

**WEBER BASIN WATER CONSERVANCY DISTRICT  
REQUEST FOR STATEMENT OF QUALIFICATIONS FOR  
PROFESSIONAL ENGINEERING SERVICES FOR  
A 24 INCH CULINARY WATER PIPELINE REPLACEMENT  
IN SOUTH WEBER, UTAH**

ISSUE DATE: November 3, 2017

ISSUED BY: Weber Basin Water Conservancy District

QUALIFICATIONS DUE: 2:00 PM Mountain Time, Tuesday, November 14, 2017  
Statements received after this deadline will NOT be considered

NUMBER OF COPIES REQUIRED: Five (5)

DELIVERY ADDRESS: Weber Basin Water Conservancy District  
2837 East Highway 193  
Layton, UT 84040

CONTACT PERSON: Sam Sorensen  
TELEPHONE: 801-771-1677 (Office)  
FAX: 801-544-0103  
E-MAIL: ssorensen@weberbasin.com

**REQUEST FOR STATEMENT OF QUALIFICATIONS FOR  
PROFESSIONAL ENGINEERING SERVICES FOR  
THE REPLACEMENT OF AN EXISTING 24 INCH WATER MAIN IN SOUTH WEBER  
WEBER BASIN WATER CONSERVANCY DISTRICT**

Weber Basin Water Conservancy District (District) is requesting Statements of Qualification (SOQ's) to provide Professional Engineering Services for the planning, final design services, bidding services, construction engineering services, and commissioning services for the replacement of an existing 24-inch culinary water pipeline located along South Weber Drive in South Weber City, UT.

The planning phase of the project will consist of a work plan identifying the scope and cost of the project. The work plans will be followed by the final design phase of the project, which will conclude in the development of the final plans and specifications for the new pipeline. The consultant shall then assist the District in the prequalifying of contractors, bidding of the project, construction management activities and commissioning of the new pipeline.

**BACKGROUND**

There is an existing 24-inch culinary water transmission line that runs along South Weber Drive as shown in the figure below. The pipe is ductile iron and was installed in 1981 except for a 200-foot section that was installed last year. The original pipeline has been problematic and is to be replaced. The extent of pipeline to be replaced is from the existing connection near South Weber Well No. 2 to 1050 West, excepting for the newly installed section.

South Weber Drive is a state road, controlled by UDOT.



Figure 1. Scope Exhibit

## **SCOPE OF SERVICES**

The consultant shall ensure that the following tasks are performed and shall perform any related work necessary to accomplish the tasks outlined herein. The professional engineering services provided as part of this request for statements of qualification shall, at a minimum, provide the following:

### **1.1.1 Task 1 – Work Plan**

**Objective:** Become familiar with the existing pipeline and infrastructure within the scope of work. Prepare a work plan that will provide a summary of the scope of work, design criteria, preliminary design, conflicts and anticipated issues, inter-agency coordination, and preliminary estimated construction costs.

**Activities:** Specific work to be completed under this task includes:

T1.01 Background and Project Overview: Review available information with District staff including record drawings and specifications pertinent to the proposed replacement pipeline. Develop a background and project overview for the work plan. This summary shall include a description of the project including the District's main reason for undertaking this project.

T1.02 Design Criteria Development: Provide design criteria for the replacement of the existing pipeline and connecting to the existing infrastructure that is to remain. Critical parameters include planning for water shut down, traffic control, inter-agency coordination, and design specifications.

T1.03 Preliminary Pipeline Design: Preliminary design plans showing existing utilities, demolition and removal plans, extent of work, proposed pipeline layout, and traffic control plans. Consideration should be given to conflicts with existing utilities, proposed alignment profile, and requirements to remove existing pipe including coordination of any water shut-offs.

T1.04 Preliminary Estimated Construction Costs: A preliminary construction cost estimate that will include separate line items for the following elements shall be provided:

- Mobilization/Demobilization, overhead, profit, insurance, bonding and on-site construction supervisions costs;
- Demolition and removal requirements;
- Piping and utilities;
- Conveyance equipment;
- Traffic control;
- Roadway repairs;
- Site work

T1.05 Following completion of the above tasks a draft and final work plan shall be prepared. Five (5) hard copies and an electronic (PDF) format of the final work plan shall be provided to the District.

### **1.1.2 Task 2 – Final Design Services:**

**Objective:** To develop final design, bidding and construction documents for the project. Design decisions made at the various review meetings will be documented and incorporated into the final design. Final documents will be prepared and provided to the District.

