

**Streamlined Request for Qualifications**  
**(Electronic Submittal Required)**

Preliminary Engineering Services

for

Huntsville Town Wastewater Treatment Feasibility Study

June 16, 2009

**Huntsville Town, Utah  
Streamlined Request for Qualifications  
Wastewater Treatment Feasibility Study  
SUMMARY SHEET**

Please direct all questions regarding the RFQ and the selection process to the Contract Administrator.

Please direct all questions concerning the project to the Huntsville Town Project Manager.

1. Location: Huntsville, Weber County, Utah
2. Requested Services: Preliminary Engineering Services
3. Source(s) of Funding: Federal, State, Local funds
4. Huntsville Project Administrator:

Gail Ahlstrom  
7309 East 200 South  
P.O. Box 267  
Huntsville, Utah 84317  
Phone: (801) 745-3420  
Fax: (801) 745-1792  
[gail@huntsvilletown.com](mailto:gail@huntsvilletown.com)

5. Huntsville Project Management:

Rex Harris  
7235 East 200 South  
Huntsville, Utah 84317  
Phone: (801) 791-3926  
[rex@huntsvilletown.com](mailto:rex@huntsvilletown.com)

Franco A. Mortarotti  
7548 East 200 North  
Huntsville, Utah 84317  
Phone: (801) 745-4499

6. Streamlined Statement of Qualifications (SOQ) Due Date: **Tuesday July 21, 2009**

Submit an electronic PDF file of the SOQ to Gail Ahlstrom by email at [gail@huntsvilletown.com](mailto:gail@huntsvilletown.com) prior to 11:00 a.m. on Wednesday July 21, 2009. You will receive an email acknowledgment of receipt.

**Streamlined SOQ's will not be accepted after the 11:00 a.m. deadline.**

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The Statement of Qualifications has a maximum page-limit of **SIX** pages.

7. Huntsville Selection Team Meeting: Friday, July 28, 2009
8. Optional Oral Interviews Date: Most Streamlined RFQ selections will be based on the Streamlined SOQ scores. However, if the Selection Team determines it is necessary to have interviews in order to make a selection, interviews will be held on Friday, July 31, 2009.
9. Notice to Proceed Date: TBD
10. Project Completion Date: Six months from Notice to Proceed

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Introduction - See **Appendix C** which includes:

- Scope of Work (Objectives and Tasks)
- QC/QA Plan Requirements

Project Dates:

Consultants are required to meet the dates set for the **optional** oral interviews and negotiation meeting. Consultants are also advised to meet the information submittal dates. Failure to meet these dates will be considered non-responsive.

Required Key Personnel Qualifications:

The Consultant shall be responsible to ensure that all personnel proposed under this Streamlined Request for Qualifications (Streamlined RFQ) be qualified through training, experience, and appropriate certification for the tasks assigned and shall have a working knowledge of Department standard practices.

The Consultant is expected to complete the form, *Proposed Key Personnel to Be Used on Huntsville Wastewater Feasibility Project* (attached as **Appendix B** to this Streamlined RFQ). The Appendix B should state the certification and education levels of the individuals proposed for use on this contract including sub-consultants' personnel. **The completed form must be included in statements but will not count as one of the allowed pages.**

Required Availability of Key Personnel:

When Consultants list personnel on Appendix B *Proposed Key Personnel to Be Used on Huntsville Wastewater Feasibility Project* Form, the Consultant is agreeing to make the personnel available to complete work on the contract at whatever level the project requires.

Required Percentage of Work for Prime Consultant:

The Consultant must perform work valued at not less than **60%** of the total work, excluding specialized services, with its own staff. Specialized services are those services or items that are not usually furnished by a consultant performing the particular type of service contained in this Streamlined RFQ.

Required Completion and Acceptance Criteria:

Progress payments will be made with a five-percent retainage of the invoiced amount for work in progress. Final payment, including any retainage, shall be made after all of the work has been completed and the final estimate, project records, and documentation have been received and accepted by the Town of Huntsville as accurate and complete. Penalties may be assessed for failure to perform in a satisfactory manner.

Applicable Federal and State Regulations:

The Consultant shall conform to all applicable state and federal regulations.

