



City of North Salt Lake Request for Proposals

Water Master Plan Storm Water Master Plan

1. REQUEST FOR PROPOSALS

The City of North Salt Lake (hereinafter referred to as “City”) is soliciting proposals from qualified engineering consultants for the creation of a water master plan that includes both culinary (drinking) and secondary (irrigation) water and a storm water master plan (hereinafter referred to as the “Project”). In order to be considered, consultants must be able to demonstrate competency by successfully completing viable plans for public water and storm water systems previous to the submission of the proposal.

Proposals shall include all information necessary to meet the requirements for a complete submittal. Proposals are due not later than January 28, 2021 at 5:00 p.m. and should be delivered by one of two methods: 1) via electronic submission using the following Dropbox site: https://bit.ly/NSL_watermasterplans, or, 2) via hand delivery of not less than five (5) hard copies of the proposal to the City’s Public Works Facility located at 642 North 400 West, North Salt Lake, UT 84054.

The City will conduct a workshop for potential consultants for the purpose of providing additional Project details and to conduct a question and answer meeting for all interested parties. The workshop will be held on Wednesday, December 16, 2020 at 10:00 a.m. via electronic meeting. To register for the workshop, please submit an email of interest to: sallyb@nslcity.org

2. CONSULTANT SELECTION

The City is seeking proposals from qualified consultants with demonstrated experience in modeling, planning and operating public water and storm water facilities. The City reserves the right to choose the selected consultant using its sole discretion and shall not be bound to select consultants based upon the lowest price only. The City will select the consultant that, in the City’s sole discretion and judgment, best meets the Project criteria and will be able to create and deliver the highest quality and most accurate water and storm water master plans.

3. GENERAL PROJECT DESCRIPTION

The City of North Salt Lake is an urban community located in the southernmost part of Davis County and adjacent to the Capitol City of Salt Lake. Residents in North Salt Lake enjoy a short ten-minute commute to Salt Lake County and have access to Interstates 15 and 215 and Legacy Highway. The City has experienced rapid growth for the past twenty years doubling in size twice in that time period. Today, the City has an estimated population of 22,692 and approximately 6,146 water connections. There is great diversity of land uses in North Salt Lake and the water

system serves thousands of residents and businesses. The City is going through significant redevelopment in its core area, is expecting a large annexation of residential property on its western boundary and will experience continued significant growth in non-residential land uses in the near future.

The purposes of the Project are: 1) to create and adopt effective short and long-range plans, policies, resolutions and ordinances that will assist the City to meet the demands of existing and future water needs; and, 2) to adopt similar plans, policies, strategies and codes needed to meet the demands of an active storm water system. It is anticipated that City personnel will work closely with the selected consultant by providing access to information such as an existing inventory of conditions and facilities, related water contracts and agreements, any pertinent usage data that the City possesses, the City's current modeling software and GIS data, any needed documents in the City's possession and access, as needed, to any water and storm water facilities.

4. SCOPE OF WORK

A) Project Deliverables

The Project consists of the following deliverable work products:

1. A Water Master Plan for the City's Culinary and Secondary Water Systems, which includes:
 - a. An accurate water demand model that addresses existing and future sources, storage and distribution. Such a model should identify current and future water service areas, pressure zones and boundaries and a comprehensive inventory of existing facilities including water rights, sources, reservoirs, pump stations, pressure reducing valves, transmission and distribution piping and fire hydrants.
 - b. An analysis of water needs based upon a comprehensive analysis of existing water usage and customer needs. This deliverable should include an updated forecast of population and water demand and it is anticipated that this work will involve coordination with the City's Community Development Department to determine future growth.
 - c. A review and evaluation of the City's existing Capital Improvement Program (CIP) and recommended amendments to that program. The new CIP should be a useable as a tool for calculating impact fees, recommending replacement schedules, determining future planned expenditures and recommending system expansion, as needed.
 - d. A review and evaluation of the City's adopted technical specifications for its water system and a set of recommendations related to the technical specifications.
 - e. A set of recommended strategies and detailed methodologies for water conservation in both the culinary and secondary systems and cost estimates for implementation of such strategies.
 - f. A review of the City's adopted fee structure for culinary and secondary water and set of recommendations for amending the City's water utility fees. Recommendations for fee changes should reflect the actual costs of water delivery and include a fee system that strongly encourages water conservation.

