

***CENTRAL WEBER SEWER IMPROVEMENT DISTRICT
FACILITIES EVALUATION AND MASTER PLAN UPDATE
REQUEST FOR STATEMENT OF QUALIFICATIONS***

The Central Weber Sewer Improvement District (District) desires to retain the services of an engineering design firm to perform a Facilities Evaluation and Master Plan Update for both its collection system and treatment plant. Statements of Qualifications must be submitted no later than 10:00 a.m. on Wednesday, October 5, 2021 to Kevin Hall, General Manager, Central Weber Sewer Improvement District, 2618 West Pioneer Road, Ogden, Utah 84404 (Phone 801-731-3011). Submission of statements via electronic mail must be submitted to kevinh@centralweber.com and receipt must be verified by response prior to the submission deadline. Statements must meet all the requirements listed below to be considered responsive. The District anticipates making its final selection after November 16, 2021.

Background Information

The District currently utilizes the following Master Plan documents:

Central Weber Sewer Improvement District Collection System Master Plan (August 2015)

Central Weber Sewer Improvement District Treatment Plant Evaluation and Master Plan (February 2018)

These documents have provided the plan and support for the District's capital budgets, financial planning, and impact fee levy. The District desires to update and consolidate these two Master Plans into a single Facilities Master Plan. This Facilities Master Plan will provide the supporting information that must be updated prior to revising the District's Impact Fee in 2023. In addition, to meeting this statutory requirement, the District desires to develop a Master Plan that takes into account the following special considerations:

1. Develop a consistent and coordinated method of estimating flow and loads, and develop a single coordinated schedule of recommended projects between Treatment Plant and Collection System Facilities. Distinguish between collection system and treatment plant project cost, while developing a unified capital facilities plan for budgeting purposes.
2. A limited condition assessment is anticipated for some aging facilities. Some aging facilities such as clarifiers and solids processing buildings may continue in use and a condition assessment should be included in the planning.
3. The District currently has a solids handling program. However, future solids handling methods are uncertain and future solids production needs to be understood and planned. Solids handling planning should include process elements, struvite control measures, and

disposal options.

4. The District desires access to references when responding to inquiries about collection system capacity during the period between Master Plan updates. For example, if an industrial or residential developer requests service, the District needs a method to compare demand to available capacity in the pipelines at the time of request.
5. The western portion of Weber County was not previously considered in prior planning efforts. Potential development in this area should be considered in the Master Plan.

Scope of Work

The engineering design firm or team (Engineer) will perform evaluations and develop the anticipated deliverables stated below. The following narrative is the District's understanding of the necessary work to develop these plans. The Engineer should develop and propose a detailed project approach for the District's consideration.

Data Gathering - The Engineer will gather data to support revisions. The District will make available to the engineer historical data including: water quality data, SCADA historian data, flow metering data, CCTV data, survey data, and other condition assessment and observations as available and needed. The District will also acquire new data as requested by the Engineer within our capabilities and availability as agreed. Additional data may include: location surveys, laboratory analyzed water quality, limited flow measurements, and observations. The District anticipates that the Engineer will conduct an intensive collection flow monitoring event, that would be subcontracted through the Engineer. All other data needs must be acquired by the Engineer and included in the Engineer's scope of work.

Growth and Demand Projections – Develop flow and loading projections using similar standards. Develop detailed area specific flow projections for collection system trunklines using metering and other data. Refine existing plant flow projections. Wherever feasible utilize consistent methods to estimate the impact of infiltration and inflow on both the treatment and collection systems. Projections should be made in 5-year increments. Project constituent loads as necessary to evaluate treatment system capacity.

Evaluate Capacity Needs – Evaluate hydraulic and treatment capacity of the collection pipe and treatment system. Estimate solids production and evaluate the solids handling capacity including any limitations. Include estimates for dry tons of solids produced annually over time.

Recommend improvement projects – Develop or refine the existing list of projects from both the Treatment Plant and Collection System Master Plans. Recommended collection system projects should provide project specific dry weather flow trigger thresholds at specific manhole locations. Recommendations on treatment system upgrades should be made with consideration for struvite

mitigation, reducing energy consumption (power and gas), optimizing chemical use, and reducing solids production wherever possible. Provide a recommendation for project implementation timeframes within the planning window. Estimate planning level costs for projects.

Anticipated Project Deliverables

The anticipated deliverable is a CWSID Facilities Master Plan. The Engineer should consider interim deliverables in the Project Approach.

Statement of Qualifications Request

The engineering firms will be ranked based on qualifications. A detailed scope of work for the project will be developed and a contract including a not to exceed value will be negotiated with the highest ranked engineering firm. If a contract cannot be negotiated, then the District may choose to negotiate with the next highest ranking firm.

A responsive Statement shall include the following information limited to a total of twelve (12) pages shown not including the resumes or example contract:

1. Introductory Letter – (1 page).
2. Organizational Structure of Proposed Staff – (2 pages).
 - a. Include in the Statement the organizational structure of the project team. Include the working location (home base) of Project Manager, Project Engineer and key team members including sub-consultants.
 - b. Include in the APPENDIX resumes for Project Manager, Project Engineer and key team members. Each resume shall not exceed one (1) page and the total no more than ten (10) pages of resumes.
3. Project Approach - Proposal for accomplishing the scope of work. Including a narrative description of the approach including at a minimum: any proposed data gathering activities such as flow monitoring, proposed modeling tools and methods of projections, a proposed project schedule, proposed list of interim deliverables, and a list of the proposed site visits and meetings – (5 Pages).
4. Statement of qualifications (2 pages).
5. A brief description of at least three successful projects in the past five years of similar scope including client references and contact information. – (2 pages).
6. Example contract or reference to existing Master Services Agreement in APPENDIX (not included in page limitation).

Statements of Qualification will be ranked by the selection committee based on the following criteria: experience and work history, management and individual staff, project schedule and approach, qualifications, licenses, certifications, ratings, basic information about the firm, financial standing, and other pertinent information.

The District may request an interview from any or all of the submitting firms prior to final selection. Interviews will be conducted at the District offices or may be conducted by video teleconference and at a minimum the Project Engineer and Project Manager will be requested to attend.

The District reserves the right to accept or reject any or all Statements, any part of any Statement, or to waive any informality in any Statement, as is in the best interest of the District.

The District may require up to sixty (60) days after opening the Statements to award the work.

Any questions or requests for clarification related to the Request for Statement of Qualifications should be submitted in writing to kevinh@centralweber.com.