Ivins City Staff Report
City Council Meeting 7/7/2022

Agenda Item: Approval of expenditure for engineering services to prepare Storm Drain Master Plan, Impact Fee Facilities Plan, Impact Fee Analysis and Rate Study.

Submitted by: Charles R. Gillette, P.E. Public Works Director and City Engineer

Recommended City Council Action:
Approve expenditure not to exceed $65,000 for engineering services to prepare Storm Drain Master Plan, Impact Fee Facilities Plan, Impact Fee Analysis and Rate Study.

BACKGROUND:

Ivins City last updated the Storm Drain Master Plan in 2016. With the growth that has occurred since then and many improvements recommended by the plan have been installed, it is time to update the master plan, impact fee analysis and rate study.

The master plan identifies all capital facilities that are needed regardless of whether a specific project is growth related. It also provides a funding plan for these facilities, identifies projects that are related to growth, and provides an analysis calculating the maximum allowable impact fee that can be charged to new development.

Some of the major goals for this project include the following: Update the model to reflect current conditions, identify existing system deficiencies, identify projects that are needed to remedy existing deficiencies and to handle planned growth, update revenue model for determining rates needed to property operate the system.

Staff has submitted a request for proposals for engineering services to prepare these plans and studies.

FINDINGS AND ANALYSIS:

Staff received one proposal. The proposal was submitted by Bowen Collins and Associates who completed the 2016 master plan. After reviewing the proposal Staff is recommending the selection of Bowen Collins and Associates and are confident of their qualifications and reasonable pricing. The consultant has established a budget of $62,952 with a discount of $2,500 if awarded the Sewer Master Plan together with this award. Staff requests a total expenditure of $65,000, which includes a contingency of $4,548 to help account for possible unforeseen expenditures during the planning process.

SUPPORT MATERIALS:

- Request for Proposals
- Bowen Collins and Associates Proposal

FINANCIAL IMPACT:
The expense has been budgeted at $60,000 (GL 53-4287.6). The request exceeds budget by $5000. Impact fees may be used for the preparation of the impact facilities plan and analysis and portions of the master plan.

Respectfully Submitted:

Charles R. Gillette, P.E. Public Works Director and City Engineer

Content Review:

Dale Coulam, City Manager



Proposal

to Update the Storm Drain Master Plan, IFFP, IFA, and User Fee Analysis

June 2022

Prepared by:

BOWEN COLLINS & ASSOCIATES

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Prepared for:

IVINS CITY UTAH

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June 17, 2022

E-MAIL: mthomas@ivins.com

Marty Thomas
Ivins City Public Works
85 N Main St.
Ivins, UT 84738

Subject: Request for Proposals for Professional Services to update the Storm Drain Master Plan, Impact Fee Facilities Plan, Impact Fee Analysis and User Fee Analysis

Dear Marty:

Bowen Collins & Associates (BC&A) is excited for the potential opportunity to work with Ivins City on the update to the Storm Drain Master Plan, Impact Fee Facilities Plan (IFFP), Impact Fee Analysis (IFA), and User Fee Analysis. The attached proposal provides information on our project team qualifications, our proposed approach to the project, our relevant knowledge and expertise with similar projects, and our cost proposal. As requested, we have also included resumes for our key project team members and example reports from similar master planning projects.

BC&A completed the most recent updates to the Ivins City Storm Drain Master Plan, IFFP, IFA, and Rate Study and we are very familiar with the city's storm drain collection system. In addition, BC&A designed and helped to manage the construction of the NRCS Debris Basin Project and the recent implementation of Storm Drain Projects that were proposed in the previous master plan. These projects are critical to the overall function of the runoff capture and conveyance facilities in the City. BC&A is also familiar with the conservation reputation of the city, and the importance of providing adequate storm drain facilities while minimizing the impact to the natural desert landscape. BC&A understands the challenges of managing storm water runoff in the City better than anyone.

We appreciate the opportunity to propose on this important project for the city. We encourage you to review our proposal and call our references to ask them about our performance on their projects. Their assessment of our service, communication, and engineering capabilities is the best measure of our success. Please call if you have any questions or if you need additional information.

