



# Request for Proposals Culinary Water Impact Fee Facilities Plan and Impact Fee Analysis and Water Rate Study

## General

Fruit Heights City is seeking Proposal for an experienced consultant, or team of consultants (“Consultant”), to conduct the activities necessary to develop an up-to-date and complete Impact Fee Facilities Plan (IFFP) and associated rate study. The IFFP and associated rate study shall satisfy the requirements of Utah Code, Title 11, Chapter 36a “Impact Fee Act,” as well as other applicable federal and state laws. The city requires a thorough study and final report that evaluates City impact fees and associated facilities. The final report must include the method of calculation and documentation of relevant data.

The city recently updated the Projected Land Use Map in the General Plan. This was adopted in 2023. Future land use and population projections/growth will be coordinated with the City Engineer so that all the City’s CFPs are congruent in their assumptions and background data. The city is also currently working to update the Culinary Water Capital Facilities Plan and will work with the selected Consultant to finalize the document for use in preparing the IFFP and IFA. The city has the CFP approximately 95% complete.

## Study Area

Fruit Heights City is located in Davis County provides culinary water to approximately 6,200 residents through 1,780 connections through the purchase of wholesale water from Weber Basin Water Conservancy District (WBWCD).

## General Scope of Work

The following is a general scope of work. Proposals should expand on these items and/or propose other items to be considered:

1. Review existing information, including the utility elements in the General Plan;
2. Collect and analyze data from sources such as the City and WBWCD;
3. Create and run a water model or equivalent for existing and future conditions;
4. Define and identify Levels of Service for existing and proposed culinary water service;
5. Determine excess capacity;
6. Help finalize and prepare Culinary Water CFP for the City through build-out complete with needed projects and the associated costs (impact fee vs. non-impact fee eligible);
7. Prepare IFFP with prioritized 6-10 year plan with costs for necessary improvements to maintain the current LOS projected thru build-out, showing the percentage of projects and costs associated with new development; and

8. Prepare IFA. The City desires a single impact fee zone. The IFFP will need to contain the following information, along with all supporting documentation, in order to complete the IFA:
  1. Current level of service (LOS B, C, D, etc.);
  2. Capital cost to the City of culinary water system improvements over the next 10 years to maintain existing level of service;
  3. Excess capacity on City-owned culinary water infrastructure;
  4. LOS if no new culinary water infrastructure construction over the next 10 years;
  5. Culinary water infrastructure capacity of proposed new infrastructure to meet new growth over the next 10 years.
9. Complete culinary water utility rate study.
10. Present results and information to the City Staff and City Council, where appropriate.

### **Deliverables**

1. Review of Capital Facilities Plan (CFP), City Engineer will finalize report, data collection, tables, figures, maps, projects, and cost estimates thru build-out.
2. Impact Fee Facilities Plan (IFFP), complete with report, tables, figures, maps, projects, and cost estimates needed for the next 6 – 10 year planning window. (2 hard copies, 1 electronic copy)
3. Impact Fee Analysis (IFA), complete with report. (2 hard copies, 1 electronic copy)
4. Water Utility Rate Study, complete with report. (2 hard copies, 1 electronic copy).

### **Proposal**

Proposals shall be submitted via email to the City Engineer, Zac Burk (Jones & Associates) ([zacb@jonescivil.com](mailto:zacb@jonescivil.com)) and must be received by the date as stated in the Project Schedule section.

Proposals shall be limited to ten (10) pages and contain:

1. Proposed scope of work and approach;
2. Experience (past projects), include references;
3. Project team;
4. Schedule;
5. Total proposed fee and hourly rates; and
6. Any other information that the Proposer feels pertinent.

Resumes may be included as an appendix and will not count towards the page count. Disclosure Statement (Appendix A of this RFP) will also not count towards the total allowable page limit.

**Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

1. Scope of Work – Conformance with the general scope of Work listed in this RFP; approach to the Work
2. Experience – Firm’s experience performing similar work; references; project team qualifications
3. Schedule – Proposed schedule; ability to meet past projects’ schedules
4. Fee – Total proposed fee; hourly rates

The weighted percentages are as follows:

Item	Weighted Percentage
Scope of Work/Approach	25
Experience/References	30
Time Schedule	25
Fee	20
<b>Total</b>	<b>100</b>

The City or its Agents reserves the right to obtain clarification of any point in a Consultant’s Proposal or to obtain additional information necessary to properly evaluate a particular Proposal. Failure of a Consultant to respond to such a request for additional information or clarification could result in rejection of that Consultant’s response or responses.

Depending on the outcome of the ranking, the top Consultants may be requested to complete an in-person or virtual interview with the Selection Committee. Following the evaluation of the Proposals, the City will award the contract to the highest-ranking Consultant. If the City is unsuccessful in signing a contract with the selected Consultant, the City may then, at its sole discretion, award the contract to the second highest-level Consultant or may decide to terminate the selection process.

