



EPHRAIM CITY

REQUEST FOR QUALIFICATIONS PROFESSIONAL ENGINEERING SERVICES

Deadline for all Proposals is
Friday, October 6, 2023, AT 11:00 AM

Introduction

Ephraim City is soliciting statements of qualifications from qualified civil engineering firms that have experience and support capabilities to provide engineering services for a variety of water related improvement projects.

Background and Objective

Ephraim City is a rural community located in Sanpete County that periodically needs professional assistance in planning, designing, and constructing improvement projects, for their culinary water system, which require the assistance of an experienced and licensed professional engineering firm. Specifically at this time, the City is in need of engineering services for culinary water upgrades and extensions, including services related to pipelines, wells, springs, mountain pipelines, tanks, booster pumps, pressure zones, water rights, water system modeling, and other related water infrastructure.

They also want a firm who is willing and able to help identify, apply for and acquire both planning money and project money in the form of grants and/or loans, and manage the projects and secured funding with necessary collaboration, record keeping, and submittals to various entities and agencies, including state, federal, and other stake holder entities as applicable. Ephraim City would like to solicit and procure the services of an engineering firm that is experienced in the services requested and willing to work on an as-needed basis.

Scope of Services

At the direction of the Ephraim City staff, the successful engineering firm will provide specified professional services to the City for the terms of the agreement. Such services may include, but not limited to:

- Preparing concept reports, feasibility studies, cost estimates, proposed funding plans, and other written materials regarding various ongoing or contemplated water system projects.
- Assisting in the procurement and management of funding for various ongoing or contemplated water system projects.
- Preparing and providing analysis, including water system models, to aid in the decisions and final design of projects.
- Advising and/or representing the City staff, Mayor and City Council on various matters concerning ongoing or contemplated water system projects including proceedings before

funding agencies, regulatory agencies, judicial bodies, public audiences, etc. when necessary.

- Environmental and other regulatory permitting
- Preparing specifications, detailed construction drawings, contract documents, legal surveys for rights-of-ways and easements for ongoing or contemplated water system projects.
- Assisting in the solicitation, analysis, and procurement of contractors to perform construction and/or other services related to various ongoing or contemplated water system projects.
- Providing on-site and/or off-site supervision and evaluation of quality control for various water system projects, coordination and scheduling of contractors and required inspections, conducting periodic inspections, and preparation and submission of reports regarding the progress of various projects to or on behalf of the City.
- All services shall be performed exclusively in the best interest of the City, in strict accordance with all applicable professional, statutory, and regulatory standards and codes and in the most efficient and cost-effective manner practicable.

Required Content of Proposals

The statement of qualifications and the performance data requested should include the following items:

1. Letter of Interest. The firm's project manager must be identified. The project manager is the firm's representative who will have full responsibility for the design, construction management/inspection and surveying of the project.
2. Name of firm and the location of the firm's offices and the office where the majority of the work for Ephraim City will be performed.
3. The education, training, and qualifications of key members of the firm and key employees, to be assigned to Ephraim City.
4. Experience of the firm reflecting technical capabilities, project experience, and funding experience in conjunction with water improvement projects.
5. Current workload and availability of the key persons to be assigned to Ephraim City.
6. Familiarity with Ephraim City standards and preferences
7. The names and contact information of at least three clients who may be contacted for whom water system engineering services and funding services have been rendered.

Proposal Submittal Instructions

1. **All proposals must be delivered to Ephraim City by Friday, October 6, 2023 by 11:00 AM.** Electronic and hard copy submittals are both acceptable. If submitted by email, for very large files (total >20MB), please send a link by email for the file that can be opened and viewed.
2. The number of pages of the proposal is to be limited to no more than 12.

Selection Procedures

Ephraim City will use the following in selecting the professional engineering firm:

1. Competence to perform the services as reflected by technical training and education, general engineering experience, and specific experience in providing the services outlined herein. (35%)
2. The ability to perform the services as reflected by workload and the availability of adequate personnel, equipment, and facilities to perform the services in a timely manner when requested. (20%)
3. The firm's history of effective budget and schedule management for similar projects (35%)
4. Familiarity and experience with Ephraim City (10%)

Submit proposals to:

Ephraim City
c/o Bryan Kimball
5 South Main Street
Ephraim, Utah 84627
Email: bryan.kimball@ephraimcity.org
Phone: 435-340-0223