Sincerely,
Bowen Collins & Associates, Inc.

Cody Moultrie

Cody Moultrie, Project Engineer
cmoultrie@bowencollins.com
Attachment

PROJECT TEAM

From experience, we know that people are the critical element to the successful completion of any project. At BC&A, we offer staff with a depth of knowledge in master planning, hydraulic modeling, and financial implementation for water, sewer, irrigation, and storm drain utilities. This is what we do. The following project organization chart outlines BC&A's proposed team. Brief personnel bios identify the key individual's experience with similar master planning efforts. Detailed resumes for these key individuals are provided in Appendix A.



Todd Olsen, P.E.
Project Manager



Cody Moultrie, P.E.
Project Engineer



Craig Bagley, P.E.
Principal in Charge



Greyson Howard, EIT
Project Engineer



Tucker Jorgensen, EIT
Project Engineer

Todd Olsen, P.E., Project Manager.

Todd has over 19 years of experience in master planning, modeling, and design of water, storm drain, and wastewater facilities. Over his nearly 20-year career, Todd has completed multiple culinary water, wastewater, and storm water master plans and IFFP/IFA for clients in Southern Utah like the City of St. George, Ivins City, Ash Creek Special Service District, and Virgin Valley Water District (VVWD). Todd has also served as construction engineer and construction manager for most of the projects he designed.

Cody Moultrie, P.E., Project Engineer. Cody has over 14 years of experience in planning, designing, and performing project management services. Cody has worked on projects which include floodplain mapping, design of storm drainage systems, design of diversion structures and other stream restoration methods, construction management, pipeline alignment studies, and a wide range of environmental and hydraulic studies. His experience in common computer applications includes AutoCAD, ArcGIS, spreadsheets and word processing, and a variety of hydrologic/hydraulic design software packages. Additional skills include Visual Basic and Python programming and surveying.

Craig Bagley, P.E., Principal in Charge. Craig specializes in hydraulics and hydrology, and he has been a consulting engineer for over 36 years. He has extensive experience in master planning storm water, water, and sewer facilities for large areas and in designing sewer, water, and urban storm drain system improvements and large flood control projects. Craig has completed dozens of storm drain master plans in Utah and is familiar with existing State regulations regarding impact fees and MS4 permit requirements. He has served as project manager on multiple projects that successfully established user fees or rates, and impact fees in Utah.

Greyson Howard, EIT, Project Engineer. Greyson has 1 year of professional experience as an EIT working on water-related projects in southern Utah. During that time, he has been involved in the design of several water storage tank projects as well as a new water reclamation facility in La Verkin. Greyson has worked closely with project managers and project engineers to ensure that models and plans are created correctly and has quickly become proficient in a variety of design elements. Greyson has 3 years of total experience working in AutoCAD Civil 3D and also has experience with hydrologic/hydraulic modeling programs such as HEC-RAS and HEC-HMS.

Tucker Jorgensen, EIT, Project Engineer. Tucker has 2 years of experience in hydraulic modeling, floodplain delineation, and hydrologic analysis. He has been the lead modeler for the Southwest Creek and Canal Study for Salt Lake County. Tucker has also been the lead modeler on the South Jordan City storm drain master plan. He used InfoSWMM to develop from scratch a rainfall/runoff model for South Jordan based upon their existing GIS storm drain database. The model included over 39 miles of pipe and 242 subbasins to represent the city. Tucker is also working on the North Salt Lake storm drain city using InfoSWMM. The developed models are based upon the prior storm drain master plan with changes based upon growth and capital improvements that have occurred.

APPROACH

PROJECT UNDERSTANDING

Ivins City wants to hire a specialized consulting firm to update its Storm Drain Master Plan, Capital Facilities Plan (CFP), Impact Fee Facilities Plan (IFFP), Impact Fee Analysis (IFA), and User Fee Analysis. The last storm drain master plan was completed in 2016 and many of the projects proposed in that master plan have been constructed. Additionally, numerous other factors have changed since then including IFFP and IFA code requirements, storm drain permit requirements, and construction cost escalation. The City desires to update the storm drain master plan to account for these changes. The major goals in updating the master plan include updating the INFOSWMM computer model of the storm water system to include newly constructed facilities, identifying deficiencies, recommending projects to address deficiencies, and updating the CFP, IFFP, IFA, and User Fee Analysis. Key issues that we have identified to meet these goals are listed below.

