



REQUEST FOR STATEMENTS OF QUALIFICATIONS FROM PROFESSIONAL ENGINEERING FIRMS

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

SOUTH VALLEY WATER RECLAMATION FACILITY

REQUEST FOR STATEMENT OF QUALIFICATIONS

FOR ENGINEERING SERVICES

South Valley Water Reclamation Facility (Facility) requests sealed Statements of Qualifications (SOQ) from qualified engineering firms who wish to provide professional engineering services to the Facility. The agreement term will be up to five years, with the option by either party to terminate with thirty (30) days written notice.

The Facility intends to add and retain firms to the current engineering services pool. The purpose of this request for SOQ is to evaluate and rank qualified professional firms to be included in a pool of firms who will provide engineering services as needed by the Facility. Firms demonstrating competence and qualifications for the services required, and receiving the highest scores will be invited to enter an agreement with the Facility at fair and reasonable prices.

The work to be performed by selected firms will be based on the actual needs of the Facility, and no guarantee of work or services is made by this request for SOQ. 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.*

PART I GENERAL OVERVIEW

1.1 Background

The Facility provides wastewater treatment services for southern portions of Salt Lake County, Utah. The Facility owns and operates a wastewater reclamation facility located in West Jordan City, Utah. The Facility provides service to the cities of Midvale, West Jordan, South Jordan, Riverton, Bluffdale, Draper, Copperton, most of Sandy, and Herriman. The Facility is currently owned and operated by five member entities including West Jordan City, Midvale City, Midvalley Improvement Facility, Sandy Suburban Improvement Facility and the South Valley Sewer Facility. Each entity is represented by a member on the SVWRF Board of Trustees. The Facility is permitted to treat up to 50 million gallons per day (MGD) of wastewater. All flows are collected in sanitary sewer line systems owned and operated by the five member entities.

The work contemplated by this SOQ will be for ongoing improvement, maintenance, and expansion of the Facility's treatment works and infrastructure. Qualified engineering firms will perform engineering studies, design and other consultation (Work) in association with the Facility's projects.

1.2 SOQ Three-stage process

Stage One: The request for SOQ will be published and deadline provided. Upon receipt of SOQs from firms and closure of the deadline the Facility will move to Stage 2.

Stage Two: Next, firms will be evaluated and scored. The evaluation committee will score each firm's SOQ. As part of this process, the Facility may, at its discretion, conduct interviews. If

interviews are conducted, the Facility will notify qualified firms of the time, place, format, and other requirements of the interview. Any firm not meeting the minimum scoring in Section 4.2 will be disqualified. Qualified firms will be the pool from which the Facility will draw from for its professional engineering needs.

Stage Three: The Facility will engage in negotiations with the highest-scoring firms to negotiate services on terms acceptable to the Facility and at fair and reasonable prices on an as needed basis. If negotiations are not successful with any of these firms, the Facility may enter negotiations with other firms deemed qualified in Stage Two.

1.3 Submission location, deadline, inquiries and communications

Sealed packages enclosing a firm's SOQ shall be addressed and submitted to:

South Valley Water Reclamation Facility
Attn: Taigon Worthen, P.E., Facility Engineer
1300 West 7495 South
West Jordan City, UT 84084

SOQs must be received by the Facility no later than 2:00 PM, August 3, 2022. The Facility may not always receive overnight deliveries, even though a carrier may give its assurance of timely delivery. The Facility cautions firms to ensure SOQs are actually received by the Facility prior to the deadline.

Firms shall submit one printed SOQ complete as intended and one electronic copy in PDF format. SOQs will become the property of the Facility. SOQs received after the deadline will not be considered.

The package must be plainly marked with the name and address of the firm and shall bear the words "Statement of Qualifications for Engineering Services."

Inquiries and communications regarding this request shall be submitted to the Facility through www.scquest.com (U3P, aka Utah Public Procurement Place). The deadline for inquiries is 2:00 PM, July 26, 2022.

