

JORDAN VALLEY WATER CONSERVANCY DISTRICT

**REQUEST FOR STATEMENTS OF QUALIFICATIONS TO
PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE**

**JORDAN VALLEY WATER CONSERVANCY DISTRICT
HAZARDS MITIGATION PLAN**

January 2021

Summary

Jordan Valley Water Conservancy District (JVWCD) invites you to submit a Statement of Qualifications (SOQ) as defined in this request. SOQs shall be emailed to EllisaD@jvwcd.org, no later than 2:00 p.m. on Wednesday, February 17, 2021 for consideration.

Introduction

JVWCD was created under the Water Conservancy Act as a political subdivision of the State of Utah. JVWCD was organized as a regional water supply agency to develop a water supply for rapidly growing areas outside of the Salt Lake City service area. JVWCD currently serves as a wholesale supplier to 17 member agencies and operates a retail distribution system in several parts of Salt Lake County. In 2020, JVWCD delivered approximately 100,000 acre-feet of municipal and industrial water to its wholesale and retail customers.

Project Background

The District prepared a Hazard Mitigation Plan (HMP) in 2003. The District desires to prepare a new HMP and requires engineering services for the preparation of a FEMA approvable Hazards Mitigation Plan to be completed by September 1st, 2021. The 2003 HMP is available for review and assistance in preparing the new HMP. Following the submission of the HMP, and review by the State of Utah and FEMA, Consultant shall make all the necessary corrections/changes and prepare all documentation for final approval by these entities, and adoption of the HMP by the JVWCD Board of Trustees.

The successful consultant shall provide these services as generally described above and outlined within, using the latest FEMA approved seismic guidelines.

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Scope of Work

The scope of work for the Hazards Assessment project is generally outlined below.

Phase 1 – JWCD Hazard Mitigation Plan:

- 1.1 Planning Process: Establish formal definition of the JWCD facilities, which will be used for conditional assessments, hazard identification, and mitigation strategy. This task will also include setting Level of Service (LOS) goals and identifying stakeholders to include in the planning process. Stakeholders are intended to be JWCD staff from the different departments; might also include outside representatives if coordination with other agencies as appropriate.
- 1.2 Hazard Identification: Perform a desktop hazard analysis. Identify all hazards that may pose a threat to each one of the facilities subjects of this study, including seismic fault crossings; joint susceptibility to earthquake, liquefaction, and landslides; proximity to nearby infrastructure (and other facilities and infrastructure such as aqueducts, roads, structures, trees, etc.); and any malevolent acts (such as vandalism, cyber security, etc.).
- 1.3 Risk Assessment: Perform a risk assessment for each one of the facilities subjects of this study using a Generic Risk Assessment Tool (G.R.A.T.) to provide a qualitative and formal method to rank said facilities based on facility importance, LOS, criticality, risk, and consequence of failure, and prioritize areas for further investigation. Apply a sensitivity analysis and hold a workshop to build confidence in the risk assessment and to establish the most critical facilities. These results will help better understand the current condition of the JWCD facilities, and susceptibilities to the external threats.
- 1.4 Mitigation Strategy: Provide specific mitigation approaches for each one of the Facilities in the study. Options may include no action, hardening (retrofit), replacement.
- 1.5 Recommendations: Summarize the results for each Facility, including identifying “what is the risk”, “location of the risk”, “what is the mitigation approach”, and “the timeframe in which to best address the risk”. Provide information and method in table format with the goal of applying for FEMA grants to aid in the mitigation/remediation efforts.

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Phase 2– Implementation Plan

Using the information from Phase 1, elaborate an implementation plan for the facilities listed in the study. Make specific recommendations for various projects to be carried out in Phase 3 (structural seismic retrofits, geohazard investigations, geotechnical borings, trenches, alignment studies, design, etc.).

Phase 3 – Various Projects:

This phase will consist of the many and various projects listed in the implementation plan. It is anticipated at this time that the Phase 3 projects will cover a 10 to 20-year timeframe; a more precise timeframe should be produced in Phase 2.

Preliminary Schedule

Consultant shall include a schedule for completing the HMP by September 2021. Include in the schedule time for incorporating the

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|--|---|
| Award of Consulting Contract: | on or after March 10, 2021. |
| Contract Preparation: | approximately 7 calendar days. |
| Preparation of Hazard Mitigation Plan: | HMP shall be completed and ready for the State of Utah and FEMA review by September 15, 2021. |
| Approval of Hazard Mitigation Plan: | It is anticipated that the HMP can be approved by FEMA by December 2021 which allows the District to apply for the available grants in the year 2022. |

Proposers may revise this schedule as necessary to match their work plan.

