



HYRUM CITY

REQUEST FOR PROPOSALS

FOR

**Hyrum City Sanitary Sewer System  
Master Plan**

Date of Issuance: 3/1/2024

RESPONSES MUST BE RECEIVED NO LATER THAN

Wednesday, 3/20/2024 @ 10:00 a.m.

DELIVER ELECTRONICALLY TO:

**Hyrum City**

Attn: Todd Perkins

Financial Administrator [tperkins@hyrumcity.com](mailto:tperkins@hyrumcity.com)

## I. **PURPOSE**

Hyrum City (City) is seeking to retain the services of an experienced and professional engineering firm with expertise in sanitary sewer system master planning, hydraulic modeling, GIS manipulation and usage, rate studies, and impact fees. The City expects the consultant to have extensive background in municipal engineering to assist the City in creating a comprehensive sewer masterplan that reflects the existing system, growth, the addition of Millville City connecting to the collection system, and projected improvements needed to support the utility services for the next 20 years. The City also desires to develop a road map for the Sanitary Sewer Development Impact Fee (DIF) to formulate the cost of existing and needed infrastructure to serve the developments operating in Hyrum City. The City has some, but limited, historical record drawings and information. We expect the consultant to have the ability to obtain and develop any necessary information through field work, data gathering session meetings with City staff, and engineering expertise and experience to accurately prepare a comprehensive document defining the city's existing infrastructure and proposed improvements. In addition, we expect the consultant to establish a 20-year capital improvement program to be a part of the Sanitary Sewer System Master Plan. Primary element of the Master Plan include the development of an operational hydraulic model including system mapping, capital improvement plan, impact fee analyses, and a rate study.

The hydraulic model shall be developed utilizing the InfoSewer sewer modeling (by Innovyze) system software, or approved equivalent. Once the model is developed, it shall be calibrated utilizing field data for which the consultant is responsible to gather and verify. Projected growth and system improvements shall also be incorporated into the sanitary sewer model.

## II. **BACKGROUND**

Hyrum City has a population of approximately 10,000 and is located in the southern end of Cache County, south of Logan, Providence, Millville, and Nibley, Utah, at an altitude of approximately 4,500 feet above MSL. It is situated east of State Highway 89 and is transected by County Highways 101 and 165. Hyrum Reservoir borders on the south-southwest part of town, and Paradise, Utah is to the south. Blacksmith Fork Canyon is to the east.

The City owns and operates a sanitary sewer collection system and a water reclamation facility (WRF). The sanitary sewer collection system includes six lift stations. The WRF is located down-gradient of the City, on the corner of 4400 South 1900 West, Hyrum, Utah. Hyrum City has agreed to let Millville City tie into the sanitary sewer collection system and to ultimately treat their wastewater, as early as the fall of 2024. The City owns and operates a culinary water system serving multiple classes of customers, including: agricultural, residential, commercial, and industrial users. Additionally, the City owns and operates a secondary water system serving the majority of the community. In the summer months, the treated wastewater is reused and pumped into the secondary water system at a rate of approximately 1.3 million gallons per day.

### III. **SCOPE OF SERVICES**

The following is a proposed scope of work for Hyrum City's Sanitary Sewer System Master Plan, Model Development, and Financial Analysis:

#### **Task 1 – Project Management**

The objective of this task is to plan and execute the project as described above, in accordance with the schedule, budget, and quality expectations that are established. This task includes the following project management work activities:

- a) Create and maintain a work plan and project instructions to include organization, roles, responsibilities, schedule, budget, and staff plan for execution of the project; the work plan and project instructions will include a QA/QC plan.
- b) Hold regular monthly meetings with the City's Water Reclamation manager, and assigned personnel, to discuss schedule, and budget, the direction of the project and any needed information or data. Prepare and provide meeting narrative within 1 business day.
- c) Document meeting decisions and action items; assign activities to team members, and follow-up to ensure timely resolution.
- d) Monitor project progress including: work completed, work remaining, budget expended, schedule, estimated cost of work remaining and estimated cost at completion; manage activities within total project budget.
- e) Monitor project activities for potential changes, anticipate changes whenever possible, and with City approval, modify project tasks, task budgets, and approach to keep the overall project within budget and on schedule.
- f) Manage the quality control review of all work activities and project deliverables; note that execution of the QA/QC program will be completed under the appropriate task.

**Deliverables:** Prepare and submit monthly narrative report, invoice, and on-going and updated schedule.

#### **Task 2 - Resource Documents and Data Review**

Consultant shall review all existing sanitary sewer resource documents; including GIS data and mapping, water supply information, previous hydraulic models, if any, sewer information and any other relevant data and documents provided by the City or obtained as a result of field work and interviewing City staff.

\*Note: Consultants will be provided with a temporary code to access Hyrum City's GIS data upon request. Treatment information, and any other relevant data and documents will be provided by the City after the Consultant is selected and approved by the City Council. The information provided by the City may be dated or missing some pipeline and infrastructure data. Therefore, it is expected that the consultant is experienced and has a working knowledge of how a sewer collection system works in order to create the most accurate

representation of the current operating sewer collection system. Information includes, but is not limited to: existing lift stations, transmission pipelines, collection pipelines, SCADA system, treatment facilities, etc.

### **Task 3 - Review Sewer Demand Estimates and Forecast**

The Consultant shall review the historic and current sewer demands, loadings, estimated flow rate data for Millville City and use the information to trend projected future usage occurring at incremental intervals over the next 20 years.

### **Task 4 – Update Sewer System Hydraulic Model and GIS Mapping**

The Consultant will update the sewer system description to include any updates in:

- Current service area description and boundary definitions
- Possible future additions to the sewer service areas
- Existing and future sewer service boundaries
- Millville City's estimated flow rate data

For Task 4 the Consultant shall:

- Catalog the existing facilities including treatment plants, lift stations, pump stations, water rights, transmission and collection system piping, etc.
- Review GIS database and as-built drawings for existing facilities.

Consultant will update the hydraulic sewer modeling application utilizing InfoSewer by Innovyze or approved equivalent. All major sewer facilities including data for gravity mains, force mains, and lift stations shall be updated on the new modeling and mapping system. The sewer system model shall be constructed to current existing conditions.

Consultant to assume 40 hours for reviewing all documents, meeting, and discussing existing sewer system and reviewing GIS database and software.

**Deliverable:** Technical Memorandum describing data reviewed and update of hydraulic models relevant to preparation for conducting Task 5.

### **Task 5 - Calibrate Sewer System Hydraulic Model**

Sufficient detail should be added to identify hydraulic constants and predict pipe flows, pumping requirements (where necessary), and facility and system capacities. Sewer model calibration will be performed using measured flow conditions at the minimum of six (6) manhole locations, to be determined after the award of the project, and at the responsibility of the consultant to gather and verify flow data.

Further detail and specific model capabilities will be developed between the Consultant and City once the contract has been awarded. The model shall be calibrated against flow monitoring data.

**Deliverables: One full InfoSewer model (or approved equivalent), fully updated and calibrated. Provide updated and calibrated hydraulic modeling data files to the City.**

### **Task 6 – Sewer System Analysis**

Consultant, working with City staff, will develop a series of system performance criteria to analyze existing and future sewer system infrastructure using the InfoSewer model (or approved equivalent). The Consultant will complete an analysis of the sanitary sewer collection system and evaluate the system under existing and future conditions.

Analysis will include:

- Sanitary Sewer Collection System
- Collection zones
- Manhole and pipeline flow and condition issues
- Seasonal and other influencing effects on collection system and treatment facilities
- Lift stations
- Assessment of Interconnections

Specific scenarios of analysis will be defined during the scoping exercise (assume up to 4 modeling scenarios).

### **Task 7 – System Graphics**

The Consultant shall provide pdf maps of existing and updated (future) sewer collection system. These are to be used by the Consultant in developing a new Sewer Master Plan.

### **Task 8 – System Replacement & Improvement Program**

Develop recommended sewer collection system replacement, and improvement programs where system hydraulic deficiencies are identified as a result of the modeling efforts.

### **Task 9 – Capital Improvement Program? and System Master Plan**

Recommend a future capital improvement program and prepare a Master Plan for the Sanitary Sewer System of Hyrum City. Plan and prioritize projects that came from the modeling and other Tasks in the Scope of Services and incorporate these into the fully developed master plan for the system. Prepare Impact Fee and Rate Study analyses to be included as part of the Hyrum City Sanitary Sewer System Master Plan.

**Deliverables:** One Sewer Master Plan fully updated with existing and future parameters and conditions, including the Capital Improvement Program, Impact Fee analysis and the Rate Study.

#### **IV. PROPOSAL CONTENTS**

The proposal shall not exceed 8 one-sided printed letter size pages in length and shall be submitted according to the following guidelines. Proposal should include a Cover Letter (not more than 2 pages in length) summarizing the proposal (excluded from the 8 page count).

The proposal should consist of the following major sections, and in the order shown:

##### **1. Firm's Experience and Project Team's Past Performance on Similar Local Projects**

Provide a brief history of the firm. Provide a brief list of similar projects completed within the last ten (10) years specifically by the proposed team members. Indicate the responsibilities of the proposed team members on these similar projects.

##### **2. Proposed Project Team**

Provide the proposed project team members, bios of their experience, and responsibilities on the project. Include any sub-consultants or teaming members that will be part of the project "team". Resume's may be provided in the appendix of the proposal and are not considered part of the 8-page limit. The project manager must remain on the project throughout project duration, unless approved by CITY.

##### **3. Project Understanding and Approach**

Provide a narrative of the Consultant's project understanding and approach.

##### **4. Proposed Scope of Work and Deliverables including Optional Items**

Provide a list of tasks for the completion of the scope of work. Include in your plan any additional items of work not detailed in the scope of services above. These would include, but not be limited to work items necessary to achieve the objectives of the project. Provide a project schedule outlining the deliverables and key milestones required to deliver the project.

Additionally, Consultant shall provide a proposed fee schedule for services and any sub-consultants anticipated, identifying the rate of compensation for all proposed personnel to be used by the Consultant on this project in a separate email titled "Fee Schedule for the Preparation of Hyrum City Sewer Master Plan". In addition, include the breakdown of the fee proposal into the following categories:

- a. Hourly rate schedule
- b. Anticipated Work effort by personnel for Master Plan
- c. Sub consultant Fees (if any)
- d. Reimbursable Expenses
- e. Total Fees

Note: The fee schedule, submitted separately, is not considered part of the 8-page limit.

**V. SELECTION PROCESS**

A selection committee will review proposals in a timely manner based on the following minimum criteria:

- 1. Firm’s experience and project team’s past performance on similar projects (25%)
- 2. Proposed project team (30%)
- 3. Project understanding and approach (25%)
- 4. Proposed Scope of Work and deliverables (10%)
- 5. Fee/Price (10%)

CITY will be the sole and exclusive judge of quality and compliance with proposal specifications in any of the matters pertaining to this RFP. CITY reserves the right to award the contract(s) in any manner it deems to be in the best interest of CITY and make the selection based on its sole discretion, including negotiating with one or more of the proposers for the same services.

**Schedule:**

Deadline for Submittal of questions	3/13/2024, at 2:00 P.M.
<b>Deadline for submittal of proposal</b>	<b>3/20/2024, at 10:00 A.M.</b>
Selection Review Process	4/03/2024
Selection of Consultant (Approval by City Council)	4/18/2024
Begin Project	4/24/2024
Completion of Project	10/15/2024

**VI. QUESTIONS**

All questions regarding this RFP shall be submitted by email to: Todd Perkins and Angela Pritchett at: [tperkins@hyumcity.com](mailto:tperkins@hyumcity.com), and [apritchett@hyumcity.com](mailto:apritchett@hyumcity.com). The date and time when questions must be submitted are shown in “Section V – Selection Process” of this RFP.

**VII. SUBMITTAL PROCEDURES**

Submittals shall comply with all conditions, requirements and specifications contained herein, with any departure constituting sufficient cause for rejection of the proposal at CITY’s sole discretion. Any and all costs incurred in the preparation and presentation of this submittal shall be borne solely by the respondent. All submittals received shall become the property of CITY and will not be returned.

Proposals must be submitted electronically to: Todd Perkins at: [tperkins@hryumcity.com](mailto:tperkins@hryumcity.com); files larger than 15MB may not be delivered.

**VIII. REVIEW OF AGREEMENT FOR ENGINEERING SERVICES**

The CITY Agreement for Services is attached for review and comments. Please indicate if the proposed agreement is acceptable to your firm and, if not, what specifically is not acceptable with your firm's proposed changes.

**IX. GENERAL ADMINISTRATIVE INFORMATION**

1. Each respondent understands and agrees that CITY, its departments, their officers, employees or agents shall not be liable for:
  - a) Any costs incurred by a respondent in the preparation, delivery or presentation of a proposal.
  - b) Any costs incurred by a respondent in meeting the criteria as a result of making or submitting a proposal or subsequently in entering into a formal agreement with CITY; and
  - c) Any errors, inaccuracies or misstatements related to the information or data supplied to any consultant by CITY. The use of such information or data provided by CITY, its officers, employees or agents is intended to be used at the sole discretion and risk of the firm in the preparation of a proposal pursuant to this RFP only.
2. The selected firm shall comply with any and all applicable Federal and State laws pertaining to employment.
3. CITY reserves the right to accept, reject, modify or cancel in whole or in part, this RFP.
4. CITY reserves the right to accept or reject any or all proposals, negotiate modifications to proposals that it deems acceptable, to request and consider additional information from any proposer, and to waive minor irregularities and technical defects in this proposal process. CITY reserves the right to seek new proposals when it determines that it is in the best interest to do so.

**X. AUTHORITY TO WITHDRAW**

CITY reserves the right to withdraw this RFP without prior notice. CITY makes no representation that any agreement will be awarded to any firm as a result of having responded to this request. CITY expressly reserves the right to reject any and all proposals in response to this RFP without indicating a reason for such rejection. All costs incurred in the preparation of the proposal, submission of information and/or selection of a proposal prior to the award and/or execution of a signed contract shall be borne by respondent. All proposals submitted to CITY in response to this RFP shall become the property of CITY, shall be considered public information, and will not be returned.

**XI. AWARD CONTRACT**

It is the intent of CITY to award a contract to only one firm. The contract will be based upon the negotiated specific rates of compensation.

**ATTACHMENTS: City Agreement for Engineering Services**