

Six County Infrastructure Coalition Request for Proposals (RFP)

REVISED 10/06/2014

NOTE: The revisions occur as follows:

- 1. Cover Page and all related pages – Name of proposal changed from “Request for Qualifications (RFQ)” to “Request for Proposals (RFP)”**
- 2. Pg. 5 – Proposal deadline date changed to October 24, 2014**

Six County Infrastructure Coalition Request for Proposals (RFP)

Introduction

The Six County Infrastructure Coalition (SCIC) is currently comprised of six-counties with one county (Grand) pending confirmation from its Commission to join. San Juan, Carbon, Emery, Uintah, Duchesne, and Daggett Counties are the current six members. The SCIC's purpose is to be the implementation and ownership entity allowing its members to build essential regional infrastructure elements.

The plan is for the SCIC to identify and plan for, procure the funding for, permit, secure rights-of-way, own, and operate revenue-producing infrastructure assets that will benefit the region. Operation and maintenance of these assets will likely be outsourced to third parties. It is contemplated that arrangements with private sector partners will be made in order to share risks and bring needed expertise to various portions of proposed projects.

All of the six counties are located in resource rich Eastern Utah. Coming together as a coalition gives the counties economic and political strength. Within the member counties there are some significant geographical challenges that will impact the placement of potential and vital infrastructure elements in the future. These challenges include:

- National parks
- National Monuments
- Deep canyons
- Wide streams, lakes and other wetlands
- Steep grades
- Archeological artifacts and sections
- Protected wildlife areas
- Impassable mountain ranges
- High rock walls and other difficult terrain features

Potential projects may include but are not limited to:

- Toll roads
- Railroad spurs
- Passenger/scenic rail service add-ons to freight lines
- Other rail spurs throughout the State that will allow natural resources to be accessed
- Joint ventures on dry bulk terminals to secure foreign markets for Utah's mineral resources
- Pipeline projects to reduce the need for heavy trucks on public roads and to reduce impacts on communities along transportation corridors
- Electric transmission and distribution lines
- New and upgraded airports
- Water storage and waste water projects

This potential new infrastructure will produce major economic benefits to the citizens of the region. It is anticipated that the SCIC's shared revenues, produced by such infrastructure projects, will add significantly to the quality of life in these eastern Utah communities. Over time, the SCIC portfolio of revenue-producing projects should grow to a sizeable level producing consistent distributions to its members. In the face of future, projected energy and mineral resource depletion, this becomes imperative.

By this RFP the SCIC is seeking an engineering firm or team of engineers and economists to assist it with the regional survey of existing infrastructure elements, which elements connect the municipalities and population centers in the member counties to the other centers in the SCIC region, to other parts of the State and to other parts of the country and continent. The survey's scope will also include the evaluation of capacity that may remain in critical corridors, and service constraints in various geographies that may benefit from new infrastructure. The work of the survey may be advanced by way of feedback from the governing body of SCIC to produce a "Coalition Regional Infrastructure Survey and Plan". A more in depth Scope of Work will follow this Introduction.

This is a Qualifications/Experience-Based Selection process. Engineering qualifications and pertinent experience will be reviewed during RFP evaluation. After, the selection committee may request in-person interviews or may select the successful candidate based on the written submission alone. The selection committee reserves the right to negotiate contract costs and terms after the selection process is completed.

