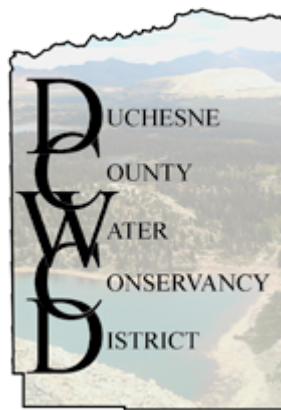


INFORMATION PACKET
FOR ENGINEERING FIRMS SUBMITTING

STATEMENTS OF QUALIFICATION

TO

**DEVELOP A COMPREHENSIVE WATER
RESOURCES MASTER PLAN FOR DUCHESNE
COUNTY**



**DUCHESNE COUNTY WATER CONSERVANCY DISTRICT
INFORMATION PACKET FOR FIRMS SUBMITTING STATEMENTS OF
QUALIFICATION**

23 FEBRUARY 2017

**INFORMATION PACKET FOR FIRMS SUBMITTING SOQ's
FOR
COMPREHENSIVE WATER RESOURCES MASTER PLAN FOR
DUCHESNE COUNTY**

The Duchesne County Water Conservancy District (DCWCD) is seeking Statements of Qualifications from qualified engineering firms to provide expertise and services for the evaluation and development of a water resources master plan for Duchesne County. These Statements of Qualifications will be used to select qualified firms to prepare and submit technical proposals to provide an updated water resources master plan for Duchesne County. This document contains detailed information relating to the requested services and describes the criteria that will be used by the District in the selection process.

BACKGROUND

The last water resources master plan to be developed for Duchesne County was in 2001. Since then, additional studies have been performed for Duchesne County including the *Duchesne & West Uintah Counties Culinary Water Masterplan* in January of 2006 and *Conceptual Analysis of Uinta and Green River Water Development Projects* in December of 2007. Over the last several years, many of the projects recommended in each of these studies have been completed or partially completed.

PROJECT DESCRIPTION

The selected engineering firm will assist the DCWCD in the development of a comprehensive water resources master plan (Plan). This shall include the development of a capital improvements plan (CIP) with criteria for selecting highest priority projects, potential funding alternatives, water rights, water storage facilities, and tools for updating the CIP and include the identification and development of future water supplies for potential water demands in Duchesne County. This Plan will be based on an in-depth evaluation of the past reports and the existing data for the area. Concepts that have been previously identified will need to be evaluated in addition to new viable alternative concepts that accomplish the goals identified by the DCWCD.

The engineering consultant will apply engineering and planning principles to evaluate current water supplies and estimate future water needs for agricultural, culinary, and industrial areas in the county. The consultant will also analyze, evaluate, and assess multiple water development improvements and projects and will compare the components of each to determine preferred or most feasible improvements and projects. The evaluation of project alternatives will require the consideration of environmental constraints in addition to any jurisdictional and/or regulatory restrictions that may apply. Cost estimates and financial analyses, as applicable, and possible funding options will also be included in the scope of work. A recommended timeline for when the highest priority projects should be completed should be presented as part of the recommended CIP.

SELECTION PROCESS

The following paragraphs describe the selection process that will be followed in selecting qualified firms to prepare technical proposals for this study:

Advertisements in Newspaper

DCWCD will advertise in local papers and will send the notification and a copy of this request to firms that have previously submitted a Statement of Qualifications to the District indicating an area of expertise in this area. It will also be posted on the DCWCD website.

Statement of Qualifications

To be responsive to this request for engineering services, the engineering firm must submit ten (10) copies and one (1) electronic copy on a USB jump drive of the Statement of Qualifications to the Duchesne County Water Conservancy District, Attn: Clyde Watkins, General Manager, 275 West 800 South, Roosevelt, UT 84066, no later than **2:00 P.M., on March 16, 2017**. The Statement of Qualifications should not exceed 20 pages in length (but not including resumes). The electronic version of the entire Statement of Qualifications should be in pdf. However, Tables 1 and 2 should also be submitted separately in Microsoft Word format. The tables are available in electronic format from the DCWCD website or by contacting Clyde Watkins.