Debarment Certification:

Federal regulations require certification by prospective participants (including contractors, subcontractors, and principals) as to current history regarding debarment, eligibility, indictments, convictions, or civil judgments. The selected Consultant will be required to certify in accordance with contract Standard Terms and Conditions.

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Authorization to Begin Work:

Notice to proceed will be given by Huntsville Town as soon as the contract is approved and signed by all parties and returned to Huntsville Town.

Required Statement Contents:

The Statement from the Consultant should contain the information identified in the attached *Guidelines for Preparing Streamlined Statement of Qualifications*.

Statement Evaluation Procedures:

The Statement shall be evaluated by a Huntsville Town Selection Team in accordance with the criteria described in the *Guidelines for Preparing Streamlined Statement of Qualifications*.

Conditions of Proposal:

All costs related to the preparation of the Statement and any related activities such as interviews are the sole responsibility of the Consultant. The Town assumes no liability for any costs incurred by Consultants throughout the entire selection process.

Disposition of Statements:

Statements become the property of the Town of Huntsville, are treated as privileged documents, and are disposed of according to Town policies, including the right to reject all statements. The statement of the successful Consultant shall be open to public inspection for a period of one year after award of the contract. Statements of Consultants who are not awarded contracts shall not be open to public inspection and will be destroyed once the contract is executed with another consultant.

If the Consultant selected for award has required in writing the nondisclosure of trade secrets and other proprietary data so identified, the Town Project Manager shall examine the request in the statement to determine its validity prior to award of the contract. If the parties do not agree as to the disclosure of data in the contract, the Town Project Manager shall inform the Consultant in writing what portion of the statement will be disclosed and that, unless the Consultant withdraws the statement, it will be disclosed. If the Consultant withdraws their Statement, the Consultant will not be awarded the contract.

Ownership of Documents: All tracings, plans, manuscripts, specifications, data, maps, etc. prepared or obtained by the Consultant as a result of working on this contract, shall be delivered to and become the property of the Town.

Preaward Audit:

In the event that a proposing consultant has failed to pay Huntsville monies due to the Town for over payment on past projects, Huntsville has the right to reject and/or disqualify the firm's statement of qualifications. Disqualification will be based on the audit findings, determinations, and recommendations made by the Town's authorized agent.

**If there are any changes affecting the Streamlined Request for Qualifications, notice will be posted on the Town Website.**

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Appendix A**

**Guidelines for Preparing Streamlined Statement of Qualifications**

**INTRODUCTION**

These guidelines were developed to standardize the preparation of a Streamlined Statement of Qualifications (Streamlined SOQ) by Consultants for engineering services on a project. Submitting a Streamlined SOQ is the beginning of the selection process and is used as the basis for selecting or for short listing Consultants. If the Town determines interviews are necessary prior to selection, a minimum of two and a maximum of five Consultants will be short-listed and invited to an interview by the Department.

The purpose for these guidelines is to assure consistency in format and content in the Streamlined SOQ prepared by Consultants and submitted to the Town. Preparing a Streamlined SOQ instead of a detailed proposal reduces the time requirements for the Consultants and simplifies the review process for Department personnel.

**ELECTRONIC SUBMITTAL**

The Town's goal is to migrate to electronic processes wherever possible. Huntsville Town intends to require all Streamlined RFQ's to be submitted solely by electronic means.

**STREAMLINED SOQ SECTIONS**

**The Streamlined Statement of Qualifications should contain the following sections in the order listed:**

1. Introductory Letter
2. Project Team
3. Capability of the Consultant
4. Project Approach
5. Proposed Consultant Fee
6. Appendix B

**STREAMLINED SOQ EVALUATION CRITERIA**

The Streamlined SOQ evaluation criteria are listed below in red.

1. Introductory Letter – The introductory letter should be addressed to:

Gail Ahlstrom  
7309 East 200 South  
P.O. Box 267  
Huntsville, Utah 84317

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In **one page**, express your interest in the project, state qualifications to do the work, and recount any summary information on the project team or yourself that may be useful or informative to the Town.

Include the mailing and e-mail addresses and the phone number of the primary contact person for this consultant selection process in the introductory letter.

**No evaluation points are assigned to this section and the introductory letter will not count as one of the allowed pages.**

2. Project Team -- The Selection Team will evaluate how well the qualifications and experience of the members of the project team relate to the specific project. The Town recommends the following information be provided.

