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

Agenda Item: Approval of expenditure for engineering services to prepare Sewer, Culinary Water and Secondary Irrigation Master Plans, Impact Fee Facility Plans, Impact Fee Analysis and User Fee Analysis

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

Recommended City Council Action:
Approve expenditure not to exceed $75,000 for engineering services to prepare Sewer, Culinary Water and Secondary Irrigation Master Plans, Impact Fee Facility Plans, Impact Fee Analysis and User Fee Analysis.

BACKGROUND:

Ivins City last updated the Sewer 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 Water and Secondary Irrigation Master Plans were completed in 2019. These plans do not necessarily require update, however, one of the goals of the sewer master plan update is to finalize decisions on whether the City should build its own waste water treatment plant which potentially provides a new source of water, therefore, it may be necessary to update the water and irrigation plans.

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.

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 request for proposals we submitted required that the prospective consultant submit a price for the sewer master plan and a water source analysis to determine if we should update the water and secondary irrigation master plans. The price they submitted for the sewer master plan was $65,398. The water source analysis price was $8,284 which when added to full price is $73,682. There is also a $2,500 discount that would be applied assuming we award them the Storm Drain Master Plan together with this project.

The scope of work also indicated that it may be necessary, depending on the results of the water source analysis to make updates to the Water and Secondary Water Master Plans, Impact Facilities Plan, Impact Fee Analysis and Rate Study. We did not request that they provide a cost for this

service since we are unsure whether the service will be needed or what the scope of that service all dependent on the results of the other scope items of this project.

SUPPORT MATERIALS:

- Request for Proposals
- Bowen Collins and Associates Proposal

FINANCIAL IMPACT:

The current request for expenditure is $71,182 plus a $3,818 contingency for a total request of $75,000.

The budget includes $70,000 (GL Code 52-4288.0) for the sewer master plan. The consultant's price is $65,398 which is less than the budgeted amount.

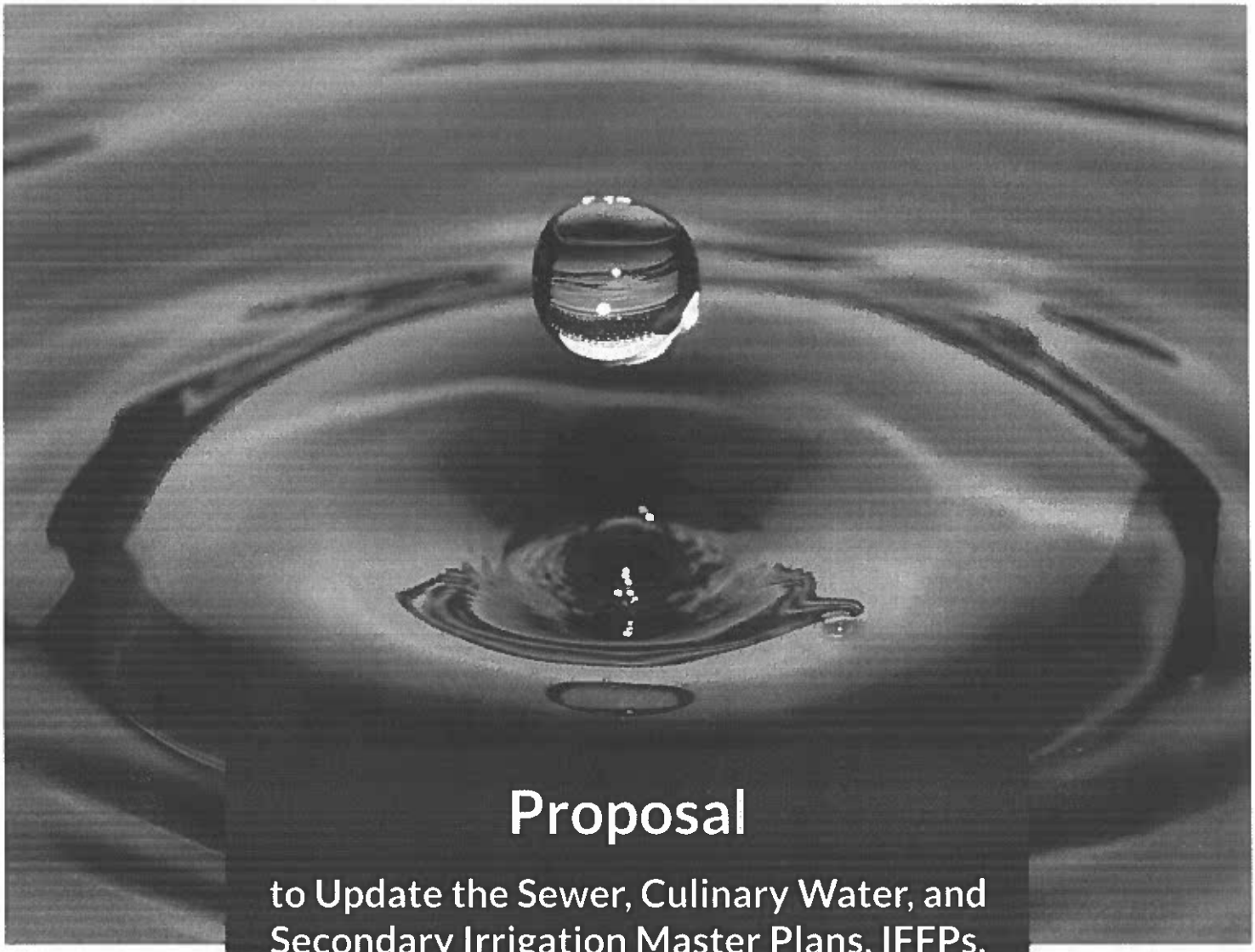
The budget also includes $140,000 (GL Code 51-4287.6) for the combined update of the water and secondary water master plans. The current scope spends $8,284 of this amount with a potential for a larger scope to be determined later.