- g. All maps, graphics, tables, statistics or any other normal and customary ways to display and demonstrate Master Plan concepts, goals and objectives.
 - h. A comprehensive set of goals and objectives and recommended strategies to meet those goals and objectives.
- 2. A Storm Water Master Plan for the City's storm water system which includes the following:
 - a. An accurate model of the existing storm water system which should identify basins and boundaries, a comprehensive inventory of existing facilities including storm drain conveyances, holding ponds and discharge locations.
 - b. An analysis of system deficiencies and recommendations for system improvements, upgrades and expansion.
 - c. Working with the City's Community Development Department, prepare an expansion plan to determine future system growth.
 - d. A review and evaluation of the City's existing Capital Improvement Program (CIP) and recommended amendments to that program for storm water. The new CIP be useable as a tool for calculating impact fees, recommending replacement schedules, determining future planned expenditures and recommending system expansion, as needed.
 - e. A review and evaluation of the City's adopted technical specifications for storm water and a set of recommendations related to the amendments to the technical specifications, if any.
 - f. A review and recommendation related to the City's existing storm water utility fee structure.
 - g. All maps, graphics, tables, statistics or any other normal and customary ways to display and demonstrate Master Plan concepts, goals and objectives.
 - h. A comprehensive set of goals and objectives and recommended strategies to meet those goals and objectives.

B) Project Management

Each submitted proposal shall include Project Management as one of the work tasks. The following Project Management description is the minimum Project Management requirements and may be expanded upon by the consultant:

1. The consultant shall act as a manager of the consultant's team, including sub-contractors. The consultant shall manage and coordinate all components of the Project and take a proactive role in keeping all tasks on schedule and budget and ensure timely completion of the Project. Consultant shall give prior notice to City, and obtain approval from the City, before performing work outside the contract work scope that might result in costs above the approved and contracted Project budget.
2. The consultant shall ensure full cooperation with City staff and be responsive to any email and telephone correspondence and discussions. In addition, the consultant shall ensure that the meetings identified in the Project are held and fully attended. The consultant shall be in contact with the City frequently enough to ensure a timely City review of Project deliverables. The consultant is expected to work with all stakeholders in a responsible manner.

3. The consultant shall organize a kickoff meeting with City staff for the purpose of:
 - a. Defining Project Goals and Objectives
 - b. Outlining Project and Management approach
 - c. Identifying Roles and Responsibilities
 - d. Establishing Communication Methods and Key Individuals
 - e. Confirming the Scope of Work, Schedule and Deliverables
4. Consultant shall prepare all project related agendas and meeting minutes. All agendas and the supporting information for meetings shall be distributed to the City's designated project manager at least three (3) business days prior to any meetings, except draft reports which shall be submitted at least five (5) business days ahead of the meetings. Meeting minutes shall be distributed to all attendees and any other identified parties within five (5) business days of the meeting date.
5. When submitting requests for payment, such requests shall include a summary report of work completed by sub-tasks for the invoice period. Such reports shall also include time spent on each sub-task for the invoice period. The consultant shall promptly alert the City of any issues or concerns that may affect the progress or cost of the Project.

C) Public Input and Compliance with Adoption Statutes

Proposals shall include a methodology for obtaining public input on the draft master plans and for adoption processes that are in compliance with all applicable State codes and requirements for the adoption of General Plan Elements and Water and Storm Water Master Plans.

4) PROPOSED COST OF PROJECT

Responses to this RFP should include a detailed cost estimate for each deliverable or for major tasks, if possible. The City will rely on the expertise of respondents to create cost estimates by deliverable or task in a way that is the most logical and precise given the expansive scope of the Project. The City's objective with this request is to be able to evaluate and understand the costs of each of the plans (culinary water, secondary water and storm water) and their major components. Cost estimates should also include hourly rates of staff members who will be included in the Project.

5) QUESTIONS REGARDING THIS RFP

The workshop planned for December 16 at 10 a.m. will include a comprehensive question and answer period where potential responders can ask about project details. Also at that meeting, the City will present the details of its communication plan moving forward that will identify City staff members and contact information and a virtual location where questions and answers may be provided to all potential responders.