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Statement of Qualification Evaluation

SOQs shall not exceed eight (8) pages in length (excluding resumes, sample drawings, and references). Provide an emailed digital copy of the SOQ for review by the evaluation committee.

The SOQ should include the following information:

- **Qualifications:** Identify the key members of the team listed by name including role and availability in the format of a Project Team Chart. Indicate the education, experience, expertise, and location of each team member (it is acceptable to provide this in resume format in the appendix). Sample drawing(s) from applicable previous projects may be included in the appendix. Include evidence demonstrating compliance with the Minimum Qualifications section of this Request for SOQ.
- **Work Plan:** Consultant shall develop and include in the proposal a detailed work plan which addresses the scope of the work and identifies key issues. A final agreed upon work plan will be incorporated into Schedule A of the Agreement. Include a project schedule of the key tasks and note the availability of project team members with respect to current workload and project start and completion dates.

Include with the work plan a table showing the number of hours planned for the key positions for each major work task. Include subtotals of all labor hours for the preliminary design, design, and construction management phase. This information will be used to evaluate the work plan and the level of effort in each phase by the team and the key team members. **Do not include any billing rate or cost information in this work plan table.**

- **Past Performance:** Provide information about past completed projects which satisfy the Minimum Qualifications requirements. Information about additional completed projects which the Proposer feels would be relevant may also be submitted. The past project performance information shall include the following items (if applicable) :
 1. Brief description of project and scope of services performed,
 2. Name of owner,
 3. Owner contact information (direct phone number preferred),
 4. Role which proposed Project Team member(s) fulfilled on past project,
 5. Original engineering fee amount,
 6. Final engineering fee amount,

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7. Original construction or equipment purchase contract amount,
8. Final construction or equipment purchase contract amount,
9. Completion date established in the original construction or
10. equipment purchases contract and actual final completion date.

Incomplete projects (on-going work) may be used but may result in a lower grade for this section in the evaluation phase.

Professional Consulting Services Agreement

Comment on the acceptability of the enclosed Professional Consulting Services Agreement (Agreement) (Attachment A) with attached Schedule B-Requirements for Engineering Services (Attachment B). Any suggested changes to the Agreement must be identified with the proposal (as an attachment), although JWCD reserves the right to reject any suggestions. No changes will be considered after the proposal due date.

Selection Method

Selection of a consultant will be done in accordance with the State of Utah's Procurement Code for Design Professional Services (Utah Code Title 63G, Chapter 6a, Part 15).

Minimum Qualifications

Proposers are required to meet the following minimum experience requirements to be considered responsive to the Request for SOQs:

- The Project Manager shall have successfully functioned as a Project Manager on at least:
 - Two (2) HMP. More points may be awarded for additional HMP projects.
 - The District's definition of a Project Manager is one who coordinated multiple disciplines on a project, IE civil, mechanical, electrical, structural, and instrumentation; one who managed legal and accounting efforts; and one who performed a quality control review of the project personally. The Project Manager shall have served as the engineer of record for the project, including stamping applicable drawings and specifications, unless this is not the policy of the engineering firm completing the project.

Any proposals not meeting the minimum qualifications may be deemed non-responsive and removed from further consideration.

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Evaluation Criteria

An evaluation committee appointed by JWCD's Chief Engineer including representatives from JWCD will convene to consider all responsive SOQs submitted and to rank the SOQs based on each criterion stated in this section.

Evaluation criteria are assigned a maximum number of points for evaluation purposes with a cumulative total of 100 points. Each SOQ will be evaluated based on the following evaluation criteria:

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<u>Evaluation Criteria</u>	<u>Grade</u>	<u>Weight</u>	<u>Maximum Points</u>
1. Demonstrated Qualifications to meet the scope of work:			
a. Firm Resources that satisfy the defined minimum qualifications. Demonstrated availability of firm resources to the project team.	0-5	1	5
b. Project Manager and key team members with the education, expertise, and experience necessary as required for the project.	0-5	5	25
c. Availability of Project Manager and key team members to the project. Current workload with the District may be considered.	0-5	2	10
2. Responsiveness of Work Plan:			
a. Clearly written work plan responding to the requirements of this request which indicates an understanding of the key issues and deliverables required for this project. Higher scores may be given to SOQs which show familiarity with District facilities related to this project or which note suggested revisions to the scope of work which would lead to an enhanced outcome.	0-5	5	25
b. Project schedule which identifies completion dates for key milestones and a final completion date.	0-5	1	5
3. Past Performance:			
a. Positive verified past references for the Proposing Firm indicating successful past performance on similar projects, including projects for JVVCD.	0-5	3	15
b. Positive verified past references for the Project Manager and other key team members indicating successful past performance on similar projects, including projects for JVVCD.	0-5	3	15
Total:			100

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Each criterion will be graded on a scale of 0-5 with 5 being the highest grade. The grades will be multiplied by the appropriate weight factor to determine the total score. SOQs shall have a level of effort appropriately matching the requirements, including efforts by key positions. SOQs falling short of an appropriate overall effort and/or effort by key positions may be considered non-responsive. JVVCD reserves the right to reject all SOQs.

