



REQUEST FOR PROPOSAL

City of Providence, Utah Wastewater / Sewer Collection Master Plan

Providence City (City) is now accepting Proposals for the development of a comprehensive **“Wastewater / Sewer Collection Master Plan.”** Interested consultants/firms shall submit a proposal, meeting the requirements contained herein, by 5:00pm, August 14th, 2020 at the Providence City Office located at 164 North Gateway Drive, Providence, Utah 84332. The purpose of this plan is to identify and inventory current facilities, provide short and long term guidance to administration, delivery of services, and generate a sustainable and implementable action plan for the maintenance and development of the Wastewater / Sewer Collection system.

BACKGROUND

Providence is located in Cache County, Utah with a population of approximately 8,000 residents.

PROJECT OBJECTIVES

The main objectives of this project will be:

- Conduct a city wide needs assessment that includes residents, community groups, stakeholders, staff, and administration that encompasses current and future needs and demographics.
- Identify and inventory all current facilities and evaluate their conditions, usefulness, and lifespan.
- Create a five-year action plan and make recommendations based on the data analysis.
- Create a long-term forward looking plan to guild the city’s investment to achieve the city’s vision.
- Make formal presentation to stakeholders.

SCOPE OF WORK

The purpose of this project is to prepare a comprehensive city-wide wastewater / sewer collection master plan. Providence City has just completed an updated General plan, this plan will need to be in line with the General Plan. This master plan will be a guide for the City to properly plan, budget and maintain the system. Proposers will provide their approach to the

below shown Scope of Work. This list is meant to demonstrate minimum expectations but should not be considered all-inclusive. Proposer are encouraged to include other items they feel will be beneficial to the City. The final master plan should include, but not limited to, the following expected deliverables:

- **COLLECTION SYSTEM DATA MAPPING**

- Hold Project Kickoff Meeting
- Survey Lids and Pipe flow lines for major sewer lines (a minimum of 25%)
- Delineate Service Areas and Land Use Areas
- Populate the Land Use Areas
- Surveying to understand gravity vs. pumping areas within our annexation declaration plan

- **TEMPORARY METER DATA COLLECTION**

- Install a minimum of 3 Temporary flow meters for a 2-week period
- Create flow graphs from the collected data
- Prepare a memorandum summarizing the flow findings

- **COLLECTION SYSTEM MODELING**

- Create a Calibrated Existing Model
- Project Population Growth
- Develop Future Model Scenarios

- **CAPITAL FACILITIES PLAN (CFP) AND IMPACT FEE FACILITIES PLAN (IFFP)**

- Develop a CFP
- Establish the Existing Level of Service
- Identify the Improvements Needed to Serve Future Growth
- Prepare an Impact Fee Facility Plan based on the CFP in accordance with the Impact Fees Act
- Prepare an Impact Fee Analysis in accordance with the Impact Fees Act
- Assess the Value of Existing Excess Capacity
- Create a five-year action plan and make recommendations
- Create a long-term forward looking plan to guide the city's investment to achieve the city's vision.

- **PREPARE REPORT**

- Write Report Body
- Prepare Report Figures
- Provide GIS database for figures included in the master plan
- Present the Report in both a traditional .pdf format as well a GIS Story Map
- Present Findings to City Council

PROPOSAL REQUIREMENTS

Providence City is providing this information to assist in preparation of the consultant's Proposal. Items that must be included in the Proposal and maximum allowable pages for each

Request for Proposal

City of Providence

Wastewater / Sewer Master Plan

Page 2 of 4

section are as follows:

- **Cover Letter (1 Page)**
- **Firm Information, Firm Background, Project Team (2 Page)**
 - Name, address, telephone, website, for the firm.
 - Location of office where the majority of work will be performed.
 - Organizational listing of personnel anticipated to be used on this project.
 - Basic qualifications of team members.
- **Approach to the Scope of Work (3 Page)**
 - Proposed approach and scope of work.
- **Relevant Project Experience (2 Pages)**
 - Provide a brief description of up to 3 relevant projects
 - Name, address, telephone, and e-mail of 3 references for you which you have prepared, modified, or assisted, with the preparation of sewer collection master plan and impact fee studies.
- **Fee Proposal (1 Pages)**
 - Fee proposal shall be itemized to reflect a cost for the individual tasks identified within the Scope of Work, and shall include hours, billing rates, sub-consultant costs, and estimated reimbursable expenses.
- **Project Completion Schedule (1 Pages)**
- **Appendix – Team Resumes**

REQUESTS FOR CLAIRFICATION

All requests for clarification must be submitted in writing by 5:00 PM on August 12, 2020.

Please direct questions or inquiries to:

City of Providence
Attention: Ryan Snow, City Manager
164 N. Gateway Drive
Providence, UT 84332
RyanSnow2@Providence.Utah.Gov

DUE DATE AND DELIVERY OF PROPOSAL

Proposals shall be delivered to the City Office, 164 N. Gateway Drive, Providence, Utah 84332, by **5:00 PM, August 14th, 2020.**

An original and three physical copies and a digital copy of the proposal shall be delivered by the deadline with the name of the proposing consultant clearly marked on the front of the sealed envelope. Submission of a proposal indicates acceptance of the conditions contained in this Request for Proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Providence, Utah and the consultant selected.

SCHEDULE

- Request for Proposal advertised: July 27, 2020
- Requests for clarification by: 5:00 PM August 5, 2020
- Request for Proposal Due: 5:00 PM, August 14, 2020

Request for Proposal
City of Providence
Wastewater / Sewer Master Plan
Page 3 of 4

- Selection and Notification: Week of August 19, 2020

CONSULTANT SELECTION

The selection of the consultant will be made by a selection committee made up of the City Staff and elected officials. This committee will review all proposals and select the firm that they feel provides the highest value and most responsive proposal based on qualifications, approach, and proposed fee. The committee will make their recommendations to the City Council for approval. The intent is to award this project as soon as practical. The City reserves the right to hold applicant interviews if deemed necessary.

RESERVATION OF RIGHTS

Providence City reserves its rights to:

1. Reject any and all Proposals received in response to this RFP.
2. Waive or modify any irregularities in Proposals.
3. Request additional information or modifications to Proposals prior to award if such is in the best interests of Providence City.
4. Use any ideas submitted in the Proposals received, unless covered by legal patent or proprietary rights.

Once a firm has been selected, the City and the selected firm will enter into final contract negotiations. In the event of unsuccessful negotiations, Salem City may enter into contract negotiations with other qualified firms that submitted acceptable Proposals.

COST OF PROPOSAL

Any and all costs incurred in the preparation and delivery of the proposal are those of the consulting firm and will not be reimbursed by the city of Providence, Utah.

CONTRACT DOCUMENTS

The consulting firm shall prepare and complete a contract in the form acceptable by the City of Providence, Utah.

ALL PROPOSALS MUST INCLUDE THE PROPOSAL CONTENT REQUIREMENTS LISTED IN THE RFP.