Respectfully Submitted:

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

Content Review:

Dale Coulam, City Manager



Proposal

to Update the Sewer, Culinary Water, and Secondary Irrigation Master Plans, IFFPs, IFAs, and User Fee Analyses

June 2022

Prepared by:

BOWEN COLLINS & ASSOCIATES

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Prepared for:

UTAH IVINS CITY

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& ASSOCIATES

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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 Sewer, Culinary Water, and Secondary Irrigation Master Plans, 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 Sewer, Culinary Water, and Secondary Irrigation Master Plans, 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.

BC&A completed the most recent updates to the Ivins City Sewer, Culinary Water, and Secondary Irrigation Master Plans, IFFPs, IFAs, and User Rate Studies, and we have a great understanding of the city's water and sewer collection systems. We also understand the unique challenges that Ivins faces regarding future water supplies and can help the city develop a plan that best meets your future needs and optimizes the utilization of your existing resources. As our county continues to grow, so will the need to develop new sources of water, such as reuse. BC&A has done research on local water supplies not only for Ivins City, but for the entire county. We understand the projects that are being developed to increase our local water supply and how those projects impact Ivins City. BC&A is well prepared to help Ivins develop these updates to their master plan, impact fee studies, and user rate analyses.

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 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.

Aaron Anderson, Project Manager
aanderson@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 contained in Appendix A.



Aaron Anderson, P.E.
Project Manager



Todd Olsen, P.E.
Principal in Charge



Wyatt Andersen, P.E.
Project Engineer



Greyson Howard, EIT
Project Engineer

Aaron Anderson, P.E., Project Manager. Aaron is a local project manager in the St. George office and has over 8 years of experience in master planning, hydraulic modeling, design, and construction management. Aaron has assisted numerous municipalities and service districts across Washington County with master planning and financial analysis. Aaron has worked extensively with Ivins City, Washington County Water Conservancy District, the City of St. George, Ash Creek Special Service District, and many other local entities to develop comprehensive, accurate, and defendable master planning documents. Aaron's unique planning experience and knowledge of local water and sewer systems throughout Washington County will be valuable to Ivins City during the update to these master plans. Aaron has also completed several impact fee studies and rate studies for communities throughout the State of Utah.

Todd Olsen, P.E., Principal in Charge. 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 including the City of St. George, Ivins City, Ash Creek Special Service District, and Virgin Valley Water District. Todd has also served as construction engineer and construction manager for most of the projects he designed. He has proven that he can successfully manage a team of engineers and work with clients to develop master plans that best meet their needs.

