



HYRUM CITY

REQUEST FOR PROPOSALS

FOR

Hyrum City Water Master Plan

Date of Issuance: 1/24/2024

RESPONSES MUST BE RECEIVED NO LATER THAN

Wednesday, 2/28/2024 @ 10:00 a.m.

DELIVER ELECTRONICALLY TO:

Hyrum City

Attn: Todd Perkins

Financial Administrator tperkins@hyrumcity.com

I. PURPOSE

Hyrum City (City) is seeking to retain the services of an experienced and professional engineering firm with expertise in water master planning, hydraulic modeling, GIS, rate studies, and impact fees. The City expects the consultant to have extensive background in municipal engineering to assist the City in creating a comprehensive water masterplan that reflects the existing system and projected improvements needed to support the utility services for the next 20 years. The City also desires to develop a road map for the Development Impact Fee (DIF) to formulate the cost of existing and needed infrastructure to serve the developments operating in Hyrum City. We expect the consultant to have the ability to obtain and develop the necessary information through field work, data gathering session meetings with City staff, and engineering expertise and experience to accurately prepare a comprehensive document defining the city's existing infrastructure and proposed improvements in an approved and acceptable Geographic Information System (GIS). The City has some, but limited, historical record drawings and information. In addition, we expect the consultant to establish a 20-year capital improvement program to be a part of the Water Master Plan. Primary elements of the master plan will be the development of an operational hydraulic model including system mapping, impact fee analyses, and a rate study.

The hydraulic model shall be developed utilizing the InfoWater (by Innovyze) water modeling system software, or approved equivalent. Once the model is developed, it shall be calibrated utilizing field data for which the consultant is responsible to gather and verify. This field data shall be incorporated into the GIS water system database and utilized in the modeling and projections. Projected growth and system improvements shall also be incorporated into the water model.

II. BACKGROUND

Hyrum City has a population of approximately 9,500 and is located in the southern end of Cache County, south of Logan, Providence, Millville, and Nibley, Utah, at an altitude of approximately 4,500 feet above MSL. It is situated east of State Highway 89 and is transected by County Highways 101 and 165. Hyrum Reservoir borders on the south-southwest part of town, and Paradise, Utah is to the south. Blacksmith Fork Canyon is to the east.

The City owns and operates a culinary water system serving multiple classes of customers including: agricultural, residential, commercial, and industrial users. The City also owns and operates a secondary water system serving the majority of the community. Most of the secondary customers are located within the municipal limits, but some service lines extend to a few users outside the City. Most notably is one large industrial customer on the north boundary of town and a number of recreational or seasonal users located in Blacksmith Fork Canyon. Additionally, the City owns and operates a sanitary sewer collection system and a treatment facility. The treatment plant is located down-gradient of the City, in the northwest quadrant, just to the west of 900 West at approximately 900 North (4400 South of the County coordinate system.)

III. **SCOPE OF SERVICES**

The following is a proposed scope of work for Hyrum City's Water Master Plan and Model development:

Task 1 – Project Management

The objective of this task is to plan and execute the project as described above, in accordance with the schedule, budget, and quality expectations that are established. This task includes the following project management work activities:

- a) Create and maintain a work plan and project instructions to include organization, roles, responsibilities, schedule, budget, and staff plan for execution of the project; the work plan and project instructions will include a QA/QC plan.
- b) Hold regular monthly meetings with the City's project manager, and assigned personnel, to discuss schedule, and budget, the direction of the project and any needed information or data. Prepare and provide meeting narrative within 1 business day.
- c) Document meeting decisions and action items; assign the activities to team members, and follow-up to ensure timely resolution.
- d) Monitor project progress including work completed, work remaining, budget expended, schedule, estimated cost of work remaining and estimated cost at completion; manage activities within total project budget.
- e) Monitor project activities for potential changes, anticipate changes whenever possible, and with City approval, modify project tasks, task budgets, and approach to keep the overall project within budget and on schedule.
- f) Manage the quality control review of all work activities and project deliverables; note that execution of the QA/QC program will be completed under the appropriate task.

Deliverables: Prepare and submit monthly narrative report, invoice, and on-going and updated schedule.

Task 2 - Resource Documents and Data Review

Consultant shall review all existing water resource documents; including GIS data and mapping, water supply information, previous hydraulic models, if any, water supply and distribution information, and any other relevant data and documents provided by the City or obtained as a result of field work and interviewing City staff.