A short list of firms who will be considered further will be prepared by the DCWCD. The short-listed firms will be notified to submit technical proposals, which will be reviewed and the firms may be invited to make an oral presentation to the selection committee and answer questions of the committee.

Required Content of Statement of Qualifications

Statement of Qualifications should include:

- Proposed Project Team: Complete Table 1 and identify the key project personnel including the specific role, experience, availability, and commitment to the project of each team member for this project;
- Identify the company/companies involved as the project team and the relationships between them.
- Firm Background and Related Experience: Provide a brief introduction of the firm and complete Table 2 to show specific projects with similar experience, including information on local presence, areas of expertise, previous related experience (include references), involvement of specific proposed personnel, and available resources to perform the work.
- Resumes (if desired): Provide resumes for key project personnel.

The SOQ should address the ability and experience of interested firms and designated project personnel with areas of expertise required for this project including:

- Estimating of water demands and needs
- Hydraulic operation and modeling of river systems and reservoirs and culinary pipeline and storage systems.
- Familiarity with State of Utah water right laws and processes for changes in water rights.
- Familiarity of permitting and regulations for permitting water resources and drinking water projects.
- Geotechnical experience and expertise for similar projects and geographical areas of consideration.
- Understanding of NEPA requirements.

The information contained in the SOQ will be the sole determination of selecting the firms that will be selected as short listed firms to prepare technical proposals.

Selection and Notification of Firms

The DCWCD will form a selection committee to review the Statement of Qualifications and, considering the above requested information, will prepare a short list of the most qualified firm(s), which will be invited to submit Technical Proposals to DCWCD by 2:00 pm on April 17th, 2017. The short-listed firms may be invited for an oral presentation/interview on May 2nd, 2017. The DCWCD will send a notification to each firm making the short list and will schedule a time for the oral presentation/interview. The DCWCD will also notify the firms not chosen for the short list.

The selection committee of the District will evaluate the Statements of Qualifications using the selection criteria set forth below. The selection criteria include:

1. Appropriate level of training, experience, and expertise of key project personnel
2. Firm resources and expertise applicable to the project
3. Quality, completeness, and appropriateness of the Statement of Qualifications
4. Past performance on similar projects for other owners, and the District, in particular
5. Local office, local firm presence, and ability and availability of project personnel to participate in meetings and other communications with District personnel

The DCWCD is committed to protecting the integrity of the competitive selection process and is respectful of and grateful for the resources of firms submitting proposals. To that end, prospective firms are not to have any direct or indirect communications relating to this project with any of the selection committee members. Furthermore, if during the selection process a proposer is contacted by a member of the selection committee directly or indirectly regarding the project or selection process, or if any type of conflict of interest is identified, the proposer shall notify Clyde Watkins, General Manager, of the contact or conflict. This will allow for modifications to the selection committee or other action necessary to preserve the professional integrity of the selection process.

TENTATIVE SCHEDULE: The following is a preliminary schedule and is subject to change:

Advertise for SOQ's	February 21 st , 28 th , and March 7 th , 2017
Request for SOQ Available	February 23 rd , 2017
SOQ's Due	March 16 th , 2017
Short-listed Qualified Firms Notified	March 27 th , 2017
Technical Proposals Due.....	April 17 th , 2017
Oral Interviews (if necessary).....	May 2 nd , 2017
Award of Engineering Agreement.....	May 8 th , 2017
Study Completed.....	May, 2018

BUSINESS CONFIDENTIALITY

In accordance with State Law, proposals are a public record and are subject to public review upon request. However, you may request any part of your proposal be a protected record and not available for public release by complying with Utah Code 63G-2-309(1). To do this, you must provide the DCWCD with a written claim of business confidentiality and a concise statement of reasons supporting the claim of business confidentiality. This information must be submitted together with your proposal. All proposals will become and remain the property of the DCWCD. This statement can be in addition to the specified page length of the proposal.

Key Project Personnel*	Name	Office Location	Education	Licensed Professional?	Years of Experience		Percent Availability for this Project	Role on I
					With Firm	Total		
Principal In Charge								
Project Manager								
Water Systems Lead								
Water Resources Lead								
Constructability and Cost Estimate Lead								
Hydraulics and Modeling Lead								
Economic/ Financial Lead								

* Insert or modify rows and columns as needed

