REQUEST FOR PROPOSAL
CANYON SEWER LINE CAPACITY PROJECT

Issued: 8/12/2022
Deadline for final submission: 9/2/2022, no later than 1:00 pm MST.

Introduction
Brian Head Town is an alpine resort community located in the mountains of Southern Utah about 30 miles east of Cedar City and just a few minutes north of Cedar Breaks National Monument. At an elevation of 10,000 feet, the scenic value and recreational opportunities in Brian Head Town are unmatched. The vast majority of the nearly 1,400 residences are vacation homes and condos.

Scope of Services
The Town is seeking a qualified Engineering Firm to provide Civil Engineering, land surveying, and design services for the development of construction plans for the Canyon Sewer line Capacity Project. The project consists of upsizing manholes and sections of sewer line located in Parowan Canyon. Cooperation with UDOT will be a must on this project. Please include the cost of the following services:

DESIGN ENGINEERING SCOPE OF WORK

- Existing Conditions and Topographic Survey. The ENGINEER will perform an existing conditions and topographic survey of the proposed transmission line alignment including the location of conflicting utilities where available. The provided topography will be used to provide a preliminary layout and final design. Property and right-of-way lines will be plotted with 2’ contours.
- Preliminary Layout. The ENGINEER will utilize the topographic survey completed to develop preliminary plan and profile drawings. Drawings will be provided to the TOWN for review and comments.
- Construction Plans and Specifications. Comments and design work from review will be incorporated in the final construction plans and specifications. The final plans will include plan and profiles, utility crossings, manhole placement, and existing connection points. The plans and specifications will be submitted to the TOWN for review.
- Make Revisions/Additions. After receiving comments from the TOWN, the construction drawings, Engineer’s estimate, and specifications will be revised accordingly. Plans and specifications will be submitted to the State DEQ for their approval.
- Assemble Bid Package. The ENGINEER will put together a bid package of plans and specifications containing bid documents for the project.

CONSTRUCTION ENGINEERING SCOPE OF WORK

The general extent of construction engineering work to be performed is outlined as follows:
- Bid Advertisement. The ENGINEER will prepare for the TOWN an advertisement for bids for the new sewer line. The ENGINEER will also provide copies of the drawings,
specifications, and contract documents required by prospective bidders, material suppliers, and other interested parties but may charge for the actual cost of such copies.

- **Pre-Bid Meeting.** The ENGINEER will invite all potential bidders and conduct a pre-bid meeting. Elements of the contract will be discussed and presented to potential bidders to aid them in preparation of their bids.
- **Bid Opening.** The ENGINEER will attend the bid opening and tabulate the bid proposals and shall make an analysis of the bids and make recommendations for awarding contracts for construction.
- **Contract Award.** Upon award of the Contract, the ENGINEER will furnish to the TOWN, three (3) sets of contract plans and specifications for execution of the contract.
- **Preconstruction Conference.** The ENGINEER shall provide notification for and conduct a Preconstruction Conference for the project prior to beginning work. Invitations to the Preconstruction Conference shall be issued to the TOWN, Contractor, and others having specific interest in the project.
- **Construction Staking.** The ENGINEER will provide construction staking for the project including alignment, sewer manholes, and interconnection locations.
- **Contractor Partial Payments.** The ENGINEER will review the Contractor’s applications for progress and final payment and, when approved, submit the same to the TOWN for payment.
- **Construction Observation & Testing.** The ENGINEER will provide part time observation of the work to ascertain satisfactory completion of work performed. In addition, periodic testing including proctors to determine optimum density, density tests, gradations, and concrete testing will be performed. The ENGINEER does not guarantee the performance of the Contractor(s) by the ENGINEER’s performance of said periodic construction observations. The ENGINEER’s undertaking hereunder shall not relieve the Contractor of the obligation to perform the work in conformity with the drawings and specifications and in a workmanlike manner; shall not make the ENGINEER an insurer of the Contractor’s performance: and shall not impose upon the ENGINEER any obligation to see that the work is performed in a safe manner. We understand the TOWN will provide inspectors to insure performance of the contractors.
- **Substantial Completion.** The ENGINEER will make a final review prior to the issuance of the statement of substantial completion of all construction and submit a written report to the TOWN. Prior to submitting the final pay estimate, the ENGINEER shall submit a statement of satisfactory completion to and obtain the written acceptance of the facility from the TOWN.
- **Record Drawings.** The ENGINEER will provide the TOWN with one set of reproducible record drawings and two sets of prints to the TOWN. Such drawings will be based upon construction records provided by the Contractor during construction and reviewed by the ENGINEER and from the ENGINEER’s construction data. The drawings will be sent to the State for final approval.

**Selection Criteria**
Brian Head Town intends to enter into a professional services contract with the successful engineer. Compensation for the services rendered is to be based upon a time-expended basis with an agreed
maximum not to exceed value. The selection of the engineer or engineering firm will not be based solely on the fee.

There is no specific selection formula identified for this project. The Town is under no obligation to select the low bid for professional services. The Town is certainly price sensitive but will be looking for the bidder that provides the best value in terms cost and quality of service. Special consideration will be given to bidders with experience in Brian Head, other mountain towns, or similar environments. Selection is expected to occur 9/7/2022.

**RFP Submittal Requirements**

Interested engineers should provide the Town with a thorough proposal which discusses the following: Proposals are to follow the format and are to contain the information listed in this section. To be considered, proposals must address all the items listed in this section and adhere to page limitation.

1. Provide cost of meeting the requirements of the Scope of Services.
2. Identify billing rates of each member of the project team and number of hours required for the project tasks, as well as estimated direct charges.
3. Cost shall be reasonably itemized based on Scope of Services.
4. List similar projects completed by firm (minimum two).

**Submittal Instructions**

Responses will be received at Brian Head Town Hall, 56 N. Hwy 143, PO Box 190068, Brian Head, UT 84719, until 1:00pm 9/2/2022. Bidders need only to submit one copy of their response, which may also be submitted electronically to abiasi@bhtown.utah.gov. Responses should be limited to no more than the requirements set forth above. Correspondence, questions and / or clarifications of the proposal procedure should be directed to Aldo Biasi, abiasi@bhtown.utah.gov, 435-592-0031