**Activities:** Specific work to be completed under this task includes:

T2.01 Project Management and Coordination: Provide project management and coordination services necessary during final design. Services to include processing of invoices, management of project team and subconsultants, control of project schedule and budget, communication with the District, and general coordination necessary to deliver the project.

T2.02 Final Design Review Meetings: Conduct final design review meetings with District staff at the 60, 90, and 100 percent complete stages of design. Provide meeting minutes to summarize the results of these meetings.

T2.03 Final Design: Prepare and submit 60 and 100 percent plans and specifications for the project. Any comments received will be incorporated into the final design.

T2.04 Front End Contract Documents: Prepare final ready-to-print design, bidding and construction documents for the project.

T2.05 Opinion of Probable Construction Costs: Prepare and submit an opinion of probable construction costs at the 60 and 100 percent stages of design.

### **1.1.3 Task 3 – Bid Phase Services:**

**Objective:** Provide bidding support services to the District in the procurement of a general contractor for the project.

**Activities:** Specific work to be completed under this task includes:

T3.01 Pre-Qualification of Bidders: Assist the District in the development of pre-qualification documents for the project and assist in the developing of a short list of contractors. The District will manage the advertisement of prequalification documents.

T3.02 Bid Period Services: Distribute bidding documents and respond to questions from bidders. Prepare addendums as necessary to formally address any changes to the bid documents.

T3.03 Pre-Bid Meeting: Conduct Pre-bid meeting and site visit with prequalified contractors.

### **1.1.4 Task 4 – Construction Period Services:**

**Objective:** To provide engineering services during construction of the Project. Provide engineering services during construction including schedule reviews, shop drawing reviews, clarifications and respond to RFI's, evaluate material and equipment substitutions, evaluate and make recommendations for action for change orders and construction payment requests, attend construction meetings, project implementation support (part-time construction monitoring), and preparation of record drawings.

**Activities:** Specific work to be completed under this task includes:

T4.01 Pre-Construction Meeting: Schedule and conduct a pre-construction meeting with the successful general contractor.

T4.02 Services During Construction: Provide services during construction including review shop drawing submittals, review of project schedule and schedule of values, responses to RFI's, RFQ's, and

requests for material and equipment substitutions, and change order requests, and review of contractors payment requests.

T4.03 Project Observation and Special Inspections: Provide part-time construction observation services, including coordination with the District's field representative, field observation, contractor coordination, attendance at regular construction progress meetings, and construction documentation.

T4.04 Project Documentation: Prepare record drawings following completion of construction.

**GENERAL REQUIREMENTS**

1. Submit all documents such as files, preliminary drawings, reports, calculations, specifications, presentation materials, contracts, etc., related to this project at the conclusion of design work associated with this project to the District.
2. Submit engineer estimates with all recommendations.

**TIME OF PROJECT COMPLETION**

Listed below are the important dates and times by which the actions noted must be completed. All dates are subject to change. If the District finds it necessary to change any of these dates or times prior to the due date, the change will be accomplished by addendum.

RSOQ Advertisement	November 3, 2017
SOQ's are Due	November 17, 2017 @ 2:00 PM MT
Anticipated Notice to Proceed	December 4, 2017
Bid Docs Available	April 2017

## **2.0 Procurement Process**

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### **2.1 General Procurement**

This prequalification process will be used to rank engineers based on their responses to the requested selection criteria upon which the District will enter into fee negotiations with the highest ranked engineer as detailed in the Utah Procurement Code (63G-6a-1505). Note that this project is scheduled to go before November board meeting, so fee negotiations will begin immediately following selection. Please be prepared to discuss pricing if selected.

No pricing or cost components shall be provided during the prequalification process.

### **2.2 Project Administration**

Communications and/or questions regarding the RFSQ document shall be directed via e-mail to:

WEBER BASIN WATER CONSERVANCY DISTRICT  
Attention: Sam Sorensen  
Phone: 801-771-1677  
Email: ssorensen@weberbasin.com

Information requests and questions must be submitted via e-mail and received by the District by no later than August 22, 2017 at 4:00 p.m. Responses to questions or any other information, which in the sole judgment of the District may be of value to all interested parties, will be communicated on the District's website. Verbal questions will be accepted only as a means of assisting in clarifying a written question before submittal.

### **2.3 Obtaining the Request for Statement of Qualifications**

The RFSQ is available at the Weber Basin Water Conservancy District, 2837 East Highway 193, Layton, Utah 84040, or by contacting Riley Olsen via information contained in the Communications section of this document.