Inquiries, if responded to, will be responded to only through www.scquest.com (U3P, aka Utah Public Procurement Place) either with answers to questions posted publicly or by issuance of an addendum. Except as provided herein, firms are prohibited from contacting Facility officials or staff regarding the subject matter of the request for SOQ between the time of issuance and award of Work. Violation of this requirement may result in the rejection of a firm's SOQ.

1.4 Addenda

The Facility may provide written addenda to this request. Addenda will be posted online at least two days before the SOQ deadline at www.scquest.com (U3P, aka Utah Public Procurement Place). Firms bear the sole responsibility to monitor the web site for addenda to this request.

1.5 Anticipated schedule

The Facility has prepared the following tentative schedule for the purpose of this request. Dates are subject to change at the discretion of the Facility. If a change in the SOQ solicitation schedule becomes necessary, notification will be by addendum.

| Milestone | Date |
|--|---------------------------------------|
| Advertise Request for SOQ's | 7/7/2022 |
| Deadline for Questions | 7/26/2022 |
| Final Questions and Responses Published | 7/28/2022 |
| SOQ Due Date | 8/3/2022 |
| SOQ Interviews (if determined appropriate) | Week of August 8 th , 2022 |
| SVWRF Board Mtg. Approve SOQ Qualified Firms | 8/17/2022 |
| Notify Qualified Firms | 8/22/2022 |

1.6 Cancellation or modification

The Facility reserves the right to cancel or modify the terms of this request for SOQ at any time.

PART II SCOPE OF WORK

2.1 Details of anticipated Work

This sections provides an overall description of the Work to be performed in the course of the services awarded under this request for SOQ. This Work is not limited by this section, as it other functions may be necessary to execute the Work. As described hereafter, a firm’s SOQ shall provide information on the firm’s experience and capability to perform each of the items set forth in the following paragraphs and subparagraphs.

Firms, upon written authorization from the Facility, may be required to provide the following services:

- A. Provide engineering design and consulting services for various projects for the Facility’s treatment works and infrastructure. Generally, these services will consist of work such as:
 - a. Predesign services including studies, preliminary engineering, pilot testing, equipment selection, permit applications, funding applications, evaluations, surveying, mapping, preparing easements, data collection, review of existing data, geotechnical investigations.
 - b. Design services for projects which may be inclusive of, but not limited to: electrical power distribution, sanitary sewers, wastewater preliminary treatment works, pump stations, odor control, pressure piping, wastewater primary treatment, wastewater secondary treatment, wastewater tertiary treatment, disinfection, wastewater reuse, dewatering of biosolids, biosolids drying, biosolids disposal, civil work, security improvements, controls and process instrumentation, process improvements, corrosion control.
 - c. Preparations of construction plans and specifications.
 - d. Preparation of contract documents.

- e. Provide opinions of probable construction costs for projects.
- f. Pressure piping system modeling, gravity flow piping system modeling, process modeling.
- B. Provide bidding services including, but not limited to:
 - a. Perform contractor prequalifications.
 - b. Conduct pre-bid meetings.
 - c. Respond to bidder questions.
 - d. Issue addenda.
 - e. Attend bid-openings and evaluate bids.
 - f. Vet apparent low bidders and provide recommendations of award.
 - g. Prepare contract documents.
 - h. Prepare conformed drawings.
- C. Construction related services incident to awards to contractors. Generally, these services will include attend pre-construction meetings, conduct regular construction progress meetings, submittal reviews, RFIs, pay request reviews, field inspection services, field quality control testing, construction staging and sequencing, coordination of activities between contractors and the Facility, address deficiencies in construction, cost control services such as evaluating change order requests, final project inspection, punchlist tracking, record drawings, project closeout.
- D. Coordinate public involvement and education on projects that may have an impact on the public.
- E. Coordinate with State regulatory divisions (i.e. Division of Water Quality) and personnel as appropriate.

All services performed must be in compliance with good engineering practices, and any applicable federal, state, county, or local municipal rules and regulations.

PART III SOQ submittal instructions

3.1 General

Firms 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. 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. The SOQ shall be organized into the following tabs, and shall include all information described below.

3.2 Tab 1 – Letter of introduction

The letter of introduction shall be 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. The letter content shall briefly describe the firm and its experience relative to the Work.