KEY PROJECT ISSUES

Updated Code and Permit Requirements. The previous master plan, CFP, IFFP, and IFA were completed in 2016. Since that time, some of the code requirements for developing IFFPs and IFAs have changed. Additionally, Ivins City's Municipal Separate Storm Sewer System (MS4) Permit was updated in May 2021. This newly effective MS4 permit included some new provisions, including recommended retention volumes to accommodate Low Impact Development (LID). The updated storm drain master plan, hydrologic/hydraulic design criteria, CFP, IFFP, and IFA must be compliant with these newly updated IFFP/IFA code and MS4 permit requirements.

Construction Cost Escalation. Construction costs have risen dramatically over the past few years. The previous master plan was prepared when construction costs were significantly lower than they are today, resulting in the current fee structure likely being insufficient to fund necessary future storm drainage improvements. Accurately estimating the costs of proposed projects will be critical in the determination of fair and equitable impact fees and user fees. We will reference costs from recently bid projects, and coordinate with local contractors to prepare accurate cost estimates that reflect the current bidding climate.

Development of Defensible Impact and User Fees. A good storm water system capital facilities plan is essential for planning and budgeting purposes. It is also a critical element of defensible impact fees and storm drain service fees. We will work closely with City personnel to develop a list of prioritized projects that can be used for planning purposes and for updating impact fees and service fees. With that in mind, we will develop costs for capital projects and provide a breakdown of costs attributable to existing users versus new growth so that information can be used to develop an impact fee facility plan and impact fee analysis in accordance with State law. Our approach will ensure that your planning and impact fee requirements are satisfied and that these plans are comprehensive and defnsible.

Familiarity With the Area and Ivins City staff. BC&A is uniquely qualified for the storm drain master plan update as we have been key contributors in previous studies and projects that will be referenced to inform the current study. BC&A has worked closely with Ivins City staff on many of these projects, including the previous Ivins City storm drain master plan, the design and construction of previous master plan storm drain projects, and the NRCS Debris Basins project. Additionally, BC&A prepared the Washington County Flood Control Authority Drainage Manual, which we intend to reference when reviewing the City's current hydrologic/hydraulic design criteria. We will coordinate regularly with engineering staff and others to review modeling progress, and to prioritize projects in a manner that ensures that your needs are met. We will present the results to the City Council and assist in addressing their questions and garnering their support. BC&A's experience working on these projects and with Ivins City staff will help to streamline the preparation of the 2022 update.

FIRM EXPERIENCE AND REFERENCES

BC&A personnel have completed numerous storm drain master plans, IFFPs, IFAs, and rate study analyses over the past 25 years, including the last storm drain master plan update for Ivins City. These projects generally include defining a design storm and desired level of service, performing hydrologic and hydraulic analyses, evaluating asset management needs, assembling a list of capital improvements, and developing an implementation plan for completing needed improvements. The following list of projects showcase our experience completing successful storm drain master plans for cities and towns like Ivins. References and contact info are included for each.

Ivins City Storm Drain Master Plan, IFFP, and IFA - Ivins City (2016).

Client Contact: Chuck Gillette, Phone: (435) 634-0689

BC&A was hired by Ivins City to complete an update to their existing storm drain master plan along with developing a capital facilities plan, impact fee facilities plan (IFFP), and impact fee analysis (IFA). This project included development of a new GIS based hydrologic and hydraulic model along with developing a new storm water precipitation depth and design storm distribution that was calibrated to match recent storms the City had experienced. Also, BC&A developed new design and service area criteria to be used as part of the IFFP and IFA.

St. George City Storm Drain Master Plan Update - St. George, Utah (2019).

