



# Standard Request for Qualifications

FOR

**Engineering Services for Summit Ridge Parkway Extension  
(Design through Construction Administration)**

(04-08-2015)



Figure 1: Oblique view of possible Summit Ridge Parkway layout (shown in red) between Highway 6 and existing Summit Ridge Parkway improvements.

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## **SUMMARY**

**Overview:** Santaquin City desires to have an independent engineering consultant ("Consultant") design a collector road which will include approximately 1 mile of roadway between US Highway 6 and the existing improvements of Summit Ridge Parkway, including improvements necessary to access Highway 6 (a UDOT Facility). The Consultant will also provide services through final construction of the project ("Project"). The Project is anticipated to affect multiple properties and property owners, crossing varied terrain requiring significant cuts and fills, will require two crossings of a natural drainage channel, construction of several recharge basins, and will benefit multiple economic and development efforts taking place in the area. A geotechnical investigation and report was completed by RB&G Engineering, Inc. in February 2015, recommendations from which must be strictly adhered to in the design of the Project.

**Study Location:** The Project is located at approximately 6500 West Highway 6 in Santaquin City, Utah. The properties potentially affected by the design are identified by the following Utah County serial numbers: 290360002, 290360078, 320090002, 320090016, 320090022, 320090027, 320090028, 320090029, 320090035.

**Source of Funding:** The roadway design will be funded by Santaquin City.

**Project Administrator:**

Norm Beagley, P.E.  
Santaquin City Engineer  
275 West Main Street, Santaquin City, UT 84655  
Office Phone: (801) 754-1925  
[nbeagley@santaquin.org](mailto:nbeagley@santaquin.org)

**Advertisement Dates:** This request for Statements of Qualifications (SOQs) shall be advertised April 8, 2015 through April 29, 2015 in the Payson Chronicle, on BidSync, the Santaquin City website ([www.santaquin.org](http://www.santaquin.org)), and the Utah Public Meeting Notice website beginning April 8, 2014.

**Mandatory Pre-Proposal Meeting:** A mandatory pre-proposal meeting will be held on April 17, 2015 at 10:00am. The meeting will be held in the Santaquin City Council chambers located at 45 West 100 South, Santaquin, UT 84655.

**Proposal Due Date:** 2:00 pm on April 29, 2015. Submittals will not be accepted after 2:00 pm MDT on the said date.

**Submittal Requirements:** Please submit an electronic PDF file emailed directly to the Project Administrator which meets the Guidelines for Preparing a Statement of Qualifications contained in this advertisement. Submittals submitted to BidSync will not be accepted.

**Consultant Selection Process:**

Selection Committee. Any or all of the following may comprise the consultant selection committee: Santaquin City Mayor, City Council representatives, City Manager, Community Development Director, Public Works Director, City Engineer, and Infrastructure Inspector.

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Proposal Review. Copies of all submitted SOQs will be provided to the Selection Committee after the closing date. Within 5 business days of the closing, the Committee will convene a review meeting to determine the three top consulting firms for further consideration. Following selection committee reviews, oral interviews may be conducted during regular business hours at the Santaquin City offices. Firms selected for oral interviews will be notified by May 1, 2015. Interviewing firms will need to be prepared with a maximum 15 minute presentation and will be asked to submit a project cost estimate as part of their presentation to the Selection Committee. Final Selection Committee recommendations will be provided to the City Council for consideration in awarding a contract for design of the Project.