Include Exhibit A. Exhibit A must be dated and signed. Exhibit A is the firm’s certification of accuracy of information provided to the Facility in the Statement of qualifications. Additionally, submit Form A completed in its entirety. The firm will also include three years of financial information on separate sheets.

Tab 1 should include no more than fourteen pages: one for the letter; Exhibit A; Form A; one for summary of licenses and certifications, one for insurance certificate, and up to three pages for each year of financial information (balance sheet, income, cash flow statement).

3.2.1 Minimum mandatory insurance requirements

| | |
|------------------------------------|-------------|
| 1) Worker’s Compensation | |
| State | Statutory |
| Employer’s Liability | \$100,000 |
| 2) Comprehensive General Liability | |
| Bodily Injury and Property Damage | \$1,000,000 |
| Combined Single Limit | \$1,000,000 |
| 3) Automobile Liability | |
| Combined Single Limit | \$1,000,000 |
| 4) Professional Liability | \$1,000,000 |

As a condition of any award, the Facility shall be named as additional insured on the general liability and automobile liability policies. All insurance policies shall also provide that coverage will not be cancelled or reduced without 30 days prior written notice to the Facility.

3.3 Tab 2 – Similar work experience

This section shall utilize past projects to illustrate the firm’s qualifications and experience with projects similar in size and scope to those which may occur at the Facility. Similar work experience needs to show past success and expertise in similar projects. One Form B shall be used for each project. Limit two pages for each project up to a maximum of five (5) projects. The Facility will use the submitted projects as a measure of the firm’s abilities. It will be the Facility’s sole discretion, in the event of an award, as to which type of work the firm would be considered for, based in part, on the type of projects submitted in the SOQ.

Tab 2 should include no more than ten pages: One Form B per project with one additional page per project. The additional page may include further narrative, photographs, data, or other information the firm believes aids in describing the project.

3.4 Tab 3 – Design team & key personnel

This section should describe the firm’s human resources which will support the Facility through the term of an agreement should the firm be selected. Utilize Form C to summarize the design

team. Form D should be used for each key personnel and it should show correlation between key personnel and the similar work experience provided in Tab 2. Substitute forms are allowed for Form D; however, they may only be one page in length per person. The firm shall provide an organizational chart to illustrate the design team responsibilities. Firms should give some thought as to the extent the organization chart describes proposed key personnel. Some firms may have offices in multiple states and may intend to draw experience from those locations. Preference for a local office will be given. The intent of this tab is to present to the Facility key personnel the Facility would engage with on a regular basis during the term of an agreement, and not necessarily show everyone on staff at the firm.

Tab 3 is limited to eight pages: One for Form C, One for the organization chart, and up to six more for key personnel.

3.5 Tab 4 – Project management & prioritization

Provide a separate narrative consisting of no more than three (3) pages that describe the firm’s approach and methodologies employed to ensure timely completion of design work. Explain how the firm allocates human resources to design work and the internal procedures utilized to ascertain progress towards design goals and deliverables. Describe conditions that would prompt the firm to inform the Facility of any of the following: schedule slippage, budget exhaustion, scope growth, or other items which may affect completion of the design work. Consultants should be aware that the requested information and requirements as stated are minimum requirements. Consultants are encouraged to make additions to the narrative that they believe will further assist the Facility in evaluating their firm.

PART IV Evaluation, criteria, scoring, cost to prepare SOQ, acceptance

4.1 Evaluation

The Facility’s evaluation process is described as follows:

1. SOQs will be received by the Facility 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 the Facility will review the submitted SOQs, rank the SOQs according to the evaluation criteria, and rank the firms from highest to lowest in accordance with the evaluation criteria.
4. If determined appropriate by the selection committee, the Facility may select the highest ranked firms to interview. The selection may then refine its scoring of the SOQs.
5. On an as needed basis, the Facility may contact the highest ranked firm and begin scope and fee negotiations. The Facility reserves the right to contact the next highest ranked firm if an acceptable fee cannot be agreed upon. The Facility may continue this process with other firms determined qualified by their SOQ until a firm is selected or the Facility decides

to not award the Work.

