

MANTI CITY

REQUEST FOR QUALIFICATIONS (RFQ)
FOR
PROFESSIONAL ENGINEERING SERVICES

Notice to Engineers:

Deadline for all submittals is August 27, 2021 at 11:00 A.M.

Request for Qualifications:

Manti City, located in Sanpete County Utah, is soliciting statements of qualifications from qualified civil engineering firms that have experience and capabilities to provide engineering services for a water master plan. Submitting firms must have five (5) years or more experience in providing engineering services as outline in the Scope of Service section of this request.

Objective:

Manti City intends to enter into a contract for engineering services, as outlined in the Scope of Services section of this request. Manti City reserves the right to reject any and all Statements of Qualifications.

Service Expectations:

Any contract resulting from this RFQ will be between Manti City and the successful civil engineering firm. This contract will be for a period of approximately 180 days. The City reserves the right to terminate any contract entered into as a result of this RFQ at any time within the contract by giving thirty (30) days written notice to the selected firm. The selected firm shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

Scope of Services:

Manti City is requesting municipal engineering services, including the items identified below. All items will be coordinated with Manti City council who shall solicit/receive proposals and assign tasks as needed.

The City anticipates awarding one (1) contract which shall include the following:

1. Prepare a Water Master Plan. The master plan portion shall include:
 - a. Data collection and base maps/survey the existing water system
 - b. Projections of City's users and future water demand

- c. Water Usage Analysis
 - d. Water system overview and evaluation
 - e. Evaluate existing water rights
 - f. Propose system improvements
 - g. Capital improvements plan
 - h. Economics of providing water service
 - i. Water revenue – rates & connection fees
2. GIS Utility Mapping Database. The GIS Utility Mapping Database shall include:
- a. Survey all municipal utilities.
 - b. Prepare GIS database to manage utilities in real time.
 - c. Provide Manti City with an updated digital aerial image with resultant 1” Ortho image. The aerial image shall be included in the GIS database.

Minimum Qualifications:

Proposals will only be accepted from professional engineers and engineering firms properly licensed in the State of Utah with multiple years of municipal engineering experience in the following disciplines:

1. General Engineering and related services concerning Municipal issues;
2. Culinary Water infrastructure;
3. Environmental assessments;
4. Preliminary Engineering Reports;
5. Site/Civil Engineering;
6. Surveying;
7. GIS/Mapping;
8. Federal and State Grants;

Proposal Content:

Each proposal must include the following information:

1. Name, address, email and telephone number of the firm submitting the proposal. The firm’s project manger must be identified. The project manager is the firm’s representative who will have full responsibility for the surveying, design, and construction management of any project.
2. Location of the firm’s offices and where the majority of the work will be performed.
3. Key members that will be working closely with Manti City, as well as their education, training and qualifications.
4. References for the firm and individuals involved in the project. References should include owner contact information.

Submittal Instructions:

Proposals will be received at the Manti City office until 11:00 AM on August 27, 2021. Five (5) copies of the printed proposal are required. The number of pages of the proposal is limited to fifteen (15 including the cover page) single sided pages. Correspondence, questions and/or clarifications of the proposal procedure should be directed to:

Manti City
Kent Barton
50 South Main St#1
Manti, Utah 84642

Contact Persons:

Korry Soper, Mayor
City Hall Phone: (435) 835-2401
Cell Phone: (801) 259-9341
Email: korry.soper@icloud.com

Kent Barton, City Manager
City Hall Phone: (435) 835-2401
Cell Phone: (435) 851-4906
Email: kentbarton@manitcity.com

JoAnn Otten, City Recorder
City Hall Phone: (435) 835-2401
Email: joannotten@manticity.com

Selection Criteria:

Manti City will utilize the following in selecting the professional engineering firm:

- Project Firm Experience – Professional License Numbers (25 Points)
- Project Manager Experience (25 Points)
- References (25 Points)
- Additional Highlights that Company Offers as Part of their Services (25 Points)

Interviews if deemed necessary by the City Council will be conducted at a separate time.