



## REQUEST FOR PROPOSAL NEW CULINARY WELL AND 2MG TANK

January 8, 2024

Nibley City desires to retain the services of a Professional Consulting Engineering Firm to provide engineering design services for development of a new municipal culinary water well and design of a 2-million-gallon water storage tank and appurtenances.

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### **PROJECT OBJECTIVES**

The City desires to enter into a partnership with a Professional Consulting Engineering Firm (consultant) that will lay out and help implement a plan for water system capital projects related to Nibley City's water system source and storage needs. The selected consultant will provide guidance on the appropriate timing, scope, siting, design, implementation of this plan and will assist the City to seek funding from outside sources to financially aid in the construction/development of the well, tank and appurtenances.

The selected consultant will provide preliminary evaluation of the geotechnical, hydrogeologic, and hydraulic viability of selected potential sites shown in EXHIBIT A for development of a municipal well and 2MG storage tank and appurtenances. Nibley City will also task the consultant with identifying possible other sites for locating the tank and well that may be more suitable to address the City's water system needs. Upon completion of preliminary evaluations/studies, the consultant will work with staff and make recommendations and final selection of a site(s) for development of the new well and design of the new tank and appurtenances.

The selected consultant will review and model the City's water system and master plans and make recommendations regarding the timing and scope of siting and developing a new municipal well and siting, design, and configuration of a new 2MG storage tank and booster station; tank supply pipe alignments; and suggested phasing and construction options for the well, tank, and associated pumping and pipelines that will best serve the City's needs and budget. The City's water model is available upon request to [td@nibleycity.com](mailto:td@nibleycity.com)

Tank design services will include preliminary planning and evaluation studies, tank siting evaluation and recommendations, system hydraulic analysis, evaluation of booster pumping needs, property and topographic surveys, geotechnical engineering, site plans, pumping station and piping plans, preliminary permitting, cost estimating, value engineering, final design and engineering, development of construction plans and specifications, property needs and acquisition, public information and outreach, final federal, state, and local permitting, and bidding and contractor pre-qualification for construction of a 2MG tank.



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Source development services will include preliminary planning and evaluation studies, well siting evaluation and recommendations, water rights analysis, preliminary and final permitting, system hydraulic analysis, evaluation of pumping needs, hydrogeologic analysis, delineation of source protection zones, property and topographic surveys, geotechnical engineering, cost estimating and value engineering, development of site plans, pumping station and piping design, well drilling and pump building specifications and bidding documents, and property needs and acquisition.

The City reserves the option to expand the scope of services to include, construction engineering, additional public involvement, contractor procurement, waterline and tank commissioning, and final closeout.

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### **BACKGROUND**

Nibley City is located in Cache County and is home to approximately 7,920 residents. It is located between the cities of Logan and Hyrum. Nibley City's utilizes three storage tanks with a combined capacity of 3.35MG. There are three active municipal culinary water sources in the City's system with a combined test capacity of 9,980 gpm with a safe yield of 6,653 gpm. Based on the pumps installed at wells, the current combined pumping rate is 5,060 gpm. Nibley City's tanks and wells are monitored by Primex brand Supervisory Control and Data Automation control system (SCADA) installed and maintained by Rockwell Supply with a master station located at the Nibley City Public Works yard at 625 West 3200 South.

The City's Water System Master Plan was last updated in April 2020 and is available on Nibley City's web page. The City's Water System Master Plans provides recommendations on addressing the City's culinary source and storage needs.

Based on System-Specific Minimum Sizing Standards established by the Department of Environmental Quality, Division of Drinking Water, Nibley City's water system (PWS ID: UTAH03001, File #11542) source and storage capacities have been deemed deficient.

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### **SCOPE OF WORK**

Consultants will review the Nibley City Water System Master Plan and Utah DDW System-Specific Minimum Sizing Standards (Nibley City Water, System #UTAH03001, File #11542)



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and will lay out and help implement a plan for water system capital projects related to Nibley City's water system source and storage needs.

The selected consultant will provide guidance on the appropriate timing, scope, siting, design, implementation of this plan and will assist the City to seek funding from outside sources to financially aid in the construction/development of the well, tank and appurtenances.