Client Contact: Jay Sandberg, Phone: (435) 627-4122

The St. George Storm Drain Master Plan was updated in late fall 2019. The storm drain master plan update focused on areas of growth in the City. BC&A delineated subbasins in areas with significant changes based on the most recent general plan and input from City personnel. The model used in the 2009 Storm Drain Master Plan was updated with the modified subbasins. Results from the model were used to identify deficient storm drain pipes and to develop recommended sizes of future trunk lines. The update also included a Capital Improvement Projects list and IFFP for the projects identified in the study.

Bluff Street Storm Water Master Plan & I-15 Corridor Drainage Master Plan – St. George City (2016, 2022).

Client Contact: Jay Sandberg, Phone: (435) 627-4122

These projects were smaller scale master planning efforts focused on specific regions within St. George. These projects evaluated storm water runoff in the vicinity of Bluff Street and along the I-15 Corridor in St. George with the goal of understanding how future storm water projects would be integrated into proposed and future road expansion projects. These projects were collaborative efforts between St. George City and Utah Department of Transportation (UDOT), so coordinating with multiple stakeholders on these two master plans was critical. Key components of the evaluation included estimating capacity of existing facilities, determining the size and spacing of pipelines and storm drain inlets, addressing crossings into businesses, and identifying ways to mitigate erosion and sedimentation from disturbed undeveloped areas west of Bluff Street. Additionally, for the I-15 Corridor project, a 2D model of the City was developed to better understand how runoff flows and accumulates and to identify areas prone to flooding during large storm events.

Storm Drain Master Plan and IFFP Update – Herriman City. (2012,2014,2016,2020).

Client Contact: Jonathan Bowers, P.E., (801) 446-5323

BC&A completed a Master Drainage Study in 2020 for Herriman City. The study included the hydrologic evaluation of approximately 52 square miles of drainage area, the hydraulic evaluation of storm drainpipe, and the hydraulic evaluation of two streams. As part of the project, BC&A utilized a field inventory of approximately 17 miles of major storm drain facilities that included coordinates and elevations of rims, inverts, pipe size and material, etc. This field information was developed into a GIS database and ultimately imported into a hydrologic/hydraulic computer model. The purpose of this study was to identify storm drainage system deficiencies under existing and projected build-out development conditions. A prioritized list of capital improvements projects was developed, with a total estimated cost of 30 million dollars, which served as a basis for an Impact Fee Facilities and an Impact Fee Analysis.

Client	Project	Year	Client Contact
Payson City	Storm Drain Master Plan	2020	Travis Jockumsen 439 W. Utah Ave Payson, UT 84651 801-465-5235
Herriman City	Storm Drain Master Plan, IFFP and IFA	2020, 2016, 2014, 2012	Jonathan Bowers 5355 W Herriman Main St. Herriman City, UT 84096 801-446-5323
Provo City	City-wide Storm Drain Master Plan and Storm Drain Standards Manual, IFFP, IFA, and Rate Study	2020, 2013, 2002	David Torgersen 1377 S. 350 E. Provo, UT 84606 801-852-7772
Orem City	Storm Water Master Plan, IFFP, IFA, and Rate Study	2020, 2016	Neal Winterton 56 North State Street Orem, UT 84057 801-229-7500
Sandy City	Storm Drain IFFP, IFA, and Rate Study	2020, 2010, 2001	Richard Benham 10000 Centennial Pkw Sandy, UT 84070 801-568-7298
American Fork	Storm Drain Master Plan and IFFP, IFA, and Rate Study	2018	David Bunker 275 East 200 North AF, UT 84003 801-763-3060
Lehi City	Storm Water Management Plan, IFFP, IFA, and Rate Study	2018	Jason Walker 153 North 100 East Lehi, UT 84043 801-768-7100
Layton City	Storm Water Master Plan, IFFP, IFA, and Rate Study	2017	Steve Jackson 437 N. Wasatch Drive Layton, UT 84041 801-336-3700
Springville City	City-wide Storm Drain Master Plan	2012	Jeff Anderson 110 South Main Springville, UT 801-491-2719
Spanish Fork City	City-wide Storm Drain Master Plan	2011	Jered Johnson 40 South Main Street Spanish Fork, UT 84660 801-804-4575
Alpine City	Storm Drain Master Plan Update	2009	Jed Muhlestein 20 North Main St. Alpine, UT 84004 801-756-6347 ext. 116

Reports for the St. George City Storm Water Master Plan Update and IFFP Project and the Herriman Storm Water Master Plan Project are provided in Appendix B. As noted previously, BC&A also completed Ivins City's previous storm water master plan, which the City could reference as a third example report.