6. The selected firm will be presented to the SVWRF Board for consideration of award.
7. If awarded by the SVWRF Board, the selected Consultant will be notified. SVWRF staff will then negotiate with the selected Consultant, including final scope of work and fees for the Project.

4.2 Criteria

The SOQs will be scored based upon the following categories and weight.

| Form | Criteria | Point Scoring Range | Weighting % |
|-------------|---|---------------------|-------------|
| A | Letter of Introduction, Exhibit A, General Information (licenses, certification, financial information) | 0 - 10 | 5% |
| B | Similar Work Experience (refer to Section 4.2.1) | 0 - 10 | 50% |
| C | Project Team | 0 - 10 | 30% |
| D | Resumes of Key Personnel | 0 - 10 | 5% |
| <i>none</i> | Project Management & Prioritization | 0 - 10 | 10% |

4.2 Scoring

The point scoring will be based upon 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 weighting factors. Committee member scores will be averaged. The Facility will select the committee members. Firms receiving a total score less than 70% shall not be considered.

4.2.1 Field of Experience

Similar Work Experience will be evaluated individually in the each of the following categories: Civil, Structural, Mechanical, Electrical, Instrumentation & Control, and Process. The Facility intends to accommodate firms that can provide expertise in specific areas of engineering when it is in the best interest of the Facility recognizing that not all firms have expertise in all areas. As such, some firms may be qualified in some areas of engineering while not being qualified in other areas. At the same time, some firms may be qualified in all areas. For example, a firm which is qualified to provide civil engineering services, but not process engineering services, may be considered for buried pipeline design, curb & gutter and asphalt improvement work if deemed in the best in best interest of the Facility by the Facility.

4.3 Cost to prepare SOQ

The cost of preparing an SOQ shall be borne solely by the firm submitting the same. The Facility has no express or implied obligation to compensate or reimburse anyone for any costs incurred in preparing or submitting SOQs, providing additional information when requested by the Facility, or for participating in any selection negotiations.

4.4 Acceptance of requirements and conditions

Submission of an SOQ acknowledges a firm's acceptance of each and every requirement and condition set forth in this Request.

EXHIBITS & FORMS

REQUEST FOR STATEMENTS OF QUALIFICATIONS SOUTH VALLEY WATER RECLAMATION FACILITY ENGINEERING FIRMS

Exhibit A: Firm's Certification of Accuracy of Statement of Qualifications

Form A: General Firm Information

Form B: Similar Work Experience

Form C: Project Team

Form D: Resumes of Key Personnel

EXHIBIT "A"
SOUTH VALLEY WATER RECLAMATION FACILITY
REQUEST FOR STATEMENT OF QUALIFICATIONS
[to be attached to Statement of Qualifications as part of Tab 1]

FIRM'S CERTIFICATION OF ACCURACY OF STATEMENT OF QUALIFICATIONS

To: The South Valley Water Reclamation Facility

Each of the undersigned has personally reviewed and evaluated the information set forth in this Statement of Qualifications, and certifies that the information included herein is true and accurate in all material respects. If the Facility determines that any information is untrue or inaccurate, the Facility shall be entitled immediately to reject the Statement of Qualifications or to terminate any agreement entered as a result of this process.

The undersigned further certifies that the Key Personnel (Project Manager and Project Engineer) who will be assigned to perform the Work on behalf of Firm, will have the minimum qualifications outlined in the Request for SOQ.

Dated: _____, 2022

[Principal's name]
[Principal's title]

[if others have signed the SOQ or any exhibit, add a signature block for each such individual below]

FORM A: GENERAL FIRM INFORMATION
 [to be attached to Statement of Qualifications as part of Tab 1]

A. 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. | Insurance carrier name: | |
| | (attach certificate of liability insurance) | |
| 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 Consultant ever failed to complete any work that it was awarded? | |
| 13. | Has the 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
[to be attached to Statement of Qualifications as part of Tab 2]

A. Please complete the following information for each project. 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

[to be attached to Statement of Qualifications as part of Tab 3]

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. 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
[to be attached to Statement of Qualifications as part of Tab 3]

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: | | |
| | | |