Selection Process Milestones

<b>Date</b>	<b>Action</b>
April 8 – April 29	Advertisement of RFQ
April 17, 2015	Mandatory Pre-Proposal Meeting at 10:00 AM
April 24, 2015	Final day for Questions on the Project
April 29, 2015	Statements of Qualifications are due at 2:00 PM.
April 30, 2015	Santaquin Selection Committee SOQ Review Meeting
May 1, 2015	Notice to Firms for Oral Interviews
May 6, 2015	Interview of Selected Firms
May 7, 2015	Santaquin Selection Committee Final Review Meeting to Determine Final Recommendation
May 7 – May 15	Contract Terms and Scoping Meeting with Recommended Firm
May 20, 2015	Potential City Council award of contract

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**ADVERTISEMENT**

**NOTICE OF REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR ENGINEERING  
CONSULTANT SERVICES**

Santaquin City is seeking the services of a qualified engineering Consultant to **perform the design and construction administration of a collector road (Summit Ridge Parkway) with various associated facilities.** The design and subsequent efforts should be in accordance with civil engineering industry standards and practices and in accordance with a previously conducted geotechnical investigation study prepared for the Project.

If you are interested in submitting a Statement of Qualifications, information on the Request for Qualifications and Guidelines for Preparing a Statement of Qualifications (SOQ) will be available March 25, 2015 and may be obtained from the Santaquin City Web site [www.santaquin.org](http://www.santaquin.org) and on [BidSync.com](http://BidSync.com). A mandatory pre-submittal meeting will be held April 17, 2015. **The deadline for submitting an SOQ is 2:00pm on April 29, 2015.** The right is reserved by Santaquin City to reject any or all Statements of Qualifications.

Santaquin City encourages prime consultants to use Disadvantaged Business Enterprise and Women's Business Enterprise as sub-consultants where practicable.

April 8, 2015

Santaquin City  
Norm Beagley, P.E.  
Santaquin City Engineer

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**Introduction**

Santaquin City is in need of a site design for a future collector road, business park, storm water system and water recharge ponds. The primary focus of this Project is to understand estimated costs associated with constructing an extension of Summit Ridge Parkway (Parkway) between US Highway 6 and the existing Summit Ridge Parkway improvements. Information from the design will be utilized to determine necessary land acquisitions, limitations, and costs associated with constructing the Parkway and related facilities. It is anticipated that the selected Consultant will provide full design services for the Parkway and related infrastructure as well as services through completion of the Project construction (construction administration services). Specific tasks to be completed with this work and additional background information are provided in Appendix B.

This Project is an integral part of the creation of a West Santaquin CDA project area and includes the cooperation of multiple property owners and development interests. The properties being considered as part of this Project are owned by Santaquin City, the Summit Creek Irrigation and Canal Company, HG Utah II LLC, and Cherry Spring Properties LLC. All owners have agreed to the Project being constructed and the Project moving forward, with Santaquin City taking the lead.

Existing data available for the project includes a conceptual layout prepared by Santaquin City staff utilizing city obtained topographical survey data from 2001, and a February 2015 geotechnical report prepared by RB&G Engineering, Inc. It is anticipated that the selected Consultant will strictly utilize and adhere to the information contained within the geotechnical report. Any and all needed site specific data, including but not limited to topography, drainage, etc. will need to be generated anew for design of the Project.

**Project Dates**

Consultants are required to meet the information submittal deadline dates outlined in the request summary above. Firms who fail to meet these dates will be considered non-responsive. Consultants are also advised to meet the dates set for the oral interviews, if selected for an interview.

**Key Personnel**

Qualifications:

The Consultant shall be responsible to ensure that all personnel listed in their submitted SOQ be qualified through training, experience, and appropriate certification for the tasks assigned and understanding of pertinent laws within the State of Utah.

Required Availability:

When Consultants list personnel to be used on this Project, the Consultant is agreeing to make those personnel available to complete work on the Project at whatever level the Project requires.

Required Percentage of Work for Prime Consultant:

The Consultant must perform work valued at not less than **51%** of the total work, excluding specialized services, with its own staff. Specialized services are those services or items that are not usually furnished by a consultant performing the particular type of service contained in this RFQ.

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**Payment for Services**

Progress payments can be made to the selected Consultant. The city will retain five-percent of any invoiced amount for work in progress on specified tasks. Final payment, including any retainage, for specified tasks shall be made after all of the work has been completed and the final estimate, project records, and documentation have been received and accepted by Santaquin City as accurate and complete. Penalties may be assessed for failure to perform in a satisfactory manner. Payment terms are negotiable with the final contract for services.