COST PROPOSAL

BC&A has studied the scope of services outlined in the City's Request for Proposals (RFP). Based on the level of detail included in the scope of services, it is apparent that the City has carefully thought through the tasks required to accomplish the project. Because the scope of services in the RFP already provided an excellent outline of the required work to complete the project, we would propose following it as written. While not explicitly stated in the Scope of Services, progress and coordination meetings will be required throughout the duration of the project. Our proposed fee assumes that we would hold (3) progress and coordination meetings with City staff, and (2) meetings to present the results of the master plans to the City Council.

We propose to complete the Scope of Services on a time and materials basis. We have tabulated anticipated hours and costs to complete the tasks listed in the Scope of Services provided in the RFP. Total hours, hourly billing rates, other project expenses, and total project costs are shown in Table A. We propose to complete the Ivins City Storm Drain Master Plan, IFFP, IFA, and User Fee Analysis for a fee not-to-exceed **$62,952**.

MULTIPLE PROJECT DISCOUNT

The fee shown in Table A represents the cost to complete this project on its own. If awarded the Sewer, Culinary Water, and Secondary Irrigation Master Plans, IFFP, IFA, and User Rate Analysis, BC&A would offer a **$5,000** discount ($2,500 per project) to the City.

We appreciate the opportunity to provide this proposal and hope to have the opportunity to work with you on this project. We are willing to negotiate our scope and fee if there is something in this proposal that does not meet your needs. Please call if you have any questions or if you need additional information.

Table A: Fee Proposal

		Office		Engineers					Subtotal Hours	Subtotal Labor	Subtotal Expenses	Total Cost
	Labor Category	Clerical II	Tech. Writ. III	Eng. I	Eng. II	Eng. V	Eng. PM	PIC				
	Staff	Loveridge	Hilbert	Howard	Jorgenson	Moultrie	Olsen	Bagley				
	2022 Labor Rate	$66	$93	$110	$121	$145	$175	$206				
Task	Task Description											
Ivins City Storm Drain Master Plan												
A	Land Use/Population Analysis			4		4	2		10	$ 1,370	$ 75	$ 1,445
B	Hydrologic/Hydraulic Criteria					6	4	1	11	$ 1,776	$ 83	$ 1,859
C	Existing Condition Analysis			24	24	12	4	2	66	$ 8,396	$ 645	$ 9,041
D	Build-Out Condition Analysis			36	24	8	4	2	74	$ 9,136	$ 555	$ 9,691
E	Capital Facilities Planning	2	6	40		48	8	2	106	$ 13,862	$ 795	$ 14,657
F	Impact Fee Facilities Plan		2	24		30	4	2	62	$ 8,288	$ 465	$ 8,753
G	Impact Fee Analysis		2	24		30	4	2	62	$ 8,288	$ 465	$ 8,753
H	User Fee Analysis		2	24		30	4	2	62	$ 8,288	$ 465	$ 8,753
	Total Hours	**2**	**12**	**176**	**48**	**168**	**34**	**13**	**453**			
	TOTAL COSTS	***$132***	***$1,116***	***$19,360***	***$5,808***	***$24,360***	***$5,950***	***$2,678***	***453***	***$ 59,404***	***$ 3,548***	***$ 62,952***

Expenses include:
Computer/Communications Charge at $7.50/labor hour
Mileage Charge at $0.75/mile
10% Markup on other project related expenses

Get in Touch

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BOWEN COLLINS
& ASSOCIATES

Ivins City Request for Proposals for

Professional Services to update the Storm Drain Master Plan, Impact Fee Facilities Plan, Impact Fee Analysis and User Fee Analysis

Ivins City, Utah is soliciting competitive sealed proposals from qualified engineers/professionals to provide services as outlined in the **SCOPE OF SERVICES SECTION** of this request.