*Note: Consultants will be allowed to review (and utilize) a copy of existing GIS data and mapping provided by Cache County. To request a link to view the City's GIS system submit an email request to: Cary Jenkins, GIS Administrator, Development Services, Cache County, at: cary.jenkins@cachecounty.gov. The information provided by the City may be dated or missing some pipelines and infrastructure. Therefore, it is expected that the consultant is experienced and has a working knowledge of how a water distribution system works in order to create the most accurate representation of the current operating water distribution system. Information includes, but is not limited to: existing reservoirs, pump stations,

water wells, tanks, pressure reducing stations, transmission pipelines, SCADA system, treatment facilities, etc.

Task 3 - Review Water Demand Estimates and Forecast

The Consultant shall review the historic and current water demands and use the trend to project future usage occurring at incremental intervals over the next 20 years.

Task 4 – Update Water System Hydraulic Model and GIS Mapping

The Consultant will update the water system description to include any updates in:

- Current service area description and boundary definitions
- Possible future additions to the water service areas
- Existing and future water pressure zones and boundaries

Additionally, for Task 4 the Consultant shall:

- Catalog the existing facilities including treatment facilities, pump stations, water rights, transmission and distribution piping, wells, reservoirs, hydrants, valves, etc.
- Review and update GIS database and as-built drawings for existing facilities.

Consultant will perform data conversion/update of the City's water distribution system utilizing InfoWater by Innovyze, or approved equal. The project involves collecting all source documents (e.g., as- built drawings, field notes, system maps), performing data conversion/update for the entire distribution system, and creation of a geometric network functionality. The system should integrate tabular database attributes (e.g.: pipe size, type, location, service date, valve information, etc.) with the geographical or spatial component.

Consultant to assume 40 hours for reviewing all documents, meeting, and discussing existing water system and reviewing GIS database and software.

Deliverable: Technical Memorandum describing data reviewed and update of hydraulic models relevant to preparation for conducting Task 5.

Task 5 - Calibrate Water System Hydraulic Models

Sufficient detail should be added to identify hydraulic constants and predict pipe flows, fire flow, system pressures, storage water levels, pumping requirements, and facility and system capacities. Water model verification and calibration shall be performed for summer and winter scenarios. This will include review and verification of current demands, water system operational conditions, and calibration of the model under steady state conditions using measured flow and residual pressures measured during fire hydrant testing.

The water model testing and calibration will be done in accordance with the American Water Works Association M32 manual and compared against the flow monitoring data collected in the field. Further detail and specific model capabilities will be developed between the Consultant and City once the contract has been awarded.

Deliverables: *One full InfoWater (or approved equivalent) model fully updated and calibrated. Provide updated and calibrated hydraulic modeling data files to the City.*

Task 6 – Water Distribution System Analysis

Consultant, working with City staff, will develop a series of system performance criteria to analyze existing and future water system infrastructure using the InfoWater (or approved equivalent) model. The Consultant will complete an analysis of the water distribution system and evaluate the system under existing and future conditions.

Analysis will include:

- Potable water distribution System
- Pressure Zones
- Water age / water quality analysis
- Effects on water quality and age throughout the distribution system due to water source and seasonal variation in demands
- Water Storage
- Pump stations
- Assessment of Interconnections

Specific scenarios of analysis will be defined during the scoping exercise (assume up to 8 modeling scenarios).

Task 7 – System Graphics

The Consultant shall provide pdf maps of the existing water distribution system, distribution system at build-out, and a pressure zone map. These are to be used by the Consultant in developing a new Domestic Water Master Plan.

Task 8 – System Replacement & Improvement Program

Develop recommended water distribution system replacement, and improvement programs where system hydraulic deficiencies are identified as a result of the modeling efforts.

Task 10 – Capital Improvement Programs and System Master Plan

Recommend a future capital improvement program and prepare a Master Plan including the impact fee analysis and rate study for the Water System of Hyrum City.

Plan and prioritize projects that came from the modeling and other Tasks in the Scope of Services and incorporate these into the fully developed Master Plan for the system.

Deliverables: One Water Master Plan fully updated with existing and future parameters and conditions, the Impact Fee Analysis and the Rate Study.

IV. PROPOSAL CONTENTS

The proposal shall not exceed 8 one-sided printed letter size pages in length and shall be submitted according to the following guidelines. Proposal should include a Cover Letter (not more than 2 pages in length) summarizing the proposal (excluded from the 8 page count).

The proposal should consist of the following major sections, and in the order shown:

1. Firm's Experience and Project Team's Past Performance on Similar Local Projects

Provide a brief history of the firm. Provide a brief list of similar projects completed within the last ten (10) years specifically by the proposed team members. Indicate the responsibilities of the proposed team members on these similar projects.

2. Proposed Project Team

Provide the proposed project team members, bios of their experience, and responsibilities on the project. Include any sub-consultants or teaming members that will be part of the project "team". Resume's may be provided in the appendix of the proposal and are not considered part of the 8-page limit. The project manager must remain on the project throughout project duration, unless approved by CITY.

