

**WATERSHED PLAN – ENVIRONMENTAL ASSESSMENT  
DUCHEсне COUNTY EFFICIENCY PROJECT  
REQUEST FOR PROPOSALS**

The Duchesne County Water Conservancy District (District) is seeking proposals from qualified engineering firms to prepare a “Watershed Plan – Environmental Assessment” (Plan-EA) as a first step to implementing several component projects for the purpose of increasing water supply, improving water quality, and enhancing the environment within Duchesne County. The following paragraphs summarize the scope of work to be accomplished and the nature of the engineering proposal requested.

**STATEMENT OF WORK**

The attached “Statement of Work” (SOW) gives a brief description of the projects components that will be implemented following preparation of the Plan-EA and a list and description of the 22 tasks required to complete the Plan/EA.

Please refer to the attached SOW.

**SCHEDULE**

Technical Proposal Due .....	4:00 pm MST, May 16, 2019
Questions submittal (if any) .....	4:00 pm MST May 02, 2019
Response to Questions (if any) .....	4:00 pm MST, May 09, 2019
Interviews (if determined necessary).....	Week of May 20, 2019
Selection made and firms notified .....	June 05, 2019
Contract award .....	June 12, 2019

**SELECTION PROCESS**

The following paragraphs describe the selection process that will be followed in selecting an engineering consultant for this project:

**Technical Proposal**

To be responsive to this request for engineering services, the interested engineering firm must submit ten (10) copies of the technical proposal to the Duchesne County Water Conservancy District, Attn: Clyde Watkins, Manager, 675 East 800 South, Roosevelt Utah 84066, no later than 4:00 P.M MST. May 16, 2019. The information contained in the Technical Proposal may be the sole determination for selecting the firm.

The technical proposal should not exceed 40 pages in length, excluding resumes which may be attached. Required content of the technical proposal includes:

### Statement of Qualifications

- A description of the qualifications and experience of the firm, including the resources available to perform the work
- Resumes showing the experience, expertise, and availability of the proposed personnel that will be assigned to perform the work
- A summary of similar projects that show expertise and experience of the firm and the proposed personnel in accomplishing the work
- References associated with these previous similar projects

### Approach

The technical proposal shall describe the approach and effort to be followed in completing each of the 22 tasks and other work described in the attached SOW. The proposal should also establish how the engineering firm perceives the proposed work, how they propose to do the work, what personnel the firm proposes to use, and what the estimated involvement of the major personnel will be. Any critical issues, as perceived by the firm, shall be identified and briefly addressed. The estimated manpower required in completing each of the tasks and other work should also be prepared and submitted.

### Fee Proposal

A fee proposal shall be prepared utilizing the technical proposal as its basis and should contain a breakdown of the total estimated fee by individual task and personnel for the proposed work. The fee proposal shall be sealed in a separate envelope and delivered with the technical proposal.

### **Notification of Short Listed Firms (if determined necessary)**

The District will form a “selection committee” which will include the District general manager, members of the District Board of Trustees, and others as deemed necessary to review the Technical Proposals. After considering the above requested information, the District may prepare a short-list of the most qualified firm(s) and schedule a time with each of them for oral presentation/interview.

### **Interviews (if held)**

If the District decides to conduct interviews, each firm will be scheduled to come to the District office for a 60 minute oral presentation (30 minutes for presentation and 30 minutes for questions and answers).

### **Selection and Notification**

The selection committee will evaluate the firms based upon the qualifications presented in the technical proposal and **if needed** the oral presentation/interview and the selection criteria set forth by the selection committee. The selection criteria include:

1. Appropriate level of training, experience, expertise, and availability of key personnel
2. Ability to perform the work with respect to personnel availability, current work load, and available equipment and facilities
3. Quality, completeness, and appropriateness of the work approach
4. Past performance on similar work on similar projects
5. The cost proposal

After the selection committee has selected the most qualified firm, the District will notify the firm selected and those not selected. The District will immediately enter into negotiations with the selected firm in order to prepare a draft agreement. The District reserves the right to eliminate or modify tasks during the negotiation process.

### **District Board of Trustees Agreement Approval**

Following the negotiation of a draft agreement, the District Board of Trustees will review the agreement and will authorize District staff to execute the agreement and issue a Notice of Award.

Published in the Uintah Basin Standard April 16, & 23, 2019