**Applicable Federal and State Regulations**

The Consultant shall conform to all applicable local, state and federal regulations.

**Authorization to Begin Work**

Notice to proceed will be given by Santaquin City as soon as the contract is approved and signed by all parties and returned to Santaquin City.

**Required Statement Contents**

The SOQ from the Consultant should contain the information identified in Appendix A.

**Statement Evaluation Procedures**

The SOQ shall be evaluated by Santaquin City in accordance with the criteria described in Appendix A.

**Conditions of Proposal**

All costs related to the preparation of the SOQ and any related activities such as interviews are the sole responsibility of the Consultant. Santaquin City assumes no liability for any costs incurred by Consultants throughout the entire selection process.

**Disposition of Statements**

Statements become the property of Santaquin City, are treated as privileged documents, and are disposed of according to Santaquin City policies, including the right to reject all statements. The statement of the successful Consultant shall be open to public inspection for a period of four years after completion of the contracted work. Proposals of Consultants who are not awarded a contract shall also be open to public inspection and will be destroyed after two years from when the contract is executed with the selected Consultant.

If the Consultant selected for award has required in writing the nondisclosure of trade secrets and other proprietary data so identified, the Project Administrator shall examine the request in the statement to determine its validity prior to award of the contract. If the parties do not agree as to the nondisclosure of data in the contract, the Project Manager shall inform the Consultant in writing what portion of the statement will be disclosed and that, unless the Consultant withdraws the statement, it will be disclosed. If the Consultant withdraws their Statement, the Consultant will not be awarded the contract.

**Ownership of Documents**

All documents, drawings, photographs and any other written, electronic, or graphic material, however produced, received from the City and used by the Consultant in performance of its services shall remain under the ownership of the City. All drafts or working papers, drawings, internal memoranda of any kind, photographs and any other written or graphic material which are not included in the final Project

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deliverables, however produced or prepared by Consultant, will remain the property of the Consultant. Owner and Consultant shall be co-owners of the final documents, excepting the right to use proprietary information, names or logos without the prior written consent of the other party.

**Project Assignment**

Santaquin City reserves the right to assign all responsibilities, rights, contracts, and any other obligations associated with this project as it deems appropriate, including, but not limited to, payment for services and ownership of materials.

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**Appendix A Guidelines for Preparing a Standard Statement of Qualifications**

**INTRODUCTION**

These guidelines were developed to standardize the preparation of Statements of Qualifications (SOQs) by Consultants for planning/engineering services on a project. Submitting an SOQ is the beginning of the selection process and is used as the basis for selecting or for short-listing Consultants. If Santaquin City determines interviews are necessary prior to selection, a minimum of three and a maximum of five Consultants will be short-listed and invited to an interview by Santaquin City.

The purpose for these guidelines is to assure consistency in format and content in an SOQ prepared by a Consultant and submitted to Santaquin City. Preparing an SOQ instead of a detailed proposal reduces the time requirements for the Consultants and simplifies the review process for Santaquin personnel.

**STATEMENT OF QUALIFICATION SECTIONS**

**The Statement of Qualifications should contain the following sections in the order listed.** Information to be included in the sections is outlined in the evaluation criteria below.

1. Introductory Letter
2. Project Team
3. Relevant Experience
4. Capability of the Consultant
5. Approach to the Project

**STATEMENT OF QUALIFICATION EVALUATION CRITERIA**

1. Introductory Letter - The introductory letter should be addressed to:

Norm Beagley, P.E.  
Santaquin Engineer  
275 West Main Street  
Santaquin City, UT 84655

In **one page**, express your interest in the project, state qualifications to do the work, and recount any summary information on the Project team or yourself that may be useful or informative to Santaquin City. Include the mailing address, e-mail addresses, and phone numbers of the primary contact person for this selection process in the introductory letter. **No evaluation points are assigned to this section and the introductory letter will not count as one of the allowed pages.**

2. Project Team - The Selection Committee will consider how well the qualifications and experience of the members of the project team relate to the specific project.
  - Project team flow charts including sub-consultants

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- Describe the qualifications, experience, and availability of key personnel on your proposed project team. (NOTE: Do not include percentages of availability nor wages/costs of personnel hours as this could be misinterpreted.)