I. Background:

Ivins City's current master plan for the storm drain system is the 2016 Storm Drain Master Plan prepared by Bowen Collins and Associates. Many of the projects proposed by this master plan have been completed and more projects on the list are still planned. Ivins City is seeking professional engineering services for an update to the master plan with updated recommendations for drainage improvements.

The following information will be provided by the City:

- GIS Database including the following feature classes:
  - Catch Basins, point data
  - Storm Drain Manholes, point data
  - Storm Drain Pipes, line data
  - Storm Drain Culverts, line data
  - 2006 Drainage Basins, polygon data
  - Local Drainage Basins, polygon data (10% complete, used only when City is evaluating a particular problem area)
  - City Discharge Points, point data
  - Major Washes, line data
  - FEMA Floodplains, polygon data
  - Minor Washes and drainage channels, line data
  - Outlet Risers for Detention Dams, point data
  - Dams, line data
  - Detention Storage Areas, polygon data
  - USDA Soils in Ivins
  - Land Use Plan
  - Zoning Map
  - Planning Points (Identifies each existing property with a point feature and identifies current use and anticipated future use based on the land use plan)
- Most current aerial photography (2020 Pictometry, 2022 Pictometry should be available in July 2022)

- 2017 LiDAR Aerial Topography, 1 meter point cloud and processed 2' contours
- 2016 Storm Drain Capital Facilities Plan files including Word Files and Map Files
- Drainage Models, current model is Innovyze InfroSWMM. Files can be exported for conversions to other models.
- As-builts of City and Developer projects can be provided as needed

II. Scope of Services:

The following is the scope of services that should be considered during the preparation of the cost proposal:

A. Land Use /Population Analysis
   i. Ivins City staff will prepare a land use population projection analysis that will be provided to the consultant to be inserted into the study based on the current landuse plan.

B. Hydrologic/Hydraulic Criteria Review
   i. Review current criteria, if needed provide recommendations to update.
   ii. Provide recommendations to update the City's current Standard Specifications based on criteria analysis.

C. Existing Condition Analysis
   i. Update the drainage model for existing conditions.
      a. The 2016 model used Innovyze InfoSWMM.
      b. The consultant shall select a preferred model per approval by the City.
      c. Previous models can be provided to the consultant upon request, but the consultant shall take full responsibility for the modelling results upon completion of work.
   ii. Evaluate hydrology of existing conditions, calibrate based on recent storm activity if needed.
   iii. The model shall include latest detention basin structures and stage-storage-discharge tables.
   iv. Update the model to include recent improvements to storm drain system.
   v. Evaluate hydraulics of pipe systems and road networks and identify locations where drainage facilities are deficient.

D. Build-out Condition Analysis
   i. Update the drainage model for future fully developed conditions.
   ii. Evaluate the hydrology.
   iii. Identify facilities that will be needed to address existing deficiencies and future development.
   iv. Update the model to include the recommended facilities.

v. Evaluate the hydraulics of the pipe systems and road networks to ensure that all design criteria will be satisfied.

E. Capital Facilities Planning
   i. Identify facilities that will be needed to address existing deficiencies and possible future deficiencies.
   ii. Identify costs for each capital facility recommended in the plan.
   iii. Identify an implementation/phasing plan identifying the year each facility is anticipated to be needed and installed.
   iv. Identify which facilities are eligible to be funded either fully or partially with impact fees meeting the requirements of State Laws for an impact fee facility plan.

F. Impact Fee Facilities Plan
   i. In accordance with State Laws, identify facilities that will be needed to address existing deficiencies and possible future deficiencies for a planning period of 6 years.
   ii. Identify costs for each capital facility identified for the 6-year planning period.
   iii. Identify an implementation/phasing plan identifying the year each facility is anticipated to be needed and installed.
   iv. Identify which facilities are eligible to be funded either fully or partially with impact fees meeting the requirements of State Laws for an impact fee facility plan.

G. Impact Fee Analysis
   i. Prepare an impact fee analysis meeting the requirements of State Laws, which may include the following:
      a. Identify the anticipated impact on or consumption of existing capacity of the storm drain facility by anticipated development activity.
      b. Identify the anticipated impact on system improvements required by the anticipated development activity to maintain the established level of service for the storm drain facility.
      c. Demonstrate how these anticipated impacts are reasonably related to the anticipated development activity.
      d. Estimate the proportionate share of the following:
         1. Cost for existing capacity that will be recouped,
         2. Cost of impacts on system improvements that are reasonably related to the new development activity.
      e. Calculate impact fees and identify how the impact fee was calculated based on the information identified in these previous sections.
      f. Ensure that when analyzing whether the proportionate share of the costs of the storm drain facilities are reasonably related to the new development

activity, that items in Section 11-36a-304 (2) of the State Code have been identified as applicable.

H. User Fee Analysis
   i. Evaluate current monthly user fees charged by the City and evaluate the expenses incurred by the City to maintain the Storm Drain system including storm water pollution prevention.
   ii. Evaluate effects of current inflation rates and incorporate recommendations to mitigate inflation of expenses.
   iii. Recommend adjustments to the monthly user fee as deemed necessary to meet the goals of the city.

III. Compensation for Services:

Ivins City intends to enter into a professional services contract with the successful firm. Compensation for the services rendered, is to be based upon a time-expended basis with an agreed maximum not to exceed value. **The selection of the engineer or engineering firm will not be based solely on the fee.**

IV. Evaluation Criteria and Selection Process

Selection of the successful Engineer will be based upon a matrix giving a predetermined value to each of the submissions required in this section. The award of contract will go to the engineer receiving the most points based on the following:

A. Qualifications of the firm (Staff strength & similarity of projects) (20 POINTS AVAILABLE)
B. Project Approach (20 POINTS AVAILABLE)
C. Past performance/references (20 POINTS AVAILABLE)
D. Evaluation of Sample Report from Previous Project (20 POINTS AVAILABLE)
E. Cost Proposal (20 POINTS AVAILABLE)

V. Proposal Format and Content

Proposals are to follow the format and are to contain information listed in this section. In order to be considered, proposals must address all the items listed in this section and adhere to page limitations.

A. Letter of transmittal introducing firm, nature of proposal and highlighting strengths.
B. Project Team and Approach (Two pages maximum)
C. Firm Experience and References (Two pages maximum)
   1. List similar projects completed by firm (minimum two).
   2. Provide names and telephone numbers for each of the projects listed.
D. Cost Proposal (Two pages maximum)
   1. Provide cost of meeting the requirements of the Scope of Services in Section II.
   2. Identify billing rates of each member of project team and number of hours required for project tasks as well as estimated direct charges.

3. This proposal will be evaluated together with the Sewer, Culinary Water and Secondary Irrigation proposal (see separate RFP). Identify a discount (if applicable) that would be applied if the firm is awarded both contracts.
4. Cost shall be reasonably itemized based on Scope of Services.

E. Appendices
1. Resumes (1 or ½ page per person) – Include principal-in-charge and key technical/professional personnel to be assigned to the project. Identify the role assigned for each person.
2. Provide copies of report from two previous projects that are most like this project.

VII Submittal Requirements

Proposals are due on Tuesday, June 14th at 4:00 p.m.

The proposal should be submitted electronically in a PDF format to mthomas@ivins.com. Large files may be transmitted by including a link for downloads. Hard copies will not be accepted.

Inquiries regarding the RFP should be directed to Chuck Gillette, P.E., City Engineer and Public Works Director at (435) 634-0689, cgillette@ivins.com or by inquiry to the address above. The City reserves the right to award the contract to the highest ranked firm without further consideration or discussion. **The City reserves the right to reject any and all proposals received.** The City also reserves the right to waive any irregularity, informality, or technicality in the proposals in its best interest, and is not obligated to award a contract based upon the lowest price submission. If terms cannot be mutually agreed upon, The City will negotiate with the secondary engineer/firm.