



January 23, 2024

**REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR
WATER TREATMENT PLANT OPTIMIZATION**

Mountain Regional Water Special Service District

6421 N. Business Park Loop Road
Suite A
Park City, Utah 84098

Respondents and their agents are instructed not to contact selection committee members or members of the Board, or attempt to externally manipulate or influence the procurement process in any way, other than through the instructions contained herein, from the date of release of this request for SOQs to the creation of an agreement resulting from this solicitation.

Request for Statements of Qualifications

Mountain Regional Water Special Service District (the District) is inviting qualified engineering firms (firms) to submit Statements of Qualifications (SOQs) for engineering services related to water treatment plant optimization and expansion.

SOQs DUE: **By 5:00pm on Friday, March 1st, 2024**

Submit SOQs either as:

Four (4) hard copies to the District office at:

6421 N Business Park Loop Road
Suite A
Park City, UT 84098

OR

One (1) electronic copy in PDF format to Chief Procurement Officer, Andy Garland, at:

agarland@mtregional.org

The subject line of the submittal email should include the respondent's name (firm/company) and "Water Treatment Plant SOQ". Please note that the District has an email attachment size limit of 20MB.

REQUEST FOR SOQs AVAILABLE: The request for SOQs will be available on January 23, 2024 on the District website.

EXPRESSION OF INTEREST: **Interested firms are encouraged to provide contact information (e.g. point of contact name, email, and phone number) as soon as possible for communication purposes.**

Expressions of interest should be submitted in the form of a **brief cover letter** via **email** to Andy Garland. This will help the District relay important information during the submittal period such as any changes to or clarifications regarding SOQ requirements.

QUESTIONS: All questions are to be directed to Andy Garland in writing, via email by February 9, 2024. In order to achieve consistency in submittals, all questions addressed to the District that may change or clarify submittal requirements will be answered by email to all interested parties. District Board members are **not** to be contacted in connection with this request.

PROJECT DESCRIPTION (brief): Provide general engineering services relating to water treatment and water treatment plant optimization/expansion.

1. Introduction

The District is requesting SOQs for engineering services relating to the expansion and optimization of Signal Hill Water Treatment Plant (SHWTP).

2. Procurement Schedule

All SOQs must be submitted to the District by **5:00 p.m. on March 1, 2024**. The deadline for questions shall be 5:00 p.m. on February 9th with a District response by February 16th. The District may elect to conduct a 60-75 minute presentation and interview the week of March 11th. It is anticipated the evaluation will be completed by March 15th, after which contract negotiations will commence. The District anticipates contract negotiations to conclude by the end of April.

Milestone	Date
Request for SOQs	1/23/2024
Questions/Clarification Requests due to the District	2/9/2024 by 5:00 pm
District Response to SOQ Questions/Clarifications	2/16/2024 by 5:00 pm
SOQs due	3/1/2024 by 5:00 pm
Notification of Selection for Interview	3/4/2024 by 5:00 pm
Reference Checks	Week of March 4 th
Interviews	Week of March 11 th (Monday-Thursday)
SOQ Evaluation and Notification of Selected Firm	Anticipated 3/15/2024

3. General Information and Background

Mountain Regional Water Special Service District was established in 2000 by the Summit County Commission (now Council) to regionalize water service in the Snyderville Basin by consolidating several failing water companies. It now employs over 30 people and covers almost 40 square miles which includes;

- 220 miles of water lines
- 22 groundwater wells
- 1 surface water diversion and treatment plant
- 60 pumps with 82 water pressure zones ranging from 6,000 feet to 9,300 feet

The District currently serves over 9,500 customers and in addition to those customers, it provides irrigation water for three golf courses and wholesale water to other water agencies.

Treatment Plant Background:

SHWTP is owned and operated by the District. It receives water from the Weber River. The facility includes the following processes:

- Raw water intake system
- Pretreatment unit processes
- Membrane system
- GAC contactors
- Solids handling and storage
- Chemical storage and feed system
- Disinfection
- Raw water storage pond

4. Proposal Specifications

4.1 Scope of Work

Due to increasing demand, the District is seeking to retrofit and optimize SHWTP capacity from 2.6 MGD (operational capacity with one unit/train not in service) to 5.4 MGD (the raw water supply available to the District through the Lost Canyon Importation Project). The project may be divided into phases to address budgetary restrictions, operational constraints, and other challenges. The following is a preliminary scope of work for purposes of preparing SOQs. The scope of work will be finalized during negotiations with the selected firm.

Value Engineering on Existing Optimization: Assess previous studies regarding SHWTP capacity and performance along with recommended improvements to meet future demand and water quality goals. Information will be provided by the District.