Proposing consultants will provide a scope of work and estimated fee based on their understanding of Nibley City's water system needs and OBJECTIVES as described above. Interested consultants are highly encouraged to include additional insight and information in their proposal that will highlight their expertise and understanding of objectives of this request and that demonstrate to the selection committee their ability to ensure that the City's water system needs will be efficiently, economically, and effectively addressed now and in the future.

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### **SCHEDULE**

The City desires completion of the following tasks be completed and presented to City staff as follows:

- **June 15, 2024 – Preliminary Planning and Engineering studies for well, tank, and appurtenances.**
- **\*\*September 15, 2024- Tank and Appurtenances- Final Design, Reporting, Cost Estimates, Permits, and Bidding Documents**
- **\*\*January 15, 2025- Well and Appurtenances- Final Design, Reporting, Cost Estimates, Permits, and Bidding Documents.**

(\*\*- milestones may change in response to City funding and other financial opportunities.)

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### **PROJECT DELIVERABLES**

1. Electronic copies of Preliminary Planning and Engineering Studies in .pdf and original formats.
2. Electronic copies of Final Reports in .pdf and original document formats.
3. Electronic copies of water models and studies that are compatible with the City's current water model platform (InfoWater Pro).



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4. Electronic interactive web-friendly format of the final and bidding documents compatible to post on the City's website.
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### **PROPOSAL REQUIREMENTS**

Each proposal must include the following:

- Cover page (Not included in the page count) with title of project, date submitted, submitting firm name, key contact, address, phone number, and email address.
- Table of contents (Not in page count, only TOC information will be allowed on this page).
- Approach and methodology for completion of the project. The tasks must clearly define goals and objectives expected. It is the Professional Consulting Engineering Firm's responsibility in the process to provide a detailed approach and methodology that demonstrates their experience and knowledge of the city's water system needs and Project Objectives.
- Qualifications of firm(s) proposing on the project including specific similar sample projects. Each project listed must include the following information:
  - Staff proposed for this project who worked on the similar project;
  - Scope of the project;
  - Description of the project emphasizing elements related to this project;
  - Project client reference who was involved with the project.
- Qualifications of each individual proposed for this project. Each individual listed must include the following information:
  - Name, education, and years of experience;
  - Experience on projects of this type doing the proposed duties assigned with this project;
  - List of projects this staff member completed similar to this project;
- Detailed Scope of Work proposed to complete Project Objectives.
  - Identified steps in the Scope of Work in this RFP may be expanded as the proposing firm deems necessary for completion of a successful project.
- Detailed Schedule (Detailed Schedule may be submitted on size 11 x 17). The Detailed Schedule shall highlight key objectives, milestones, interaction between tasks with the appropriate lead and lag times, and areas requiring input from the city, state, and private, public and federal agencies. This must tie back to the Detailed Scope of Work proposed





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by the Firm. Proposed schedule shall start with Firm selection with detail through plan completion.

- Fee Proposal- Separate Sealed Envelope (One (1) copy). The proposal must be correlated with specific items outlined in the Detailed Scope of Work proposed by the Firm and must include the expected costs and estimated hours by task and must include sufficient detail that allows reviewing staff adequate information to compare key individual item costs. This proposal should also identify any special services to be provided by resources outside of your Firm and the cost of such services.

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### **PROPOSAL FORMAT**

Proposals shall contain the required information discussed above, in the order listed, not exceeding fifteen (15) pages in length. Page count does not include Scope of Professional Services, separate sealed Fee Proposal, nor Appendices.

In order to more easily evaluate and compare proposals, the City is requiring that each proposal be organized in the following format (size 8-1/2 x 11):

- Cover Letter- optional (Not to exceed two pages. Cover letters are not included in page count).
- Detailed Approach and Methodology for performing the project. The tasks must clearly define goals and objectives expected. While Nibley City has our expectations, it is the consultant's responsibility in the process to provide a detailed Approach and Methodology that demonstrates their experience, knowledge, and understanding of the City's water system needs and Project Objectives.
- Statement of Qualifications of the Professional Consulting Engineering Firm, Partner, and/or Team proposing on the project including specific similar projects. Proposals will include information on all subcontractors, partners, and teams proposed to work on the project. Each project listed must include the following information:
  - Staff, partner, and/or team member proposed for this project who worked on similar projects, and what their role in the project was.
  - Scope of the project.