Wyatt Andersen, P.E., Project Engineer. Wyatt works out of the BC&A Draper office and has assisted the local St. George office with several master planning projects. He is experienced in all elements of the master planning process, including land use and growth projections, hydraulic modeling, alternatives analysis, impact fee analysis, and user rate analysis. Wyatt has experience using a variety of different hydrologic and hydraulic modeling software packages, including ArcGIS, Autodesk, HEC-HMS, HEC-RAS, GEOHEC-RAS, Bentley Products, StormCAD, InfoWater, and InfoSWMM.

Greyson Howard, EIT, Project Engineer. Greyson has 1 year of professional experience as an EIT working on water-related projects in southern Utah. In that time, he has quickly developed several valuable engineering skills and design software proficiencies. Greyson will work closely with the project team to perform tasks including data analysis, hydraulic modeling, mapping, and capital facilities cost estimating.

APPROACH

PROJECT UNDERSTANDING

The City's main objective for this planning process is an update to the sewer system master plan paired with an analysis of existing and future culinary and secondary irrigation water supplies. Operating a sewer system requires two components: wastewater collection and wastewater treatment. The collection system is designed to capture and convey wastewater to a common location or set of locations, and the treatment system removes contaminants from the water in preparation for discharge to a body of water or other end use. With these two components in mind, the goal of this master plan update is to answer the following questions:

1. What sewer collection system improvements are needed to meet the growing demands of Ivins City, and how will the city fund these improvements?
2. Should the City continue to discharge its wastewater into the St. George sewer collection system, or should the city consider alternatives that allow for the reuse of treated wastewater? If so, what are these alternatives, and which is the most cost-effective?

As Ivins City (and the county as a whole) continues to grow, the division between "potable" water and "wastewater" will begin to fade, and a "one water" approach to water supply planning will become more and more prevalent. Accordingly, Ivins City has wisely grouped the task of evaluating its sewer system in conjunction with an analysis of its water supply portfolio. With this in mind, BC&A has identified certain key issues that will be important to the overall success of the project. These key issues are described below.

KEY PROJECT ISSUES

Updating the Master Plan with the Big Picture in Mind
As the individual tasks of the master plan are completed, it will be important to focus on the City's overall objective. While some portions of the master planning process involve relatively standardized, straight-forward tasks, others will require additional thought and consideration as to how they fit into the big picture. Thinking through how sewer system improvements may impact the water system and vice versa will increase the efficiency and value of the master plans. BC&A has extensive knowledge of not only the Ivins City water and sewer systems, but also the systems operated by Washington County Water Conservancy District and the other surrounding municipalities. This knowledge will help streamline any coordination with other entities that may become necessary during the planning process.

Developing a Plan that is Financially Feasible
It is important not only to identify the projects that are needed to support the growth within Ivins City, but also to identify how they will be funded. The current bidding environment is volatile, and construction costs are continuing to increase. BC&A will work closely with city staff to update project cost estimates and develop a capital facilities plan that is financially feasible. Our extensive master planning experience will help ensure that the recommended plan makes sense from an engineering standpoint as well as a financial standpoint.

Ensuring that Impact Fee and Rate Recommendations are Correct and Defensible
BC&A's extensive experience preparing impact fee and rate studies will be a valuable asset to the city. As a company, we have completed dozens of impact fee and rate studies across the State of Utah, including many in Washington County. We stay up to date with the latest developments in Utah impact fee law and understand the potential pitfalls when updating impact fees. The city can be confident that the impact fee and user rate recommendations provided from BC&A are well thought out and defensible.

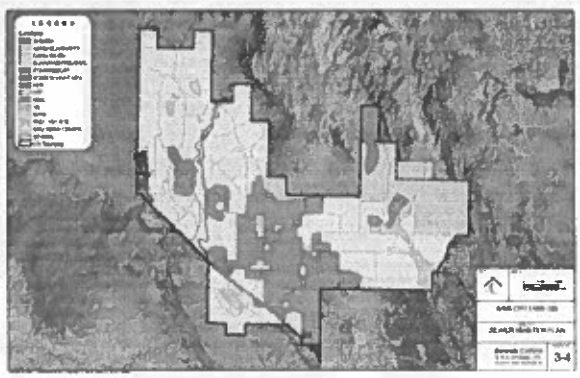
FIRM EXPERIENCE AND REFERENCES

BC&A personnel have completed numerous sewer, culinary water, and secondary water master plans, IFFPs, IFAs, and rate analyses over the past 25 years, including the last master plan updates for Ivins City. The following list of projects showcases our experience completing successful similar master plans for cities and service districts like Ivins. References and contact info are included with each project description. Two sample reports completed by BC&A are included in Appendix B.