### **2.4 Statement of Qualifications**

Statements of Qualification should be prepared simply and provide a straightforward and concise description of the person's or entity's ability to perform the required services. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the District's needs. Vague statements will be viewed unfavorably.

SOQs shall include a cover letter that is to include the consultant's contact information, including name, address, telephone number, and e-mail address of the principal that would be in charge of the Work. SOQs may include up to twelve (12), single sided pages (excluding cover letter), and shall have minimum 1" margins and 11 point font. Up to two (2) of the total pages may be 11" x 17" for inclusion of charts, drawings, graphics, etc. All remaining pages shall be 8 ½" x 11". The SOQs may also include as an appendix the current resumes of significant team members, which shall be limited to two pages each, and exclusive of the total maximum page requirement. The project forms included as Attachments A, B, and C will not be included in the page count. Modifications to Statements of Qualification

Statements of Qualification that have been submitted to the District may be modified in writing at any time before the due date and time for opening the Statement of Qualifications. Any modifications must be signed by the person or officer of the entity that is authorized to do so.

## 2.5 Costs of Preparing Statements of Qualification

All costs of preparing the Statement of Qualification shall be the sole responsibility of the entity submitting the Statement of Qualification.

## 2.6 Submission of Statement of Qualifications

All SOQ's must be in a sealed envelope or container marked on the outside with the name of this Request and the firms name and address. The submitted SOQ must include the name, title, address, and telephone number of individuals with authority to negotiate and contractually bind the company and also who may be contacted during the period of SOQ evaluation. **Electronic or facsimile submittals will not be accepted.** SOQ's may be mailed or delivered (during normal business hours in person (8:00 AM - 4:30 PM), or by Federal Express, Express Mail, or other delivery services) to:

WEBER BASIN WATER CONSERVANCY DISTRICT

Attention: Sam Sorensen  
2837 East Highway 193  
Layton, Utah 84040

Five (5) hard copies of the Statement of Qualification shall be submitted. Each copy must be bound to ensure that pages are not lost. SOQ's must be submitted by the date and time stated above. Statements received after this deadline will NOT be considered.

## 2.7 Selection Criteria

In selecting the successful candidate, the Owner will consider only those consultants that have demonstrated competence and qualifications substantial for the completion of the proposed Scope of Work identified in this document. The District will place added emphasis to SOQs that demonstrate the firms' competency as it relates to the following areas:

**1.7.a Project Team:** List key members of your project team, their role and why they have been chosen to be included for this project. Include their prior experience on similar projects and experience in working with other team members on projects. Specifically list those who have experience working with UDOT, major roadway diversion and traffic control, large diameter pipe systems (greater than 20"), and culinary systems with working pressures over 130 PSI. These individuals must be committed for the entirety of the project. This section will be assigned 35% weight for evaluation.

**1.7.b Completion of Similar Project Experience:** The Engineer shall provide a list of similar projects (within the last 5 years) that detail the firm's competence in the completion of similar work. Consultants demonstrating competence in the completion of similar designs will be evaluated more favorably, specifically projects involving major roadways and traffic control, large diameter/high pressure pipe systems, and working with UDOT. This section will be assigned 35% weight for evaluation.

**1.7.d Approach:** Share how your design team would approach the project design and coordination with the Project Manager to insure a successful project. This section will be assigned 30% weight for evaluation.

DO NOT submit pricing information with the SOQ.

## **2.8 Owner's Rights Reserved**

The Owner reserves the right to request a consultant to clarify any part of their statement. Response(s) to such requests must be made in writing and will become part of the Statement of Qualification. Unsolicited supplementary information and materials received after the deadline will not be considered in the evaluation.

The sole purpose of the qualification process is to select those consultants that the Owner deems to be competent, qualified, and capable of completing the Work at a fair and reasonable price. Information contained in the Statement of Qualification will be considered confidential, and reasonable precautions will be taken to ensure the security of the documents. All statements will become the property of the Owner, and will remain on file for a period of eighteen (18) months.

The Owner reserves the right to reject any or all Statement of Qualification Submittals, to waive any formality in the request for qualifications, and to make selection and prequalify Contractors and to modify the schedule and scope of this project as it may best serve the interest of the Owner.

## **3.0 SOQ Content**

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Submitted SOQ's will be reviewed for responsiveness and then evaluated according to criteria published in the RFSQ.