- Project team flow charts including sub-consultants
- Describe the qualifications, experience, and availability of key personnel on your project team. (NOTE: Do not include percentages of availability as this may be misinterpreted.)
- Provide a spreadsheet list of projects you have **completed** during the last five years. The heading of the spreadsheet may include the following:

Note: Columns may be combined in order to meet the font size and margin requirements.)

- Name of Project Manager
- Year
- Type of Project
- Project Name
- Project Location
- Project Description
- Construction Estimate Cost - \$Million
- Services Performed
- Client
- Reference Contact and Telephone Number

A maximum of **30** points is available for this section.

3. Capability of the Consultant– The Selection Team will evaluate the Consultant's capability to perform the work.

- Describe your firm's capability to perform the work.
- Describe any unique qualifications your firm has to perform this type of work.

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- Describe your firm’s internal quality and cost control procedures.

A maximum of 30 points is available for this section.

4. Project Approach – The Selection Team will evaluate the Consultant’s approach to making this a successful project.

- Describe your firm’s methodology to complete the feasibility study.
- Describe how your firm proposes to conduct public involvement.
- Describe how your firm will conduct agency coordination.
- Describe how your firm will perform engineering analysis.
- Describe how your firm will conduct alternative selection.
- Describe any unique approaches that your firm will take to make this a successful project.

A maximum of 30 points is available for this section.

5. Proposed Consultant Fee – The Selection Team will evaluate the Consultant’s Cost Estimate to Perform the work contained in this Contract.

- Submit your firm’s Fee to perform the work.
- Describe how your firm will reduce the Town’s costs by securing grants or low cost loans for the Town.

A maximum of 10 points is available for this section.

6. Appendix B - The Consultant is expected to complete the form, *Proposed Key Personnel to Be Used on Huntsville Wastewater Treatment Feasibility Project* (attached as **Appendix B** to this Streamlined RFQ). The Appendix B should state the certification and education levels of the individuals proposed for use on this contract including sub-consultants’ personnel. **The completed form must be included in Streamlined SOQ’s but will not count as one of the allowed pages.**

When Consultants list personnel on Appendix B *Proposed Key Personnel to Be Used on UDOT Project* Form, the Consultant is agreeing to make the personnel available to complete work on the contract at whatever level the project requires.

STREAMLINED SOQ FORMAT REQUIREMENTS

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It is very important that submittals be clear, concise, and in the recommended format so they may be evaluated in an objective manner by the Town's Selection Team.

1. **Black & White Only** – (Exception: Letterhead may be in color.)
2. **8½ x 11 Size Paper Only** – (Refer to No. 10 of Streamlined SOQ Format Requirements for further details.)
3. **One (1") Margins** – (Exceptions: Consultant Name/Logo and Page Headers/Footers may be within margin.)
4. **10 Pt Font and 12 Pt Line Spacing, Minimums** – (The minimum font size is 10 point font or greater everywhere in SOQ including graphics, unless the graphics are a duplication from another source and the source is referenced. The minimum line spacing is 12 point.)
5. **Charts, Graphs, and Pictures** – (Optional and counted as page(s))
6. **Page Headers/Footers** – (May be within 1" margins; Include Project Number, Project Location/Description, and Current Date.)
7. **No Additional Front or Back Page Allowed** – (Introductory Letter Is Top Page).
8. **Appendix B is required** – (Appendix B will not count towards the page maximum.)

A maximum total of 100 points is available for the Streamlined Statement of Qualifications. **A one-point penalty will be assessed by the Town for each applicable violation of the above (#1 through #8) format requirements for a maximum 8-point penalty per Streamlined SOQ.**

9. **Electronic PDF Submittal** – Submit a PDF file of the SOQ to Gail Ahlstrom at [gail@huntsvilletown.com](mailto:gail@huntsvilletown.com).
10. **SIX (6) Page Maximum** (Introductory Letter and Appendix B do not count towards the page maximum.)

A page is defined as a single-sided 8.5" x 11" sized sheet that contains text, pictures, tables, graphs, charts, plan sheets, or any other graphics.

The Introductory Letter and Appendix B will not count towards the page maximum.