Scope of Work

The successful firm/team will assist the Six County Coalition to prepare a “Coalition Regional Infrastructure Survey and Plan”. The plan elements should include, but are not limited to:

1. Cataloguing existing infrastructure elements – with descriptions and mapping
 - a. County by County
 - b. For the region as a whole
 - c. Elements to include:
 - i. Transportation
 - ii. Water treatment, storage and distribution
 - iii. Electrical transmission
 - iv. Pipeline(s) for both oil and gas
2. Cataloguing the elements that have been planned and announced by public and private sector entities – with descriptions, mapping and sizing characteristics
 - a. Pipes
 - b. Transmission lines
 - c. Other
3. Studying and cataloguing the potential and key corridors, including transportation and utility corridors, that are and can be used in the future to:
 - a. Cross the region with the infrastructure elements
 - b. Transport needed components into and out of the region
 - c. Connect the towns and cities within the region
4. Making some determinations with respect to the key existing and potential connecting corridors
 - a. Existing uses with infrastructure
 - b. Remaining capacity within existing corridors and rights of way.
5. Identifying current capacity constraints on regional infrastructure and, given future growth in the region, helping SCIC prioritize funding to alleviate such capacity constraints and provide for additional future capacity
6. Recommending critical corridors for careful protection and management and suggesting management elements that could be adopted by the region and the individual counties to protect/set aside key corridors.
 - a. County by County
 - b. For the region
7. Projecting levels of cost for adding capacity in key segments or between key sub-regions, should natural corridors be filled to capacity at some point
8. Identifying potential future costs (rough) for key infrastructural elements that will be needed

- a. By county
 - b. For the region
9. Continuing to assist SCIC in various elements of its mission for a period of up to five (5) years from the date of selection:
- a. Technical advice and work
 - b. Assistance in evaluating projects and joint ventures with the private sector
 - c. Econometric work to assist policy-makers in their efforts to meet regional infrastructure demands and to produce quantifiable and meaningful economic benefits.

RFP Deadline

1. Request for Proposals (RFP) Due Date is: October 24, 2014, 5:00pm
2. Deliver (5) hard copies and one electronic PDF file on a CD or flash drive, all in a sealed envelope clearly marked “Coalition Regional Infrastructure Survey and Plan” to:

Uintah County Clerk/Auditors Office
152 East 100 North
Vernal, Utah 84078

3. Electronic or faxed RFP’s will not be accepted.
4. **RFP’s will not be accepted after the 5:00pm deadline.**

RFP Components

1. The Request for Proposals should contain the following sections in the order listed:
 - Introductory Letter
 - Engineer lead qualifications, licensing, and pertinent experience
 - Project team member qualifications, licensing, and pertinent experience
 - Approach to the project and plan elements
 - Plan budget for identifiable phases and projected time frame to completion
2. Introductory Letter – The introductory letter should be addressed to:

Six County Infrastructure Coalition
c/o Uintah County
152 East 100 North
Vernal, Utah 84078

In one page, express your interest in the project, provide an overview of your qualifications to perform the work, along with a summary of information that may be pertinent to your being selected as the engineering/econometrics firm or team on this project. Include the mailing address, e-mail address, and phone number of the primary contact person. Certify that the information in the proposal is true and complete. Signed by authorized representative(s) of your organization

3. Engineer lead qualifications – Describe the qualifications, licensing, experience, capability, and availability of the engineer lead assigned to this project. Describe any unique qualifications he/she may bring to this project. Resume may be included. Also state what percent of the project time will be provided by the lead. Provide a spreadsheet list of similar or pertinent projects/surveys and/or studies participated in or completed during the last (5) five years. Stress or highlight those that have been done in any of the Six Counties, as well as Grand County. The spreadsheet should include the following:

- Year
- Type of Project/Survey/Study
- Project/Survey/Study Name
- Project/Survey/Study Location
- Project/Survey/Study Description
- Project/Survey/Study Cost
- Services performed
- Client
- Reference contact and telephone number
- Statement of applicability

4. Team member qualifications – Describe the qualifications, licensing, experience, capability, and availability of each of the key members of the team that would be available for and assigned to this project. Describe any unique qualifications he/she may bring to this project. Resumes may be included. Also state what percent of the project time will be provided by the members. Provide a spreadsheet list of similar or pertinent projects/surveys and/or studies each member may have participated in or completed during the last (5) five years. Stress or highlight those that have been done in any of the Six Counties, as well as Grand County. The spreadsheet should include the following:

- Name of Project Manager
- Year
- Type of Project/Survey/Study
- Project/Survey/Study Name
- Project/Survey/Study Location
- Project/Survey/Study Description
- Project/Survey/Study Cost
- Services performed
- Client
- Reference contact and telephone number
- Statement of applicability

5. Approach to the Project and Plan Elements – From this section the selection team will evaluate how well you have planned a basic course of action, what alternatives and/or preliminary approaches are proposed, and what provisions might be identified for dealing with potential project challenges, impediments, or conflicts.

- Please share your team’s thoughts on how the scope could and should be executed to achieve the most efficient, timely and cost-effective result. Describe challenges you see and list methods and suggestions that may improve the outcomes and resulting costs.
- Please describe the work scope responsibilities covered and/or shared by the team and individual members and how the team will organize their efforts to accomplish the work.
- Describe any outside resources that may need to come into the study at some point, or any third-party information or work that might need to be secured by SCIC, that cannot

be provided by the responding firm. Please describe potential costs and time delays required to obtain such elements and any shorter estimations or assumptions that could be made with the appropriate reservations and caveats in the overall plan. Describe the risks of doing such.

- Discuss the helpfulness and accuracy of the scope and any study elements you may suggest SCIC add or delete. Modify your cost and timeframe proposal to accommodate various combinations of work, should your response suggest the possibility of potential additions or deletions. Address the following with as much detail as necessary:
 1. Define a complete and logical plan that can realistically be accomplished for executing the work described in the RFP.
 2. Include sufficient activities for adequate project planning.
 3. Clearly define significant interaction points with the SCIC and other entities such as federal agencies, local governments, owners of related infrastructure in the region, utilities, etc.
 4. Define the expected duration of each activity.
 5. Include milestones to define significant study events and coordination points with outside entities such as utilities, special service districts, etc. Clearly define calendars

6. Plan Budget and Projected Timeline – Provide a plan budget showing the hourly billing rate for each member working on the project, a not to exceed budget for the phases of the plan you envision (not to exceed an initial time-frame of 18 months), and a proposed timeline for completion of individual elements and for the overall project (exclusive of ongoing support of general mission elements for SCIC). Include any materials and other service expenses you envision would be needed and that your firm would bill as a part of the project.

7. Questions concerning this RFP should be addressed to:

Heather B. Hoyt
435-781-5482
hhoyt@co. Uintah. ut. us

RFP Format Requirements

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

1. Five (5) RFP hard copies.
2. One (1) electronic PDF file on a CD or Flash Drive. This should be labeled with the Lead's name, phone number, and email address.
3. Color is allowed.
4. 8 ½ x 11 paper size, except for qualification spreadsheet which may be on 8 ½ x 14 paper.
5. One inch (1") margins, except in headers and footers.
6. 11 or 12 point Times New Roman or Calibri font.
7. Each page should be numbered consecutively beginning with the page following the cover letter. The qualification spreadsheet need not have a page number, but should be inserted into the RFP following the pertinent pages, i.e. "Engineer lead qualifications" and "Team member qualifications". Page numbers should be in the center at the bottom of the page.
8. Each copy should be bound in some economic fashion.
9. The total length of the RFP should not exceed 35 pages, including the cover letter, but excluding the RFP cover and any section dividers. Please keep firm boilerplate to a minimum.
10. Proposers are requested to mark as proprietary any specific information contained in their proposal that is not to be disclosed to the public or used for purposes other than evaluation of the proposals. Pricing, proposed services, and proposed work elements of the proposal will not be considered proprietary. If elements of the proposal are marked as proprietary, the SCIC will determine whether the information can be kept confidential, and notify the proposer if its findings indicate that desired proprietary information may be required to disclose to the public, if requested. If the proposer does not agree with this determination, the proposal may be withdrawn from consideration.