Only one SOQ from any individual, firm, partnership, or corporation, under the same or different names, will be considered. Should it appear to the District that any Respondent is interested in more than one Final SOQ for work contemplated, then all Final SOQs in which such Respondent is interested will be rejected.

The SOQ must contain the following information:

### **3.1.1 Project Team and Key Personnel**

Provide a general description of the Firm that is proposing to provide the Professional Engineering services. Explain the organization of the Firm. Provide an organizational chart(s) showing Proposer's personnel. List all major sub consultants that will be part of the project team. Complete the forms included in Attachment A for the key personnel identified.

- Describe Proposer's overall project team organization for the Project. Specify project leadership and reporting responsibilities and anticipated interaction with the District's personnel.
- Identify the project manager, and management staff and their location, including managers, other supervisors and specialists, who would be assigned to the Project.
- Identify all key personnel for the proposed Project team. For each key persons identified, list their length of time with the Proposer and comparable projects in which they have played a primary role. Include the specific staff members of any sub-consulting firms that are proposed to be assigned to this Project.
- Project Manager and other staff listed in the SOQ shall be the Project Manager and staff on the Project and will not be replaced without the written consent of the District. Project managers mentioned in the SOQ can be changed only with the express prior written permission of the



District, which retains the right to approve or reject replacements. This requirement will be placed into the Contract.

### **3.1.2 Project Experience**

The Proposer shall identify at least five comparable projects in which the proposer provided similar Professional Engineering services. For each project, provide the following information on the forms included as Attachment B to this RFSQ:

- Name and description of the project;
- Role of the Proposer on the project. Identify the percent of work self-performed.
- Discuss the relevance and similarity of the project compared to the services being requested in this Request for Statements of Qualification for Professional Engineering Services.
- Project date and project owner with reference and contact information.

### **3.1.3 Supplemental Information**

Include any other supplemental information that the proposer believes is relevant and of value to the District in evaluating the SOQ, but which is not otherwise asked for in this Request for Statements of Qualification.

## **4.0 Other Information**

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The District shall have no obligation to compensate any team, Proposer, or individual for any costs or expenditures incurred relative to the preparation and submittal of a detailed SOQ document. Submission of a SOQ will be entirely voluntary and made with the knowledge of this fact. All SOQ documents shall become the property of the District and will not be returned.

The District may reject any SOQ not in compliance with all prescribed public bidding procedures and requirements, and may, for good cause, reject all SOQ's upon a finding by the District that it is in the public interest to do so. The District reserves the right to accept or reject any or all SOQ documents or portions thereof and to waive any informality or irregularity in any proposal, at the sole discretion of the District, which is determined to serve the best interests of the District. The District shall be the sole judge of the merits of the respective SOQ's received.

Please be advised that failure to comply with any of the requirements of this submittal will be grounds for disqualification.

**ATTACHMENT A  
PROPOSED PROJECT KEY PERSONNEL**

Proposed Organization Doing Business As				
Name of Individual				
Years of Experience in Proposed Position				
Years of Experience with this organization				
Number of similar projects in Proposed Position				
Number of similar projects in other positions				
Similar Project Experience				
Project Name and Description	Initial Contract Price	Final Contract Price	Contract Date	Actual Date
Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference)				
Name		Name		
Title/Position		Title/Position		
Organization		Organization		
Telephone		Telephone		
E-mail		E-mail		
Project		Project		
Candidate role on Project		Candidate role on Project		
Current Project Assignments				
Name of Assignment	Percent of Time Used for this Project	Estimated Project Completion Date		

**ATTACHMENT B  
STATEMENT OF PROJECT EXPERIENCE**

**Using the summary format included below, list and describe Proposer's history of successful completion of both similarly sized and scoped projects.**

**Project 1**

Name of Project: \_\_\_\_\_ Location: \_\_\_\_\_

OWNER's Name and Address: \_\_\_\_\_

OWNER's Contact Person (Print): \_\_\_\_\_ Phone/Fax No.: \_\_\_\_\_ / \_\_\_\_\_

Initial Contract Price: \_\_\_\_\_ Final Contract Price: \_\_\_\_\_

Contract Start Date: \_\_\_\_\_ (Date of Notice to Proceed)

Contract Time: \_\_\_\_\_ ( ) Calendar Days ( ) Working Days

Contract Substantial Completion Date: \_\_\_\_\_

Actual Substantial Completion Date: \_\_\_\_\_

If contract completion time extensions were added to the contract as a result of PROPOSER's responsibilities, provide a short explanation of each.