Bench Testing: Gather additional information about treatment plant processes as needed. Trial any new/proposed treatment process technologies.

Finalize Conceptual Design: Build upon past assessment and/or develop a solution that addresses existing and future water supply condition as well as capacity shortfalls including but not limited to:

- Additional Capacity to SHWTP
- Rehabilitation of existing infrastructure
- Operation and Maintenance improvements (including safety)

General constraints and challenges

- Small footprint, little room for expansion
- Plant must remain operational during construction
- Poor floc/sed performance
- Solids handling solution
- Seasonal variations in raw water pH

Design Construction Plans: Generate 100% complete construction documents either in conjunction with a District-selected Construction Management General Contractor (CMGC) or ready for a competitive bidding process.

5. Submittal Requirements for SOQs

The SOQ shall be a **maximum of twelve (12) pages** in length (excluding cover page and cover letter) and shall have a minimum 11-point font. Up to two (2) pages may be 11" x 17". All remaining pages shall be 8-½" x 11". The SOQ may include the current resumes of significant team members in an appendix. Appendices shall not exceed 50 pages.

By submitting an SOQ, firms certify that all information provided therein is true and accurate.

5.1 Vision/Understanding/Approach

Provide a brief understanding of the District's needs with an explanation of the firm's approach to address those needs.

5.2 Experience and Qualifications

Describe firm's experience and qualifications providing similar services as required by this SOQ. Information should include:

- Name of the firm and location of the firm's office(s).
- Brief history and description of the firm.
- At least three (3) relevant projects with descriptions and reference information.
 - *Drawing attention to projects completed for similar utilities (size and scope) is encouraged*
- Any additional information which would serve to distinguish the project team from other firms submitting SOQs such as any special expertise or experience of the firm, etc.

5.3 Project Team

Describe key personnel for the project.

- Provide a specific organizational chart identifying all team members and summarizing their roles for the project.
- Project Management – Identify the designated project manager who will serve as the day-to-day point of contact with the District. Briefly describe how the project manager will lead the project and identify which of the representative experience projects were managed by the proposed project manager. Prior experience successfully executing similar projects is required.
- Project Team Resumes – Submit resumes for key project team members in an appendix. Limit each resume to 2 pages.

Note: If selected, the firm may not change the staffing assigned to the project without approval by the District. However, approval will not be denied if the staff replacement is determined by the District to be of equal ability or experience to the predecessor. The District may consider changes in key staff as cause to limit assignments.

5.4 Other

Please also include information regarding a quality assurance and/or quality control plan.

6. Project Schedule

Below is a rough timeline for the project. Ideally, it will conclude in the summer of 2028.

<u>2024</u>				<u>2025</u>				<u>2026</u>				<u>2027</u>				<u>2028</u>					
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
Procurement																					
Contract																					
	Design																				
		30%	60%	90%	100%	Bid															
						Construction															

7. Submission of SOQs

SOQs must be received by 5:00pm on Friday, March 1, 2024 either physically **or** electronically.

Physical Submissions	Electronic Submissions*
Four (4) hard copies to the District office: 6421 N Business Park Loop Road Suite A Park City, UT 84098	One (1) electronic copy in PDF file type to Chief Procurement Officer, Andy Garland, at: agarland@mtregional.org

**The subject line of the submittal email shall include the respondent's name (firm/company) and "Water Treatment Plant SOQ". Please note that the District has an email attachment size limit of 20MB.*

8. Selection Criteria

8.1 Scoring

The SOQ will be evaluated based on the following criteria with subsequent point values:

	Maximum Points
1. Firm Qualifications, Project Vision/Understanding/Approach	(25)
2. Project team and experience, project management, and local availability of key personnel	(30)
3. Past experience with challenging surface waters and variable water chemistry (SHWTP receives water from Weber River which experiences seasonal changes)	(15)
4. Relevance of past projects with sought after services	(20)
5. References	(10)
Maximum Total Points (100)	

8.2 Presentation & Interview

The District, at its discretion, may require Firms to give a 30-45 minute presentation. The firm's presentation will be followed by a brief question and answer session with the District's selection committee. Virtual or in-person format is acceptable. The District will notify firms on Monday, March 4th so that presentations/interviews can be scheduled for the following week.

8.3 Selection

Upon completion of interviews or other information gathering such as reference checks, preliminary scores may be adjusted and SOQs may be re-ranked. The District intends to select, based upon the established criteria, the Respondent who is deemed to be the most highly qualified to provide the required services. Firms will be notified of their selection or non-selection per the schedule provided in Section 2 (Procurement Schedule).