**RFP QUESTIONS**

Any Consultant requiring clarification of the information or proposing suggested revisions to any provision herein, must submit specific questions and/or proposed revisions or comments in writing to: City Engineer, Zac Burk, P.E., [zacb@jonescivil.com](mailto:zacb@jonescivil.com).

The deadline for submitting questions is as stated in the PROJECT SCHEDULE section below. If, in the opinion of the City Engineer, additional information or interpretation is necessary, such information will be supplied in the form of an Addendum that will be delivered to all Consultants having received this Request for Proposals and placed on the RFP Holders List. All Addenda shall have the same binding effect as though contained in the main body of the Request for Proposals. Oral instructions or information concerning the specifications of the project given by Fruit Heights City employees or agents

to prospective Consultants shall not bind the City. All Addenda will be issued not less than two (2) calendar days prior to the Proposal deadline.

**PROJECT SCHEDULE** *(Tentative – Subject to Change)*

Event	Day	Date	Time	Place
RFP Available	Wednesday	August 3, 2023		
Questions Deadline	Wednesday	Aug. 23, 2023	5:00pm	<a href="mailto:zacb@jonescivil.com">zacb@jonescivil.com</a>
Addendum Provided	Monday	Aug. 28, 2023	5:00pm	<a href="http://www.jonescivil.com">www.jonescivil.com</a>
<b>PROPOSALS DUE</b>	<b>Friday</b>	<b>Sept. 1, 2023</b>	<b>5:00pm</b>	<a href="mailto:zacb@jonescivil.com">zacb@jonescivil.com</a>
Announcement of Finalists, if applicable	Friday	Sept. 8, 2023	5:00pm	Email to Respondents
Interviews, if applicable	TBD	TBD	TBD	FHC Office
Award Agreement	Tuesday	Sept. 19, 2023	7:00pm	City Council Meeting
Notice to Proceed	Wednesday	Sept. 20, 2023		

**COSTS OF PREPARING PROPOSALS**

All costs associated with preparing Proposals are the sole responsibility of the Proposer.

**MODIFICATIONS TO PROPOSALS**

Proposals submitted may be modified in writing at any time before the Proposal due date. Any modifications to a Proposal must be signed by the person or officer of the entity authorized to do so.

The City reserves the right to request that the Proposer clarify any part of its Proposal. Responses to such requests must be made in writing and will become part of the Proposal. Unsolicited supplementary information and materials received after the Proposal deadline will not be considered in the evaluation. All Proposals, including electronic media, will become and remain property of the City.

**PUBLIC RECORD**

In accordance with State Law, Proposals are public record and are subject to public review upon request. However, a Proposer may request that any part of its Proposal be designated a protected record and not be available for public release by complying with Utah Law, 63G-2-309(1). To do this, the Proposer must provide the City with a written claim of business confidentiality (Attachment A) and a concise statement of reasons supporting this claim. This information must be submitted together with the Proposal to be considered.

**COLLUSION**

A Consultant submitting a Proposal hereby certifies that no officer, agent, or employee of Fruit Heights City has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other Consultant; and that the Consultant is competing solely in its own behalf without connection or obligation to any undisclosed person or firm.

**ASSIGNMENT**

Neither the resultant Contract, nor any of the requirements, rights, or privileges demanded by it, may be sold, assigned, contracted, or transferred by the Consultant without the express written consent of Fruit Heights City.

**OTHER**

The City may reject any Proposal not in compliance with all prescribed public bidding procedures and requirements, and may, for good cause, reject all Proposals upon finding by the City it is in the public interest to do so. The City reserves the right to accept or reject any or all Proposal documents or portions thereof and to waive any informality or irregularity in any Proposal, at the sole discretion of the City, which is determined to serve the best interest of the City. The City shall be the sole judge of the merits of the respective Proposals received.

Please be advised that failure to comply with any of the requirements of this submittal will be grounds for disqualification.



**ATTACHMENT A  
CLAIM OF BUSINESS CONFIDENTIALITY**

Any person that provides Fruit Heights City a Proposal (or information contained in any record) that he or she believes should be protected under UCA Subsection 63G-2-305(1-4) shall provide with the Proposal a written claim of business confidentiality and a concise statement of reasons supporting the claim of business confidentiality. The guidelines to grant business confidentiality are as follows:

- Trade secrets – if the submitted information includes a formula, pattern, compilation, program, device, method, technique, or process, that has actual or potential value by its non-disclosure to the general public, and is the subject of efforts that are reasonable under the circumstances to maintain its secrecy;
  
- Commercial information or non-individual financial information – if the submitted information contains commercial information or non-individual financial information the disclosure of which could reasonably be expected to result in unfair competitive injury to the person submitting the information, or would impair the ability of Fruit Heights City to obtain necessary information in the future, and the person submitting the information has greater interest in prohibiting access than the public in obtaining access.

I, \_\_\_\_\_ do hereby claim that the pages identified  
(name & title)

below, which are contained within this submission as required by Fruit Heights City are confidential.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**The following pages of this Proposal are Protected under a Claim of Business Confidentiality:**