Fee Proposal Instructions

A fee proposal will be requested from the firm receiving the highest score--The fee proposal will be due 2 days after it is requested by JVVCD. If JVVCD's procurement officer is unable to agree to a satisfactory contract with the highest scoring design professional, at a price the procurement officer determines to be fair and reasonable to the procurement unit, the procurement officer shall formally terminate discussions with that design professional, and undertake discussions with the second highest scoring, qualified design professional. For additional information, see Utah Code Title 63G, Chapter 6a, Part 15, Section 1505.

The fee proposal shall be provided in a spreadsheet format similar to the sample fee proposal template in Attachment C. If the required information is not present, the fee proposal may be considered non-responsive. The hourly billing rate for each position, number of hours per task by position, and any fees for reimbursable expenses and overhead factors shall be clearly indicated. Proposed hourly billing rate increases, if applicable for multi-year projects, should likewise be clearly indicated.

The total proposed fee for the preliminary design and design phases of the project will be considered a maximum not-to-exceed fee amount. The fees submitted for the construction management phase shall be subject to increase/decrease based upon the actual level of effort needed during construction. It has been JVVCD's experience that more detailed designs result in fewer change orders and issues during construction and thus fewer construction management hours.

Upon execution of the Agreement by both parties, the Engineer will receive authorization to proceed with only those services identified in the Agreement. The Engineer must receive prior written authorization before performing any services outside the scope and fee amount identified in the Agreement.

For purposes of preparing the fee proposal make the following assumptions:

1. Design (HMP preparation) Contingency Budget
 - a. Increase by 10% the number of hours to be spent on the Pre-

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design and Design Phases for the purpose of establishing a Design Contingency. The increase shall be proportional for each position.

- b. This 10% increase shall be included as a separate task and released only with written authorization of the District's Engineering Department Manager in accordance with Schedule B – Requirements for Engineering Services.

CONFIDENTIALITY: All information, documents, records and paperwork, including but not limited to SOQs, bids, exhibits, or brochures (collectively, the "Paperwork") submitted to the District shall not be regarded by the District as secret or submitted in confidence, except as otherwise provided in a writing signed by the District. Please do not mark your Paperwork with legends such as "confidential," or "proprietary," or "not to be disclosed to third parties." The District is a Utah local district and is subject to the provisions of the Utah Government Records and Management Act ("GRAMA," Utah Code Ann. (1953) §§63-2-101 et seq.). Paperwork submitted to the District may be subject to disclosure to third parties under the District's interpretation of the provisions of GRAMA.

Questions or Suggestions

Proposers may ask questions or make suggestions to JVVCD on any element of this Request for SOQs. Questions or suggestions should be submitted to JVVCD's Project Manager, Marcelo Anglade, at 565-4300 or marceloa@jvwcd.org

ATTACHMENT A

PROFESSIONAL CONSULTING SERVICES AGREEMENT

ATTACHMENT B

SCHEDULE B - GUIDELINES FOR ENGINEERING SERVICES

ATTACHMENT C

SAMPLE FEE PROPOSAL

Project Name
Fee Proposal Template Example

Client: Jordan Valley Water Conservancy District

Firm Name:

Date:

Tasks	Project Manager (Name)	Project Engineer (Name)	Project Rep. (Name)				Total Hours	Cost By Task	
Team Member	\$_____/hr	\$_____/hr	\$_____hr	\$_____/hr	\$_____/hr	\$_____/hr			
Pre-Design Phase									
1.									
2.									
Subtotal:									
Design Phase									
1.									
2.									
Subtotal:									
Total Hours by Team Member									
TOTAL PRE-DESIGN/DESIGN COST								\$	
20% CONTINGENCY								\$	
Construction Phase									
1. Bidding Support									
2. Construction Management									
3. Documentation									
Subtotal:									
Total Hours by Team Member									
TOTAL CONSTRUCTION MANAGEMENT COST								\$	
Direct Charges:									
TOTAL DIRECT CHARGES								\$	
TOTAL FEE								\$	

Principal's Name

Principal's Signature

Date

