

**SCOPE OF SERVICES  
FOR THE  
SALEM CITY  
WASTEWATER TREATMENT AND COLLECTIONS FACILITIES MASTER PLAN  
AND IMPACT FEE UPDATE (JAN 5, 2024)**

**PURPOSE:**

Salem City is soliciting proposals from qualified consultants to perform services related to updating the existing Wastewater Treatment and Collection System Facilities Master Plan; the existing Wastewater Impact Fee Facility Plan (IFFP); and the existing Impact Fee Analysis (IFA) in order to ensure that Salem City has a comprehensive 40-year facilities plan and that an appropriate wastewater impact fee is being charged. The planning periods shall be incremental including, at a minimum 5, 10, 15, 20 and 40 year periods.

The purpose of this study is to assess the current and future long term and short term wastewater infrastructure needs within Salem City and develop a plan with associated fees that enables sustainable funding for needed wastewater facilities expansion and upgrades. Current Master Plans and Impact Fee Plans can be found on the city website at: [www.salemcity.org](http://www.salemcity.org)

**SCOPE OF SERVICES:**

The Consultant will provide the following services to update Salem City's master plan and the wastewater IFFP and IFA documents:

**Task 100 – Review Existing Information and prepare Master Plan Update**

Consultant shall provide services required to thoroughly review and evaluate existing conditions related to wastewater collections and treatment and perform comprehensive analyses to update the April 2021 wastewater master plan, including at a minimum:

**Sub-Task 110 – Collection System**

1. Review the April 2021 master plan, IFFP, and IFA.
2. Review and evaluate the City's current and future development plans, general plan, and zoning map.
3. Evaluate and update population projections.
4. Evaluate and update the hydraulic model for dry weather and wet weather conditions.
5. Identify collection system deficiencies & propose collection system improvements as needed.
6. Evaluate the two existing collection system pump stations and recommend improvements as needed.
7. Meet with City Staff to review draft findings and assumptions, and make any necessary recommendations.

#### Sub-Task 120 – Water Reclamation Facility

1. Evaluate the existing Wastewater Reclamation Facility (WRF).
  - a. Evaluate current flows and loads and compare to the original design parameters.
  - b. Evaluate existing system efficiencies and propose improvements to increase existing system capacity without increasing existing footprint.
    - i. This step shall be completed in the first 30 days of the project and consultant shall provide early draft recommendations for review.
  - c. Review equipment and technology selection for liquid stream and solids stream processes.
  - d. Evaluate plant expansion and propose phasing for future.
  - e. Meet with City Staff to review draft findings and assumptions and make any necessary recommendations.
2. Develop an updated wastewater collection system and WRF Capital Improvement Plan (CIP) with costs and schedule based on the findings and recommendations from previous tasks. Take into account the time value of money to adjust for the proposed construction year.
3. At a minimum, the draft report should include the following:
  - a. Executive Summary
  - b. Introduction
  - c. Planning framework and assumptions
  - d. Collection System
  - e. Water Reclamation Facility
  - f. Budgetary Costs, organized by area and construction division
  - g. Implementation Schedule (CIP)
4. Provide draft, (searchable PDF & Paper copies) comprehensive, “stand alone,” master plan document.
5. Meet with City Staff to review draft and make any necessary revisions.
6. Present to City Council as directed.
7. Provide final report (searchable PDF & Paper copies).

#### Task 200 – Preparation of IFFP

Consultant shall provide services required to prepare an IFFP, including:

1. Update Salem’s IFFP document with the population projections and capital improvement plan projects attributable to future growth for the collection system and WRF that were developed as part of Task 100.
2. Coordinate with the City’s financial Advisor in calculation of a new impact fee.
  - a. Include budget allowance for Financial Advisor services.
3. Compile draft report, including financial planning information.
4. Provide a draft report for the City’s review and meet with City staff to review.
5. Make changes to the report and present to city council as directed.
6. Provide final report.

### Task 300 – Preparation of IFA

Consultant (or Consultant's sub-consultant) shall provide services required to prepare an IFA, including:

1. Review City's existing Impact Fee Reimbursement Policy.
2. Review IFFP for growth demands, service levels, excess capacity, and need for new facilities.
3. Research actual buy-in costs for any facilities identified in the IFFP as having excess capacity (City Asset List data).
4. Conduct a proportionate share analysis of buy-in costs and new construction costs based on demand/user type (i.e., residential, non-residential).
5. Calculate credits needed due to any outstanding bonds, new construction projects designed to cure existing deficiencies, impact fee fund balance, etc.
6. Draft report with clear summary and explanation of methodology and assumptions used in impact fees.
7. Certify IFA as required by Utah Code 11-36a.
8. Present to City staff and City Council as requested.

### Task 400 – Evaluation various Design and Construction delivery methods

Consultant shall provide services required to thoroughly evaluate the available Design and Construction Delivery methods. Prepare a table outlining each method and identify the pros and cons of each method and recommend the method that will deliver the best project at a competitive price in an efficient and timely manner.

### **EVALUATION CRITERIA**

1. Cover Letter (1 page)
  - a. Briefly introduce the project manager and firm.
2. Firm Experience (2 page max)
  - a. Provide description of firm's professional services.
  - b. List the company office location that will lead the project as well as other office locations that may assist with the project.
  - c. Provide 3 projects (similar size and scope) completed within the last 5 years.
3. Project Team Experience (1 page max)
  - a. Identify and introduce the team members that will participate in the project.
  - b. Provide percentage work performed by each team member.
  - c. Highlight experience with similar projects of top 3 contributors.
4. Project Understanding and Approach (2 pages max)
  - a. Describe your team's understanding and approach. (1 Page)
  - b. Provide a project schedule demonstrating how your team will meet the project deadline. (1 Page)

## **SCHEDULE**

The services included in this scope are anticipated to begin February 2024, and conclude within 6 months.

## **SUBMITTALS**

By submitting a proposal, the proposer agrees that Salem City shall not be responsible for reimbursement of any costs associated with the preparation of the proposal.

Two paper copies and an electronic, searchable PDF copy on a USB drive shall be submitted by mail or by hand delivery to PO 901, 30 W 100 S, Salem, Utah 84653 by 4:00 PM on **January 30, 2024**, in envelopes clearly marked SALEM CITY WASTEWATER MASTER PLAN AND IMPACT FEE UPDATE (2024). Proposals should be addressed to Bradey Wilde, Assistant City Engineer. If delivered by mail the proposer shall allow for appropriate delivery time to arrive prior to the deadline.

All questions shall be submitted by email to Bradey Wilde, Assistant City Engineer, at [bradeyw@salemcity.org](mailto:bradeyw@salemcity.org) and shall be submitted no later than end of day January 22, 2024.

Salem City reserves its rights to:

1. Reject any and all Proposals received in response to this RFP.
2. Waive or modify any irregularities in Proposals.
3. Request additional information or modifications to Proposals prior to award if such is in the best interests of Salem City.
4. Require interviews if determined to be in the best interests of the City.
5. Use any ideas submitted in the Proposals received, unless covered by legal patent or proprietary rights.
6. Once a firm has been selected, the City and the selected firm will enter into final contract negotiations. In the event of unsuccessful negotiations, Salem City may enter into contract negotiations with other qualified firms that submitted acceptable Proposals.