**Any Streamlined SOQ that is not submitted electronically or exceeds the SIX-page maximum will be disqualified by the Town and will not be reviewed by the Department Selection Team.**

**HUNTSVILLE TOWN SELECTION TEAM**

The Selection Team members will receive copies of each SOQ submitted. They will review and score the SOQ's individually based on the evaluation criteria and submit their scores and comments to the Project Manager. The Project Manager will tally and compile the scores and comments. The Selection Team may then meet to discuss the scores and comments and determine whether interviews are necessary or whether the selection may be made based on the scores from the SOQ's.

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Most Streamlined RFQ selections will be based on the Streamlined SOQ scores. However, if the Selection Team determines it is necessary to have interviews in order to make a selection, the members will develop the format of the interviews in the Selection Team Meeting.

SELECTION INTERVIEWS

If the Huntsville Town Selection Team determines interviews are necessary, the following project-specific topics may be some of the issues discussed.

- Understanding of the Work
- Approach to the Project
- Schedule Control
- Management of Project
- Consultant Fees

“SELECTING BY CONSENT” PROCESS

The final selection process will be performed using the “Selecting by Consent” (SBC) process.

The SBC process is a scoring process that aids the Selection Team in developing the final ranking of consultants through a collaborative process. In this process each segment and question of the interview is weighted in advance during the Selection Team Meeting. After the interviews are conducted, the Selection Team scores each segment and question by consent. Consent is defined as the willingness of all Selection Team members to accept a decision reached by a collaborative process. The final selection ranking of consultants is based on the final scores developed by the Selection Team.

SUMMARY

The Streamlined Statement of Qualifications (SOQ) should be clear, concise, and it should provide the Huntsville Town's Selection Team Members with an understanding of the Consultant's and Sub-consultants' ability to undertake and complete the proposed project in a thorough and timely manner.



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**Appendix C**

**A. SCOPE OF WORK**

The Town of Huntsville is investigating the feasibility of constructing and operating a wastewater sewage treatment facility for the residents of Huntsville Town. The Town will hire a consultant to complete a feasibility study analyzing the parameters involving the construction and operation of a sewage wastewater treatment facility. The following parameters will be included in this study:

1. Data collection including development of base mapping of existing surface, obtain existing utility information, identify existing right-of-way, and assess existing conditions.
2. Perform public involvement strategies to obtain information from the public and to inform the public on project issues, including landowners that easement or right of way purchases are needed.
3. Conduct literature and other research in wastewater treatment systems and strategies.
4. Meet and coordinate with Federal, State, County, and local entities to determine all regulatory requirements for constructing and maintaining wastewater treatment facilities for the Town.
5. Investigate and propose any potential cost savings to the Town, such as grants, low interest loans, etc. Incorporate any such savings into the contract by front loading wherever possible.
6. Analyze a small number of viable treatment options, including a no-build option and make a recommendation to the Town on the proposed best alternative option, providing supporting documentation. This proposal will include options for expansion of the system, utilization of wastewater discharge recovery, operating strategies, right of way purchase needs, etc.
7. Provide preliminary engineering on the proposed best alternative to the level of 30% design. 30% design being defined as the level needed to obtain environmental clearances from all the controlling Federal, State, County, and local entities.
8. If directed, obtain environmental clearances.
9. Provide a cost estimate to complete design, including costs to advertise.
10. Provide a cost estimate for right of way purchase.
11. Provide a cost estimate to build the system, including construction and construction oversight.
12. Provide a cost estimate on anticipated operation and maintenance expenditures.
13. Provide electronically, and ten (10) hard copies of the finalized feasibility report which will include the information from the items listed above.
14. Coordinate work with the Town Project Manager as needed and hold as a minimum monthly project update meetings with the Town project management team. Updates to the Town Council on occasion will also be anticipated.

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15. Submit monthly progress reports and invoicing.
16. Consultant will provide the Town with a complete administrative record of the project at completion of the contract.
17. The major unknowns for the project are if wetlands will be impacted; the number of parcels that will need right of way instruments; possible geotechnical investigations, and environmental commitments. The consultant will assist the Town in finalizing the scope.
18. Work to complete the feasibility study will take no longer than 6 months.

**B. QC/QA Plan Requirements**

- The Consultant will prepare, distribute, and implement the Quality Control/Quality Assurance Plan for the project.
- Document Control: All documents will be maintained in both an electronic and hard copy form. Each document will have a uniquely specific location in both electronic and hard copy formats.