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Project Description and Statement of Relevance to this Project:

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Describe substantial benefits provide to owners, such as innovated ideas or approaches to completing the work.

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**STATEMENT OF EXPERIENCE (cont.)**

**Project 2**

Name of Project: \_\_\_\_\_ Location: \_\_\_\_\_

OWNER's Name and Address: \_\_\_\_\_

OWNER's Contact Person (Print): \_\_\_\_\_ Phone/Fax No.: \_\_\_\_\_ / \_\_\_\_\_

Initial Contract Price: \_\_\_\_\_ Final Contract Price: \_\_\_\_\_

Contract Start Date: \_\_\_\_\_ (Date of Notice to Proceed)

Contract Time: \_\_\_\_\_ ( ) Calendar Days ( ) Working Days

Contract Substantial Completion Date: \_\_\_\_\_

Actual Substantial Completion Date: \_\_\_\_\_

If contract completion time extensions were added to the contract as a result of PROPOSER's responsibilities, provide a short explanation of each.

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Project Description and Statement of Relevance to this Project:

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Describe substantial benefits provide to owners, such as innovated ideas or approaches to completing the work.

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\_\_\_\_\_  
\_\_\_\_\_

**STATEMENT OF EXPERIENCE (cont.)**

**Project 3**

Name of Project: \_\_\_\_\_ Location: \_\_\_\_\_

OWNER's Name and Address: \_\_\_\_\_

OWNER's Contact Person (Print): \_\_\_\_\_ Phone/Fax No.: \_\_\_\_\_ / \_\_\_\_\_

Initial Contract Price: \_\_\_\_\_ Final Contract Price: \_\_\_\_\_

Contract Start Date: \_\_\_\_\_ (Date of Notice to Proceed)

Contract Time: \_\_\_\_\_ ( ) Calendar Days ( ) Working Days

Contract Substantial Completion Date: \_\_\_\_\_

Actual Substantial Completion Date: \_\_\_\_\_

If contract completion time extensions were added to the contract as a result of PROPOSER's responsibilities, provide a short explanation of each.

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Project Description and Statement of Relevance to this Project:

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Describe substantial benefits provide to owners, such as innovated ideas or approaches to completing the work.

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**STATEMENT OF EXPERIENCE (cont.)**

**Project 4**

Name of Project: \_\_\_\_\_ Location: \_\_\_\_\_

OWNER's Name and Address: \_\_\_\_\_

OWNER's Contact Person (Print): \_\_\_\_\_ Phone/Fax No.: \_\_\_\_\_ / \_\_\_\_\_

Initial Contract Price: \_\_\_\_\_ Final Contract Price: \_\_\_\_\_

Contract Start Date: \_\_\_\_\_ (Date of Notice to Proceed)

Contract Time: \_\_\_\_\_ ( ) Calendar Days ( ) Working Days

Contract Substantial Completion Date: \_\_\_\_\_

Actual Substantial Completion Date: \_\_\_\_\_

If contract completion time extensions were added to the contract as a result of PROPOSER's responsibilities, provide a short explanation of each.

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Project Description and Statement of Relevance to this Project:

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Describe substantial benefits provide to owners, such as innovated ideas or approaches to completing the work.

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**STATEMENT OF EXPERIENCE (cont.)**

**Project 5**

Name of Project: \_\_\_\_\_ Location: \_\_\_\_\_

OWNER's Name and Address: \_\_\_\_\_

OWNER's Contact Person (Print): \_\_\_\_\_ Phone/Fax No.: \_\_\_\_\_ / \_\_\_\_\_

Initial Contract Price: \_\_\_\_\_ Final Contract Price: \_\_\_\_\_

Contract Start Date: \_\_\_\_\_ (Date of Notice to Proceed)

Contract Time: \_\_\_\_\_ ( ) Calendar Days ( ) Working Days

Contract Substantial Completion Date: \_\_\_\_\_

Actual Substantial Completion Date: \_\_\_\_\_

If contract completion time extensions were added to the contract as a result of PROPOSER's responsibilities, provide a short explanation of each.

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\_\_\_\_\_  
\_\_\_\_\_

Project Description and Statement of Relevance to this Project:

\_\_\_\_\_  
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Describe substantial benefits provide to owners, such as innovated ideas or approaches to completing the work.

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**ATTACHMENT C**  
**ENGINEERING SERVICES AGREEMENT**



**ATTACHMENT D  
PILOT STUDY**