

**REQUEST FOR PROPOSALS
FOR CIVIL ENGINEERING SERVICES FOR
BONA VISTA WATER DISTRICT**

Bona Vista Water District is seeking the services of a qualified Civil Engineering consultant to provide comprehensive engineering and construction management services to the District, and to act as the District's representative and agent for the District's engineering administration.

Sealed proposals must be submitted to the office of Bona Vista Water District at 2020 West 1300 North, Farr West, Utah 84404 no later than 4:00 P.M. on or before May 31, 2019. It is important that the submitted responses to our Request for Proposals (hereinafter "RFP") be clear, concise and limited to 10 pages total so they can be evaluated in an objective manner by Bona Vista Water District. A designated firm representative or officer who is authorized to bind the firm contractually must sign the proposal. (Please enclose three copies)

Consultants who find that the information contained herein is not sufficient to make a complete proposal should immediately contact Mr. Blake Carlin, General Manager (801) 621-0474 ext. 202. Additional information, as appropriate, will be provided to all consultants making known their desire to make a proposal.

Bona Vista Water District reserves the right to reject any and all proposals and to waive any irregularity, information or technicality in the proposals where the District finds that it is in the District's best interest. Further, since this is a request for proposals for the provision of professional engineering services, Bona Vista Water District shall not be obligated to award a contract based upon the lowest price submission. The District shall make an award, if any award is to be made, based solely on the District's evaluation of the full content, compatibility and acceptability of each proposal received. Additionally, the successful proposal shall be selected based on the extent to which the District and its evaluation committee finds that proposal to be in the overall best interest of Bona Vista Water. If terms of engagement, mutually acceptable to both parties, cannot be agreed upon with the selected firm, the District reserves the right to enter into negotiations with one of the other firms responding to the RFP.

Scope of Service:

Bona Vista Water District is soliciting engineering services for complete engineering, planning, design, drafting, specification, and bidding:

- Culinary Water Systems

The above listed service shall also include the following as may reasonably be required:

1. Represent the District and act as the District's agent to coordinate projects with other agencies, consultants, engineers, firms, and contractors.

2. Review, check, process and approve subdivision plans submitted to District for development purposes. Using the District's model to verify fire flows required by the local fire services making sure flows and pressures meet local & state requirements.
3. Assist the District in acquisition of necessary properties, easements, and right of ways.
4. Develop project scheduling and hold regular meetings with District's officials, contractors and other individuals to facilitate operations and the dissemination of information.
5. Coordinate land surveying, drawing and confirming property descriptions, and preparation of other related documents needed.
6. Hold meetings with District's staff to discuss overall project goals and review schedules for identified upcoming projects.
7. Insure that all applicable State, Federal, and UDOT regulations and requirements are complied with during the development, design, and construction of all District's projects.
8. When requested review the District's master plan, water rates, connection fees, and impact fees making sure sufficient funds are collected to meet the District's projects and expenses.

Consultant Availability: The District interprets this to mean that an engineer or other acceptable representative of the selected firm will conduct activities in support of the District's business as required by and subsumed under this RFP.

Term: The District anticipates that a contract for services with the successful party will be negotiated for an initial term of two (2) years with the possibility of renewal, as may thereafter be mutually agreed. While such a renewal is possible it is not to be taken as certain. The District reserves the right to re-bid at the end of the initial contract term.

Proposals Should Provide:

1. Name, address, telephone and email of the firm or individual submitting the proposal along with the name of the contact person who would be responsible throughout the project.
2. The names, association with the firm, work experience, and level of participation of all those individuals who would be working on Bona Vista Water District's projects. Bona Vista Water will give preference to those proposals documenting not less than five (5) years' experience on the part of the person designated by your firm as the "**prime working contact**" to work with the District. Specifically, the District is looking for that 5 years of both Field and Design Experience as well as Municipal engineering experience. (**NOTE:** While the District recognizes that your firm may, in the aggregate, be possessed of extensive experience in each or all of these key task areas, we are desirous of having a person assigned to work with us as the prime working contact from the successful bidding firm, who is, individually, possessed of significant experience in the culinary water areas. Consequently, preference may be given as noted.)

3. A list of projects, etc, which demonstrates your firm's prior experience in Municipal related civil engineering activities.
4. A copy of your current hourly rate or fee structure. The District expects that this hourly fee schedule will be inclusive of all engineer, draftsman, surveying and any other fee or fees that may be reasonably related to work to be performed on behalf of the District, including but not limited to the following:
 - Vehicle Mileage and Expenses
 - Telephones Charges
 - Reproduction of Plans and Specifications
 - Computer Time
 - Blue Prints
 - Photocopies
 - Professional Liability Insurance
 - Secretarial Services

Evaluation Process:

Bona Vista Water District will review submitted proposals based on the specifications and requirements, both specific and general, included in this request for proposals and will select the consultant firm or individual it deems best qualified based on the totality of those criteria.

A selection committee consisting of the District's General Manager, Assistant Manager, and the District's field inspector will review materials submitted in response to this RFP and will interview those firms or individuals, including the designated "prime working contact," the Committee considers to be fully responsive to the RFP. The District reserves the right for the Committee to request additional information from consultants submitting proposals. Final selection will be based on the consultant's demonstrated knowledge, related experience and perceived ability to meet Bona Vista Water District's engineering needs.

The consultant shall also indicate its ability to begin providing services as soon as an acceptable contract has been prepared, approved, and signed by all parties and formal notice has been issued.