3. Project Understanding and Approach

Provide a narrative of the Consultant's project understanding and approach.

4. Proposed Scope of Work and Deliverables including Optional Items

Provide a list of tasks for the completion of the scope of work. Include in your plan any additional items of work not detailed in the scope of services above. These would include, but not be limited to work items necessary to achieve the objectives of the project. Provide a project schedule outlining the deliverables and key milestones required to deliver the project.

Additionally, Consultant shall provide a proposed fee schedule for services and any sub-consultants anticipated, identifying the rate of compensation for all proposed personnel to be used by the Consultant on this project in a separate email titled "Fee Schedule for the Preparation of Hyrum City Water Master Plan". In addition, include the breakdown of the fee proposal into the following categories:

- a. Hourly rate schedule
- b. Anticipated Work effort by personnel for Master Plan
- c. Sub consultant Fees (if any)
- d. Reimbursable Expenses
- e. Total Fees

V. SELECTION PROCESS

A selection committee will review proposals in a timely manner based on the following minimum criteria:

- 1. Firm’s experience and project team’s past performance on similar projects (25%)
- 2. Proposed project team (30%)
- 3. Project understanding and approach (25%)
- 4. Proposed Scope of Work and deliverables (10%)
- 5. Fee/Price (10%)

CITY will be the sole and exclusive judge of quality and compliance with proposal specifications in any of the matters pertaining to this RFP. CITY reserves the right to award the contract(s) in any manner it deems to be in the best interest of CITY and make the selection based on its sole discretion, including negotiating with one or more of the proposers for the same services.

Schedule:

Deadline for Submittal of questions	2/21/2024, at 2:00 P.M.
Deadline for submittal of proposal	2/28/2024, at 10:00 A.M.
Selection Review Process	3/11/2024
Selection of Consultant (Approval by City Council)	3/21/2024
Begin Project	3/28/2024
Completion of Project	9/30/2024

VI. QUESTIONS

All questions regarding this RFP shall be submitted by email to: Todd Perkins via email at: tperkins@hyrumcity.com. The date and time when questions must be submitted by are shown in “Section V – Selection Process” of this RFP.

VII. SUBMITTAL PROCEDURES

Submittals shall comply with all conditions, requirements and specifications contained herein, with any departure constituting sufficient cause for rejection of the proposal at CITY’s sole discretion. Any and all costs incurred in the preparation and presentation of this submittal shall be borne solely by the respondent. All submittals received shall become the property of CITY and will not be returned.

Proposals must be submitted electronically to: Todd Perkins at: tperkins@hyrumcity.com; files larger than 15MB may not be delivered.

VIII. REVIEW OF AGREEMENT FOR PROFESSIONAL SERVICES

The CITY Agreement for Professional Services is attached for review and comments. Please indicate if the proposed agreement is acceptable to your firm and, if not, what specifically is not acceptable with your firm's proposed changes.

IX. GENERAL ADMINISTRATIVE INFORMATION

1. Each respondent understands and agrees that CITY, its departments, their officers, employees or agents shall not be liable for:
 - a) Any costs incurred by a respondent in the preparation, delivery or presentation of a proposal.
 - b) Any costs incurred by a respondent in meeting the criteria as a result of making or submitting a proposal or subsequently in entering into a formal agreement with CITY; and
 - c) Any errors, inaccuracies or misstatements related to the information or data supplied to any consultant by CITY. The use of such information or data provided by CITY, its officers, employees or agents is intended to be used at the sole discretion and risk of the firm in the preparation of a proposal pursuant to this RFP only.
2. The selected firm shall comply with any and all applicable Federal and State laws pertaining to employment.
3. CITY reserves the right to accept, reject, modify or cancel in whole or in part, this RFP.
4. CITY reserves the right to accept or reject any or all proposals, negotiate modifications to proposals that it deems acceptable, to request and consider additional information from any proposer, and to waive minor irregularities and technical defects in this proposal process. CITY reserves the right to seek new proposals when it determines that it is in the best interest to do so.

X. AUTHORITY TO WITHDRAW

CITY reserves the right to withdraw this RFP without prior notice. CITY makes no representation that any agreement will be awarded to any firm as a result of having responded to this request. CITY expressly reserves the right to reject any and all proposals in response to this RFP without indicating a reason for such rejection. All costs incurred in the preparation of the proposal, submission of information and/or selection of a proposal prior to the award and/or execution of a signed contract shall be borne by respondent. All proposals submitted to CITY in response to this RFP shall become the property of CITY, shall be considered public information, and will not be returned.

XI. AWARD CONTRACT

It is the intent of CITY to award a contract to only one firm. The contract will be based upon the negotiated specific rates of compensation.

ATTACHMENTS: