

REQUEST FOR PROPOSAL (RFP)

For Uintalands Association

UL Association

Utah 22084

WATER SYSTEM OPERATION AND MANAGEMENT

SECTION 1 – GENERAL:

The Uintalands Association Board of Trustees (the Board), hereinafter referred to as “OWNER”, is requesting proposals from firms to provide Operation and Management services of their Public Water System (PWS). This document describes the Scope of Services, the minimum requirements, the submittal requirements, and the evaluation criteria. The successful respondent to this RFP shall be hereinafter referred to as “CONTRACTOR”.

SECTION 1 – INTRODUCTION:

OWNER currently manages a PWS as part of the Uintalands Association (the “Association”). The Association is a predominantly recreational community located in Summit County Utah in the Uinta-Wasatch-Cache National Forest, approximately 2 hours east of Salt Lake City and 30 minutes South of Evanston Wyoming. The Association is comprised of 277 recreational lots, the majority of which have cabins built on the lot. The association is currently rated as a Transient Non-Community PWS with a total population of 450 by the Utah Division of Drinking Water (DDW) who regulates all PWS in the State of Utah. OWNER has managed and operated the PWS utilizing volunteers who sit on the Board, residents of the community, and also by utilizing an on-site property manager who is employed by OWNER. As the Association continues to develop, as needs increase, and as the PWS’s complexity increases, OWNER is considering contracting with a third-party professional to take responsibility and liability for compliance with regulation, operation, maintenance, repair, record keeping, development of standards, future planning, and other prudent measures.

SECTION 2 – PURPOSE AND SCOPE OF SERVICES:

OWNER recognizes the critical responsibility to provide safe water to its residents, and ensure compliance with all of the Federal, State, and Local regulations as it pertains to the PWS and understands this is best accomplished by utilizing a professional services company (CONTRACTOR) who employs State Certified professional water operators.

This will also ensure continuity of implementation and record keeping as Board members and others locally responsible change over time. The purpose of this RFP is to find a CONTRACTOR who best meets the needs of OWNER as detailed.

The following represents specific tasks the CONTRACTOR will provide to OWNER. The list is not all-inclusive and is subject to change as needs change. Respondents, when considering their approach to providing these services, are encouraged to consider how they might best utilize OWNER's Caretaker and Board Members as "boots on the ground" to minimize the overall cost of services to OWNER, while ensuring compliance with CONTRACTOR's responsibility and with all local regulations.

1. Provide over-site of the entire PWS to ensure compliance with DDW regulations.
2. Operate and maintain the PWS, including main pipeline, tanks, pumps, chlorination system, instrumentation, valves, pressure reducing valves, air vacuum valves, meters, and other water system related infrastructure for which OWNER is responsible under the Association bylaws.
3. Complete and timely submit all required reports to Federal, State, and Local entities. Maintain record of such.
4. Act as OWNER's liaison with DDW and other regulatory agencies.
5. Ensure all sampling of the system is completed properly including all required chlorine residual readings in the system as well as monthly, yearly, and other sampling frequencies. Maintain record of such.
6. Develop and implement a written manual of standards, practices, and specifications by which the system will be operated, improved, and maintained. Work product to become the property of OWNER.
7. Develop, implement, and execute a formal maintenance schedule, including seasonal preparations.
8. Inspect new cabin construction to ensure adherence to water connection specifications and standards. Maintain record of such.
9. Develop and maintain record drawings of the PWS in both digital and hard-copy formats. Work product to become the property of OWNER.
10. Provide utility locates as needed/requested. Maintain record of such.
11. Maintain record keeping of all facets of the PWS including meter readings.
12. Develop a written long term infrastructure plan including proposed fee structure and capital plan to accomplish needed improvements. Work product to become the property of OWNER.
13. Develop, implement, and execute as necessary a written emergency action plan. Work product to become the property of OWNER.
14. Provide best practices and conservation training to the Association membership annually.

SECTION 3 – REQUIREMENTS OF CONTRACTOR

The successful CONTRACTOR must meet the following minimum requirements.

1. Employ a minimum of one employee who is certified as a State of Utah DDW Grade IV Water Distribution Operator designated to act as the systems Direct Responsible in Charge (DRC) of the system.
2. Additional operators working on the PWS shall be Utah DDW certified at a minimum of Grade I Water Distribution System Operator.
3. Meet the following minimum insurance requirements and list OWNER as certificate holder.
 - a. General Liability - \$1,000,000
 - b. Automobile Liability - \$1,000,000
 - c. Workers Compensation – Statutory
4. Have at least five years' experience operating a PWS similar in size and complexity.
5. Have the ability to respond and provide assistance in an emergency.

SECTION 4 – PROPOSAL SUBMITTAL INFORMATION

1. Questions or requests for clarification of the RFP will be accepted by email to the following address; natel@stoutllc.com. Questions or requests shall be submitted a minimum of four (4) working days prior to the RFP deadline. After the deadline, no response will be provided to questions or requests.
2. Proposals shall be submitted by email to natel@stoutllc.com no later than December 13, 2022 at 5:00 PM MDT. Proposals received after this date and time will not be considered.
3. Respondents to this RFP are responsible for reading and understanding the RFP. Failure or omission shall in no way relieve the respondent of any obligation in respect to their Proposal.
4. OWNER reserves the right to request additional information or for clarification of a respondent's Proposal and may consider this information in the evaluation. Unsolicited information received after the deadline will not be considered in the evaluation.
5. OWNER at its sole discretion reserves the right to waive any informalities or minor defects or reject any or all proposals.
6. OWNER reserves the right to conduct subsequent interviews with a single respondent OR multiple respondents at its discretion and use information gathered as part of the selection process.

SECTION 4 – PROPOSAL CONTENT

The proposal should contain a minimum of the following;

1. A title page identifying the document as a proposal, including the name of the CONTRACTOR proposing.
2. Section 1 – Statement of Qualifications
 - a. A certification statement that CONTRACTOR meets the minimum requirements as stated in Section 3 of this RFP.
 - b. List of CONTRACTOR's applicable licenses, certifications, and other qualifications and evidence/copies of such.
3. Section 2 – Work Approach and Team
 - a. A description of CONTRACTOR's approach to providing all of the services listed in Section 2 of this RFP. Description to include how and for what purposes CONTRACTOR intends to utilize OWNER's Caretaker and Board Members.
 - b. Introduction and description of CONTRACTOR's proposed team including the individual people that will be responsible for OWNER's PWS, their roles and responsibilities.
 - c. Provide any optional value-add or insights that may be advantageous to OWNER.
4. Section 3 – Fee
 - a. Provide a proposed fee structure and schedule which may be in the format of a LUMP SUM, Time and Materials, or a combination.
5. Section 3 – Relevant experience.
 - a. Provide a list of any relevant project experience within the last 5 years. For each project listed provide the following.
 - i. The name of the PWS or project
 - ii. The OWNER's name and phone number(s)
 - iii. Description of your scope of services provided.

SECTION 5 – EVALUATION CRITERIA

1. Selection will be made by point rating system. OWNER will select the successful CONTRACTOR by scoring each portion of the proposal as outlined below.
100 points maximum total as follows:
 - a. Work Approach and Team – 30 points max
 - b. Fee – 30 points max
 - c. Experience and References – 40 points max
2. OWNER reserves the right to reject any and all proposals.
3. OWNER's decision will be final.