

The SVWRF expects to take ownership of existing sewer pipelines in the near future. The pipelines have been inspected and determined to be in need of remediation work by an engineering consultant firm. SVWRF’s goal is to protect the existing pipelines by installing cured in place pipe in the existing pipelines. To meet this objective, SVWRF anticipates undertaking the Project.

The pipeline sections intended to be a part of this project begin near 9000 South paralleling the Jordan River, then heading north to SVWRF’s facility located at 7495 South and 1300 West in West Jordan City, UT. The Project includes sewer lines ranging in size from 48-inch to 96-inch diameter. The Project also includes multiple manholes and two confluence structures. The Project is in easements which cross multiple private parcels which are a mixture of residential and commercial properties.

The Scope of Work is intended to include the evaluation and recommendations for various rehabilitation alternatives; survey work; collection of information; wetland delineation study; engagement with stakeholders / public outreach; preparation of project bid documents based upon the selected rehabilitation alternative; permitting; bidding services; and construction related services including construction inspection and progress reporting.

SVWRF intends to bid this work in conjunction with work being prepared by South Valley Sewer District (SVSD) that is similar in nature. South Valley Sewer District is preparing this work for the sections of pipeline that run from 9000 South to approximately 11400 South. SVWRF & SVSD desire to bid the two projects at the same time to utilize the advantages of economy of scale should a single contractor be successful on both projects.

## SCHEDULE

The following schedule is tentative for the purpose of the SOQ solicitation. If a change in the SOQ solicitation period schedule becomes necessary, all recipients of the SOQ packet will be notified by addendum. The project schedule is subject to change based on contract negotiations and will only be communicated with the selected Consultant.

Milestone	Date
<u>SOQ Solicitation Period</u>	
Advertisement Request for SOQ's	6/9/2020
Pre-SOQ Conference	6/24/2020
Deadline for Questions	7/2/2020
Final Questions and Responses Published	7/9/2020
SOQ Submittal Due Date	7/16/2020
SOQ Interviews (if determined necessary)	7/22/2020
SVWRF Board Mtg. Approve SOQ Results	8/19/2020
Notify Consultants of SOQ Results	8/20/2020

## PROJECT SCOPE

The minimum recommended scope of work shall include the following. Consultants may, at their option, make suggestions to modify the scope of work.

1. Predesign services: Define the final project design criteria and elements of success. Deliverables shall include a Meeting Minutes, Preliminary Design Report, and Permits.
  - a. Project kick-off
  - b. Review existing data
  - c. Preliminary design progress meetings
  - d. Data collection
  - e. Design survey
  - f. Mapping
  - g. Geotechnical investigation
  - h. Public outreach
  - i. Wetland delineation study
  - j. Permitting
  
2. Design services: Prepare final construction drawings and specifications to be used as bidding documents. Deliverables shall include Easements, Final Bid Documents, Consultant's estimate of probable cost based on Final Bid Documents.
  - a. Permanent sewer and temporary construction easements
  - b. Design progress meetings (30%, 60%, 90%)
  - c. Stake holder coordination
  
3. Bidding services: Assist SVWRF with general bid support services and selection of

- apparent lowest responsive bidder.
- a. Pre-bid meeting
  - b. Respond to bidder questions
  - c. Issue addenda
  - d. Conduct bid opening
  - e. Review and evaluate bids
  - f. Award recommendation
4. Construction related services: Construction services are not defined at this point and are dependent upon the final design. Consultant's work would likely include the following:
- a. Submittal reviews
  - b. RFIs
  - c. Pay request reviews
  - d. Field inspection services
  - e. Field quality control testing
  - f. Coordination between Contractor & SVWRF
  - g. Final Project acceptance

### **SOQ SUBMITTAL INSTRUCTIONS**

Consultants who submit SOQs must ensure that they comply with all of the conditions set forth herein. Failure to comply with all the conditions of this request may constitute grounds for rejection of the SOQ as non-compliant.

#### ***Statement of Qualifications***

SOQs must specifically illustrate qualifications and an approach to complete the Project. Consultants should be aware that the requested information and requirements as stated in the SOQ packet are minimum requirements. Consultants are encouraged to make additions to the scope of services that they believe will further assist the SVWRF in reaching its objectives. Consultants shall not include any cost or pricing information whatsoever as part of their SOQ submission. Any SOQ submissions that do include cost or pricing information will be automatically disqualified for non-compliance and will not be considered.