Ivins City Culinary Water, Secondary Irrigation, Sewer and Storm Drain Master Plans, Impact Fee Facilities Plans, and Impact Fee Analyses – Ivins City (2016).

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

BC&A prepared Culinary Water, Secondary Irrigation, Sewer, and Storm Drain Master Plans, IFFPs, and IFAs for Ivins City. The studies include a detailed evaluation of the City's existing utility infrastructure, evaluation of land use/zoning, and growth projections. Each study included a hydraulic computer model of the system using Innovyze modeling packages which helped identify existing and future system deficiencies and the projects needed to address these deficiencies. The final study also included the development of a detailed Capital Facilities Plan, Impact Fee Facilities Plan, Impact Fee Analysis, and Rate studies for each of the utilities.



Regional Water Master Plan – Washington County Water Conservancy District (2020).

Client Contact: Brie Thompson, Phone: 435-673-3617

BC&A is nearing the completion of a regional water master plan for WCWCD. The primary goal of the water master plan is to identify the projects that will be needed to meet the growing water demands of Washington County. This includes development of both of potable and secondary irrigation water supplies, expansion of treatment facilities, and construction of new pipelines, pump station, and tanks. While the master plan focuses primarily on the water needs of the cities included in the Regional Water Supply Agreement (which includes Ivins City), it also accounts for the long-term water needs of communities all throughout the county. Through the development of this plan, BC&A has developed a deep understanding of local water supplies, short and long-term water supplies needs, and the projects that will be developed to meet the future needs of the county.

Culinary Water, Secondary Irrigation, and Sewer Master Plans and Impact Fee Facilities Plans – City of St. George (2017).

Client Contact: Scott Taylor, Phone: 435-627-4850

BC&A completed master plan studies for the culinary, secondary irrigation, and sewer systems for the City of St. George in 2017. These studies include a detailed evaluation of historical water use trends and future water use projections. This information was used to develop hydraulic computer models of St. George's culinary water, secondary irrigation and sewer collection systems. These models and system evaluation were used to develop a capital facilities plan which identifies the projects needed to meet the demands of new growth. BC&A worked with St. George staff to identify areas of the City that could be serviced with secondary irrigation and how doing so would reduce the demand on the culinary water system. The information developed in the master plan was then used to prepare an Impact Fee Facilities Plan for each of the utilities.

Sewer Master Plan, Impact Fee Facilities Plan, Impact Fee Analysis and User Rate Study – Ash Creek Special Service District (2021)
Client Contact: Mike Chandler, Phone: 435-635-2348
Ash Creek Special Service District manages wastewater from Hurricane City, La Verkin City, and Toquerville City, as well as other unincorporated areas on the east side of Washington County. In 2016, the district hired BC&A to prepare a master plan and IFFP update. In 2021, BC&A updated the master plan, IFFP, IFA, and completed a user rate analysis. The studies included service area growth analysis, historical sewer flow evaluations, and identification of growth hotspots throughout Hurricane, La Verkin, and Toquerville. A hydraulic sewer model was used to simulate existing and future system conditions, and a list of capital improvement projects was compiled to address existing and projected future deficiencies. The results of the master plan were used to update the district's IFFP, IFA, and user rates.

ADDITIONAL EXPERIENCE

In addition to our local project experience, BC&A has completed numerous additional master plans, impact fee studies, and rate analyses throughout the State of Utah. A list of just some of these projects is shown in the table below.

Client	Service				Year	Client Contact
	Water MP	Sewer MP	Impact Fees	Rates		
Salt Lake City	X	X	X	X	2020, 2010	Jason Brown 801-483-6900
Timpanogos SSD		X	X	X	2020, 2014	David Barlow 801-756-5231
Herriman City	X	X	X	X	2020, 2015	Justun Edwards 801-446-5323
Magna WD	X	X	X	X	2020	Clint Dilley 801-250-2118
Payson City		X	X		2020	Travis Jockumsen 801-465-5235
Saratoga Springs		X	X	X	2020, 2018, 2013	Gordon Miner 801-766-9793
Jordanelle SSD	X	X	X	X	2020, 2013	Max Covey 435-940-9515
Uintah WCD	X			X	2020, 2007	William Merkley 435-789-1651
Provo City	X	X	X	X	2020, 2013, 2002	David Torgersen 801-852-7772
Orem City	X	X	X	X	2020, 2016	Neal Winterton 801-229-7500
Sandy City	X		X	X	2020, 2010, 2001	Richard Benham 801-568-7298
Taylorsville-Bennion ID			X		2020	Mark Chalk 801-968-9081

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 provides 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, (2) meetings to present the results of the master plans to the City Council, and the (2) work meetings with the City Council and Planning Commission to discuss the results of scope item J (as specifically requested in the Scope of Services).