**A maximum of 15 points is available for this section.**

3. Relevant Experience - Provide information on five recent projects that your firm worked on that demonstrate competency in the following areas of emphasis:

- Collector road design being at least 0.75 miles long and having significant fills and cuts (specifically note bedrock construction)
- Bridge structures and/or embankment crossings having an approximate 100 foot wide width and 10-25 foot height
- Recharge basin design
- UDOT highway connectivity
- Coordination between multiple property owners and utility companies
- Coordination with city and utility company long range infrastructure plans
- Financial Sensitivity through phased construction

Each highlighted project should demonstrate at least four of the above areas of emphasis and include the following minimum information:

- Project Name
- Project Description (max 250 words)
- Areas of emphasis that apply
- Project Design Cost
- Project Construction Services Cost, if applicable
- Project Construction Costs
- Duration of design work & services to completion if applicable
- Services Performed (relative to areas of emphasis noted above)
- Name of Project Manager
- Client
- Client Reference Contact and Telephone Number

**A maximum of 50 points is available for this section.**

4. Approach to the Project - The Selection Committee will evaluate how well you have outlined a basic course of action, what alternatives and/or preliminary approaches are proposed, and what provisions are identified for dealing with potential impacts, impediments, or conflicts.

Please explain and/or illustrate the following:

- Describe the course of action proposed to meet the goals and objectives of the Project. Please be realistic, clear, and concise.
- Identify key Project milestones including anticipated amount of time needed to complete the work.
- Identify potential impacts, impediments, conflicts and proposed mitigation.

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- Firm's internal quality and cost control procedures.

**A maximum of 25 points is available for this section.**

5. Unique Qualifications - The Selection Committee will consider any unique qualifications the Consultant's may have to perform the work. Items may include familiarity with the Project area, past work history with Santaquin, or other unique qualifications which are asserted but not addressed in items 2, 3, or 4 above.

**A maximum of 10 points is available for this section.**

#### SOQ FORMAT REQUIREMENTS

It is very important that submittals be clear, concise, and in the recommended format so they may be evaluated in an objective manner by the Selection Committee.

1. **Electronic PDF File of Proposal emailed to [nbeagley@santaquin.org](mailto:nbeagley@santaquin.org)** (File must be labeled with the Firm Name, Project Name)(e.g. Santaquin City\_SRParkwayExtension)
2. **Color is allowed**
3. **Maximum file size is 5MB**
4. **Pdf pages are to be formatted for 8½" x 11"**
5. **One-inch (1") Margins** – (Exceptions: Architects Name/Logo and Page Headers/Footers may be within margins)
6. **Minimum 10 Pt Font and 12 Pt Line Spacing** – (The minimum font size is 10 point font or greater everywhere in the Proposal including graphics, unless the graphics are a duplication from another source and the source is referenced. The minimum line spacing is 12 point.)
7. **8 Page Maximum** – (The Proposal should not exceed **Eight** pages.) A page is defined as a double-sided 8.5" x 11" sheet that contains text, pictures, tables, graphs, charts, plan sheets, or any other graphics. Tab or divider sheets will not count toward the maximum page limit so long as they only contain logos, section titles, and non-information graphics or images. **Any Proposal that exceeds the page maximum will receive a three-point penalty per page over the limit.**

#### SELECTION COMMITTEE

The Selection Committee members will receive copies of each SOQ submitted. They will review and score the SOQ's individually based on the evaluation criteria and submit their scores and comments to the Project Administrator. The Administrator will tally and compile the scores and comments. The Selection Committee will then meet in a Selection Review Meeting to discuss the final scores and comments and determine the format of interviews, if any.

#### SELECTION INTERVIEWS

If the Selection Committee determines interviews are necessary, the following project-specific topics may be some of the issues discussed. Weighting of these topics and any others established during the Selection Committee Meeting, will be provided to those Consultants who have been invited to interview with the Selection Committee.

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- Understanding of the Work
- Approach to the Project
- Schedule Control
- Management of Project
- Formal bid for the Project

**“SELECTING BY CONSENT” PROCESS**

The final selection process will be performed using a “Selecting by Consent” (SBC) process developed by Santaquin City staff. The SBC process is a scoring process that aids the Selection Committee in developing the final ranking of Consultants through a collaborative process. In this process each segment and question of the interview is weighted in advance during the Selection Committee Meeting. After the interviews are conducted, the Selection Committee scores each segment and question by consent. Consent is defined as the willingness of all Selection Committee members to accept a decision reached by a collaborative process. The final selection ranking of Consultants is based on the final scores developed by the Selection Committee Members.

**SUMMARY**

The Standard Statement of Qualifications (SOQ) should be clear, concise, and should provide Santaquin City’s Selection Committee Members with an understanding of the Consultant's ability to undertake and complete the proposed project in a thorough and timely manner.

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**Appendix B**

**SCOPE OF WORK**

**PURPOSE**

The Summit Ridge Parkway Extension project will serve three purposes; increased connectivity in order to improve public health and safety, economic development, and recreation opportunities.

Increased Connectivity.

Summit Ridge Parkway is the primary and only improved public access to over 500 residential lots in the Summit Ridge Development of Santaquin City. This same development is master planned to include over 2000 homes. The existing Parkway includes a separated crossing over the Union Pacific Railroad. Evacuation routes are few, circuitous and lengthy. In the event of a disaster, bridge failure, or wild land fire in the area, it would be difficult to provide services to the area or quickly evacuate the residents without additional ingress/egress routes. Santaquin desires to have a more direct secondary access connecting to US-6 with an improved surface into the Summit Ridge Development area.

Economic Development

Summit Ridge Parkway will be the primary access into a Santaquin CDA project area near US-6. The CDA area includes over 150 acres and is estimated to bring nearly 400 jobs. Santaquin's general plan anticipates additional acreage being incorporated into the CDA in the future. It is also desired that, near US-6, the Parkway will include gateway elements and improvements to raise awareness to and enhance the aesthetics of the CDA area.

Because of the potential economic development in the area, this Parkway Project needs to coordinate the extension of major public utilities into the area. The infrastructure improvements will include extension of trunk lines for all public utilities as well as City water, sewer, and irrigation systems. It is anticipated that utilities (natural gas, telecommunications, power, etc.) will be run from US-6 and connect to the existing infrastructure in the Summit Ridge Development.

Recreation Opportunities

The Parkway will abut major open space areas which will be used for active and passive recreation, flood mitigation, trails, and water storage. The City's parks and trails plan shows an urban trail along the west side of the Parkway and a regional park system on the east side. During construction of the Parkway, Santaquin desires to also perform grading work necessary to maintain the local flood mitigation channel and construct recharge ponds between the Parkway and the City's reclaimed water ponds (formerly lagoons). These water facilities will provide protection and benefit to the area for a small part of the year but may also be utilized for recreation purposes most of the year.

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**PROJECT TASKS**

Project tasks may include the following activities (actual contract tasks will be identified through a scoping meeting after a Consultant is selected):

**Task 1. Stakeholder Committee Formation and Kickoff**

- a. Stakeholder workshop preparation
- b. Hold a Stakeholders meeting to refine a Scope, Budget & Schedule
- c. Stakeholders may include: Santaquin Community Development, Public Works, Public Safety, Recreation, Planning Commission, City Council, Private Landowners, Utah County, UDOT, and representatives from each major public utility company.
- d. City tour/site analysis of existing facilities and potential development areas.

**Task 2. Determination and Identification of Existing Conditions**

- a. Review background information provided by Santaquin City - Existing/previous planning, design, environmental and geotechnical work related to the project which may include but is not limited to:
  - 1. Phase I Environmental Report available from Santaquin City
  - 2. Geotechnical Report prepared by RB&G
  - 3. Santaquin GIS shape files
  - 4. Santaquin General Plan
  - 5. Santaquin Transportation Capital Facilities Plan
  - 6. Conceptual US-6 access plans available from Santaquin City
- b. Coordination with utility companies to determine proximity of existing infrastructure and best possible routes for extension of such into and along the Project corridor.
- c. Conduct survey of properties potentially affected by the Project to determine:
  - a. Property boundaries
  - b. Area Topography
  - c. Existing Rights-of-way
  - d. Existing features, and
  - e. Other features or encumbrances which may affect the Project design
- d. Review of city road design standards

**Task 3. Conceptual Design of Future Road**

Using information obtained, prepare a conceptual design of the Summit Ridge Parkway alignment and improvements between the existing Parkway and US-6. Should include CDA gateway visioning elements.

**Task 4. Preliminary Design of Future Roadway**

- a. Using information obtained and feedback provided by stakeholders, prepare a preliminary design of Summit Ridge Parkway between the existing Parkway improvements and US-6. This design should comply

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with the City's preliminary design requirements and include a preliminary grading, landscape and drainage plan.

- b.** Coordinate with City staff on the location of future roads, city utilities, and general overall layout
- c.** Assist the City with coordination of design and installation of public utilities with respective companies.
- d.** Incorporate public utility designs for infrastructure expansions into preliminary design for the Project.
- e.** Conduct stakeholder review meeting
- f.** Assist the City through necessary UDOT review and approval processes for US highway 6 connectivity with the Parkway

**Task 5. Final Project Design**

- a.** Using information obtained and stakeholder input, prepare a final design of Summit Ridge Parkway. This should comply with the City's final design requirements.
- b.** Coordinate with City staff on any final design issues
- c.** Coordinate with public utility companies as needed
- d.** Incorporate public utility designs for infrastructure expansions into final designs for the Project.
- e.** Conduct stakeholder review meeting
- f.** Assist the City through necessary UDOT review and approval processes for US highway 6 connectivity with the Parkway.

**Task 6. Provide Right-of-Way Acquisition Documentation**

Based on information obtained, provide legal descriptions for recording documents necessary for exchange or purchase of right-of-way for the Parkway and/or acquisition of any necessary easements.

**Task 7. Identification of Funding Options for the Project**

**Task 8. Provide Phased Construction Plan and Cost Estimates**

- a.** Coordinate with City staff, public utilities and City financial consultants to determine possible funding opportunities and limitations
- b.** Determine priority infrastructure and construction items for the initial phase based on available or projected funding
- c.** Provide recommendation for phasing the overall Project to meet CDA and/or public safety needs based on anticipated traffic volumes, development scenarios and available funding sources
- d.** Coordinate with City staff on the formulation of a Project phasing plan
- e.** Provide construction cost estimate(s) for each phase of the recommended phasing plan

**Task 9. Construction Drawings and Project Bid**

- a.** Prepare final drawings for construction of the Project or a phase of the Project

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- b. Prepare bidding and contract documents and assist City staff in advertising the Project
- c. Assist City staff in selecting a contractor to construct the Project or a phase of the Project
- d. Complete necessary UDOT final review and approval processes for phase of Project to be constructed

**Task 10. Provide Construction Administration Services and Support**

**Task 11. Provide Construction Survey Staking**

QC/QA Plan Requirements

The Consultant may be asked to prepare, distribute, and implement a Quality Control/Quality Assurance Plan for the project if QC/QA issues are detected.

All documents will be maintained in both an electronic and hard copy format. Each document will have a uniquely specific location in both electronic and hard copy formats.

END.