#### ***Pre-SOQ Conference (Optional)***

A pre-SOQ conference will be held at the SVWRF Administration Building at 7495 South 1300 West, West Jordan, Utah 84084 on June 24, 2020 10:00 a.m. and will last for approximately one (1) hour. Consultants are not required to attend the pre-SOQ conference in order to submit an SOQ. Existing data, record drawings and reports will be available for review during the pre-SOQ conference. Existing data, record drawings and reports will be made available for review. Other existing information is not deemed necessary for the preparation of an SOQ.

#### ***SOQ Submittal Delivery***

Consultants shall hand deliver completed SOQ submittals to the front desk of the South Valley Water Reclamation Facility, located at 7495 South 1300 West, West Jordan, Utah 84084. The deadline for submitting an SOQ is 4:00 p.m. on Thursday, July 16, 2020. SVWRF office hours are 8:00 a.m. to 5:00 p.m. Monday through Thursday. Email and facsimile SOQ submittals will not be accepted and will be considered to be non-responsive. Unsolicited supplementary information and/or materials received after the deadline will not be considered in the evaluation. Consultants shall submit six (6) bound hard copies of the completed SOQ in a sealed envelope or box clearly marked as "*SOQ for the SVWRF South Sewer Interceptor CIPP Project*".

Questions must be submitted by e-mail and received no later than 3:00 p.m. on July 2, 2020. Questions about this SOQ shall be submitted to Taigon Worthen at [tworthen@svwater.com](mailto:tworthen@svwater.com). Any interpretation of questions made by the SVWRF will be made by Addendum. Addenda shall be issued within a reasonable time, but not more than four (4) working days after receipt of the question. Addenda will be posted on SVWRF's website, [www.svwater.com](http://www.svwater.com). Information contained in the SOQ submittals will be considered confidential and reasonable precautions will be taken to ensure the security of the documents. All completed SOQ's will become and remain the property of SVWRF and shall be subject to the Government Records Access and Management Act, UTAH CODE § 63G-2-101, *et seq.*

### ***SOQ Content***

1. **Letter of Introduction.** Provide a one-page cover letter which gives the submitting Consultant's legal business name, physical address, mailing address, primary telephone number, and primary contact's name and email address. This letter must be signed in blue ink by a firm representative who is able to legally execute agreements with SVWRF. Additionally, submit Form A, which provides general firm information. Consultant's shall include applicable licenses and certifications. Financial information shall also be provided.
2. **Similar Work Experience.** Illustrate the Consultant's qualifications and experience with other projects similar in size and scope to the requested services. Similar work experience needs to show past success and expertise in similar projects. Limit one page for each project up to a maximum of five (5) projects.
3. **Project Team & Resumes of Key Personnel.** Provide an organizational chart to illustrate the project team, responsibilities and subconsultants, if any, based on perceived tasks to complete the work. Complete Form C to list the project team and the primary duties of each for this project, including the nutrient removal process engineer. Key personnel identified in an SOQ may not be changed without the advance written approval of SVWRF. Use Form D to provide resumes for each person identified in the organizational chart. Limit one page per person.
4. **Project Approach.** Provide a separate narrative consisting of no more than five (5) pages for the Project. The intent of this section is to understand the Consultant's approach and methodologies with respect to Project. Provide a general project approach consistent with the general project scope identified above. Enhance the project scope to show the knowledge and familiarity with the elements of the project. Describe any unique tools (software, etc.) proposed for use in the analyses. Indicate a proposed project schedule as required for a complete project.

## EVALUATION AND SELECTION PROCESS

SVWRF intends to select a Consultant that is capable of providing services for all aspects of the Project. The SVWRF intends to award a contract to the highest ranking firm based on the selection process and evaluation criteria provided herein. The selection process is described as follows:

1. SOQs will be received by the SVWRF at the time and place designated above.
2. Submitted SOQs will be initially reviewed for compliance; non-compliant submitted SOQs will be rejected.
3. A selection committee established by SVWRF will review the submitted SOQs, rank the SOQs according to the evaluation criteria listed below, and recommend the two highest rated firms in accordance with the evaluation criteria. The committee may select the two highest ranked firms to interview. The selection may then refine its scoring of the SOQ. The selection committee will then recommend a selection.
4. The SVWRF Board shall consider the recommended selection and make final approval.
5. After Board approval, the selected Consultant will be notified. SVWRF staff will then negotiate a contract with the selected Consultant, including final scope of work and fees for the Project. In the event that negotiations with the selected Consultant are not successful, SVWRF reserves the right to enter into negotiations with the second-highest ranked firm instead. If those negotiations are also unsuccessful, then SVWRF reserves the right to not award a contract to any Consultant which submitted an SOQ in response to this request. SVWRF also reserves the right to change the scope of the project generally described herein without repeating the formal solicitation process.

## EVALUATION CRITERIA

The technical evaluation will be based upon a determination by the Evaluation Committee members as to how well each submitted SOQ meets the evaluation criteria. SOQ's will be evaluated on the criteria scoring combined with the corresponding weight factors listed below.

Form	Criteria	Point Scoring Range	Weighting %
A	Letter of Introduction – Consultant's General Information (licenses, certification, financial information)	0 - 10	5%
B	Similar Work Experience	0 - 10	50%
C	Project Team	0 - 10	10%
D	Resumes of Key Personnel	0 - 10	5%
none	Project Approach	0 - 10	30%

**FORM A: GENERAL FIRM INFORMATION**

A. Please complete the following information. Complete questions 10 thru 13 with a YES / NO.

1.	Consultant's name:	
2.	Business address:	
3.	Date company was organized:	
4.	Current president, CEO, or Principle in charge:	
5.	Number of permanent office and support employees:	
6.	How long has company been doing work similar to proposed project?	
7.	Company Utah engineering license:	
	Primary classification:	
8.	Principal Utah engineering license # and expiration date:	
9.	Errors & Omissions insurance carrier name:	
	E & O Insurance limits:	
10.	Has the Consultant, or any of its parents or subsidiaries, ever had a bankruptcy petition filed in its name, voluntarily or involuntarily?	
11.	Are there any unresolved claims or disputes on any work designed by the Consultant during the past five years?	
12.	Has the Design Consultant ever failed to complete any work that it was awarded?	
13.	Has the Design Consultant ever had any professional license, credential, or registration revoked	

B. Attach licenses, certifications, and last 3 years of financial information.

**FORM B: SIMILAR WORK EXPERIENCE**

A. Please complete the following information. Do not attach additional information.

1. Title of example project:	
2. Project location (city and state):	
3. Year completed (professional services):	
4. Year completed (construction, if applicable):	
5. Project Owner name:	
6. Project Owner contact name:	
7. Contact telephone number & email address:	
Brief description of project and relevance to this submittal (scope, size, cost, etc):	
8. Subconsultants involved in example project, if any:	
Firm name:	
Service provided:	
Firm name:	
Service provided:	
Firm name:	
Service provided:	



**FORM C: PROJECT TEAM**

A. Please identify Consultant’s key project team members, their title and primary duties:

Name	Title	Primary Duties

B. Please identify key subconsultants or service providers that will support the project team.

Firm Name & Location	Contact Person	Support Services Provided

C. Please attach an organizational chart of the project team. Include subconsultants and service providers. Additional team members not listed above may be included on the chart. Limit chart to one page.

**FORM D: RESUMES OF KEY PERSONNEL**

A. The following form may be used. Substitute forms are allowed; however, each resume shall be one page in length. Additional relevant project experience may be attached to this form.

1. Name:	
2. Years of engineering experience:	
3. Years with current firm:	
4. Education (degree and specialization):	
5. Current P.E. registration (state and discipline):	
6. Other professional qualifications:	
7. Relevant project experience (Name & Location):	
Year completed (professional services):	
Year completed (construction, if applicable):	
Brief description (scope, size, cost, etc) and specific role:	
8. Relevant project experience (Name & Location):	
Year completed (professional services):	
Year completed (construction, if applicable):	
Brief description (scope, size, cost, etc) and specific role:	
9. Relevant project experience (Name & Location):	
Year completed (professional services):	
Year completed (construction, if applicable):	
Brief description (scope, size, cost, etc) and specific role:	

**FORM E: EXPERIENCE AT SVWRF**

1.	Title of example project	
2.	Consultant's Project Manager	
3.	Year Completed (Professional Services)	
4.	Year Completed (construction if applicable)	
5.	SVWRF Project Manager Name	

Brief description of project and relevance to this submittal (scope, size, cost, etc):