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 Sewer, Culinary Water, and Secondary Irrigation Master Plans, IFFP, IFA, and User Fee Analysis for a fee not-to-exceed **$73,682**.

MULTIPLE PROJECT DISCOUNT

The fee shown in Table A represents the cost to complete this project on its own. If awarded the Storm Drain Master Plan, 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 Expense	Expenses		Total Cost
	Labor Category	Clerical II	Tech. Writ. III	Eng. I	Eng. III	Eng. PM	PIC				*Computer*	*Mileage*	
	Staff	L. Loveridge	M. Hilbert	G. Howard	W. Andersen	A. Anderson	T. Olsen				*$ 7.50*	*$0.75*	
	2022 Labor Rate	$66	$93	$110	$129	$145	$175						
Task	Task Description												
A	Land Use/Population Analysis				4	4		8	$ 1,096	$ 60	*$ 60*		$ 1,156
B	Sewer Criteria Review				8	16	4	28	$ 4,052	$ 210	*$ 210*		$ 4,262
C	Sewer Existing System Analysis			16	32	24		72	$ 9,368	$ 540	*$ 540*		$ 9,908
D	Sewer Build-out Condition Analysis	2		16	36	32		86	$ 11,176	$ 645	*$ 645*		$ 11,821
E	Evaluation of an Ivins City Wastewater Treatment Plant				16	8		24	$ 3,224	$ 180	*$ 180*		$ 3,404
F	Sewer Capital Facilities Planning		6	12	16	16		50	$ 6,262	$ 469	*$ 375*	*$ 94*	$ 6,731
G	Sewer Impact Fee Facilities Plan		2		36	24	4	66	$ 9,010	$ 495	*$ 495*		$ 9,505
H	Sewer Impact Fee Analysis		2		36	24	4	66	$ 9,010	$ 495	*$ 495*		$ 9,505
I	Sewer User Rate Study	2	2		32	24	4	64	$ 8,626	$ 480	*$ 480*		$ 9,106
J	Water Source Analysis for Culinary Water and Secondary Irrigation				16	40		56	$ 7,864	$ 420	*$ 420*		$ 8,284
	Total Hours	**4**	**12**	**44**	**232**	**212**	**16**	**520**					
	TOTAL COSTS	***$264***	***$1,116***	***$4,840***	***$29,928***	***$30,740***	***$2,800***	***520***	***$ 69,688***	***$ 3,994***	***$ 3,900***	***$ 94***	***$ 73,682***

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 Sewer, Culinary Water, and Secondary Irrigation Master Plans, Impact Fee Facilities Plans, 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:

The master plan process involves updating the City master plan which includes a comprehensive update of the infrastructure plan complete with updating capital facilities plans, impact fee facilities plans, impact fee analyses and user fee analyses. This process is usually followed every five to six years. Ivins City last completed a sewer master plan process in September 2016. The water and irrigation master plan processes were last completed in February 2019. It is time to update the sewer master plan, based on the standard schedule, but it may be necessary to also update the water and irrigation master plans. This is because a feasibility study was prepared in 2019 that indicated that it might be worthwhile for Ivins City to consider construction of its own wastewater treatment plant and to reuse the effluent to provide additional source water to the Ivins City system.

The main purpose of this planning process is to update the sewer master plan, but also to make a final decision on whether to build a wastewater treatment plant and then to conduct a water source analysis which would then lead to updating the culinary water and secondary irrigation master plans if it is deemed necessary based on the results of the water source analysis.

The following information will be provided by the City:

- GIS Database including the following feature classes:
  - Sewer System
    - Pipelines
    - Manholes
    - Sewer Laterals
    - Lift Station
  - Culinary System
    - Pipelines
    - Valves
    - Tanks
    - Water Connections to Regional Facilities
    - Air Valves

        - Pump Stations
        - Appurtenances
        - (includes most of the KWU system)
    - Irrigation System
        - Pipelines (mostly dry installed since 2002)
        - Irrigation Company Pipelines
        - Valves
        - Appurtenances
- Most current aerial photography (2020 Pictometry, 2022 Pictometry should be available in August 2022)
- 2017 LiDAR Aerial Topography, 1 meter point cloud and processed 2' contours
- Electronic Files from previous studies including Word documents, Excel spreadsheets and modeling data
    - Current sewer model is Innovyze InfoSWMM
    - Current culinary water and secondary irrigation models are Innovyze InfoWater
    - The data can be exported if the proposal is to use a different model.
- 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:

Sewer Master Plan Process

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. Sewer 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 if necessary.
    iii. Review STEP/STEG (septic tank effluent pumped/gravity) criteria, provide a recommended criteria for the City.
C. Sewer Existing System Analysis
    i. Update the model for existing conditions.
        a. The current model uses 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. Model the existing trunk line network and evaluate hydraulic conditions to identify any existing deficiencies.

iii. Work with City staff to identify problem locations and calibrate model to check ability of model to identify capacity problems.

iv. Analyze STEP/STEG (septic tank effluent pumped/gravity) system portion of Ivins City and identify any concerns and possible deficiencies.

D. Sewer Build-out Condition Analysis

i. Prepare wastewater collection system model for future fully developed conditions.

ii. Identify facilities that will be needed to address existing deficiencies and future development.

iii. Update the model to include other recommended facilities.

iv. Prepare a financial viability analysis for the sewer system that considers the following:

a. Improvements Project Costs

b. Cash Flow (existing and proposed expenses and revenues)

c. Funding Sources

d. User Rates

e. Impact Fees

E. Evaluation of an Ivins City Wastewater Treatment Plant

i. Review feasibility study prepared by Bowen Collins in 2019.

ii. Conduct further evaluations on the feasibility of the project.

F. Sewer 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.

G. Sewer 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.

H. Sewer 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 wastewater 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 wastewater 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 wastewater 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.

I. Sewer User Rate Study
   i. Evaluate current monthly user rates charged by the City and evaluate the expenses incurred by the City to maintain the Sewer system.
   ii. Evaluate effects of current inflation rates and incorporate recommendations to mitigate inflation of expenses.
   iii. Recommend adjustments to the monthly user rates as deemed necessary to meet the goals of the city.

J. Water Source Analysis for Culinary Water and Secondary Irrigation
   i. Identify and analyze all existing water sources.
      a. Identify all existing volume, peak capacity, true availability, and water quality constraints on these sources
   ii. Identify all future potential water sources that will satisfy build-out water demands, including but not limited to:
      a. Increasing capacity taken from the Regional Pipeline System
      b. Acquiring additional surface water or groundwater rights
      c. Acquiring additional irrigation water shares
      d. Receiving reuse water from the St George Regional Water Reclamation Facility or from an Ivins City wastewater treatment plant
         1. Consider straight reuse into a municipal irrigation system
         2. Consider blending with other irrigation water and treating to culinary standard

e. Consider all options that are currently under consideration by the Washington County Water Conservancy District

iii. Analyze all future potential water sources
   a. Identify/Estimate costs of acquiring the water source.
   b. Identify/Estimate capital costs to incorporate into Ivins system.
   c. Analyze the constraints, pros, and cons of each future potential water source.
   d. Analyze and identify the lowest cost options and most beneficial opportunities.
   e. Currently Ivins City has no budget to pursue water right/share acquisition. Some of these options may require the City to budget for these costs.

iv. Conduct two work meetings for the City Council and Planning Commission to discuss the results of the analysis and moderate discussion to decide on which direction to proceed.
   a. The first meeting would be conducted once consultant and staff are satisfied that there is enough information to present all the potential sources including some preliminary cost estimates.
   b. The second meeting would be conducted if needed based on incorporating feedback from City Council and Planning Commission and making a final decision on planning directions.

K. Update Culinary Water and Secondary Irrigation Master Plans
   i. From the source analysis conducted above, it is likely to be necessary to update the culinary and secondary irrigation master plans, impact fee facilities plan, impact fee analysis, and rate studies. The engineering services scope and costs for this update will be negotiated after the completion of the source study.

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 Storm Drain Master Plan 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.