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- Description of the project emphasizing elements related to this project.
  - Project client reference who was involved with the project.
- Detailed Schedule (Detailed Schedule may be submitted on size 11 x 17). The Detailed Schedule shall highlight key objectives, milestones, interaction between tasks with the appropriate lead and lag times, and areas requiring input from the city, state, and private, public and federal agencies. This must tie back to the Detailed Scope of Work proposed by the Firm. Proposed schedule shall start with Firm selection with detail through plan completion.
- Resumes/Qualifications of each individual, partner, and/or team member (Submit as Appendix A) proposed for this project. Each individual, partner, and/or team member listed must include the following information:
  - Name, education, and years of experience.
  - Experience on projects of this type doing the proposed duties assigned with this project.
  - List of projects this individual, partner, and/or team member completed similar to this project.
- Scope of Professional Services Submit as Appendix B (maximum size 11 x 17). Scope of Professional Services will not be included in the page count. The Scope of Professional Services must clearly identify proposed tasks and list all assumptions and omissions. The Scope of Professional Services will be evaluated by the selection committee to ensure full understanding of the project, City's needs, and Project Objectives.
- Fee Proposal- Separate Sealed Envelope (One (1) Copy). The Fee Proposal must be correlated with specific items outlined in the Scope of Professional Services proposed by the consultant and must include the expected costs and estimated hours of Tasks. The Fee Proposal should also identify any special services to be provided by resources outside of your Professional Consulting Engineering Firm and the cost of such services.
- Appendix A: Resumes/Qualifications of project staff in alphabetical order (Not to exceed two pages per individual. Resumes are not included in the page count).
- Appendix B: Scope of Professional Services (Not included in page count)



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### **SUBMITTAL REQUIREMENTS**

The City reserves the right to reject any or all proposals and to waive any informality or technicality in any proposal.

The City reserves the right to delay or deny approval of the work if it is determined in the City's best interest to do so.

Five (5) hard copies and one (1) PDF version of the proposal shall be submitted by **2:00 p.m. on Tuesday, February 27, 2024** to Nibley City, 455 West 3200 South, Nibley, UT 84321

Questions pertaining to this Request For Proposal shall be directed in writing submitted via email to the City Engineer, Tom Dickinson [td@nibleycity.com](mailto:td@nibleycity.com). All questions shall be delivered in written form via email and shall be submitted before **1:00 pm on February 14, 2024**. A list of questions and answers will be kept on the City website at <https://nibleycity.com/index.php/departments/public-works>

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### **SELECTION OF CONSULTANT**

The successful consultant will be selected in accordance with the City procurement policy based on Evaluations below. Final scope of work and fee may be negotiated upon notice of selection.

The City reserves the right to request an oral interview.

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### **EVALUATION**

Final selection will be based on the best overall value to the City which may not be solely on lowest fee. The written proposals will be evaluated based on the following criteria:

Approach/Methodology and Scope of Work: Demonstration of knowledge regarding the details and proposed scope of work of a complete and successful project based on Nibley City's water system needs and the Project Objectives provided. Demonstration of the consultant's ability to ensure the City's water system needs will be efficiently, economically, and effectively addressed.

Project Experience: Firms will be evaluated based on past projects successfully completed of similar scope and magnitude.

Project Team: Specific similar experience, depth of staff support, sub-consultants, and their experience.



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Fee: Cost will be evaluated. The City reserves the right to negotiate final fee once selection is made and prior to execution of a final contract.



**Nibley City**  
Water System- key information

**Legend**

-  American West Heritage Center
-  High School
-  Nibley City

**EXHIBIT A-**  
**Nibley City- source/storage map**

The Nibley City Water model  
is available upon request to  
[td@nibleycity.com](mailto:td@nibleycity.com)

