

**COUNTY MANAGER**

Dustin A. Grabau

**COUNTY PLANNERS**

Doug G. Smith, Director  
Austin Corry, Assistant Director  
Anna Anglin, Planner  
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Caden Lyon, Planner

**COUNTY COUNCIL**

Kendall Crittenden  
Steve Farrell  
Karl McMillan  
Mark Nelson  
Spencer Park  
Erik Rowland  
Luke Searle

## Request for Qualifications

### Water Use and Preservation Consulting Firm for Wasatch County, Utah

Wasatch County is soliciting the services and requesting the qualifications of a professional planning or engineering firm (“Consultant”), to work with Wasatch County on a local planning assistance grant primarily funded by Utah DEQ to update the County’s General Plan specific to water use and preservation. While Wasatch County is currently engaged in a comprehensive update to the General Plan, the scope of these services will be limited to the updating of the water use and preservation element to contribute to the comprehensive update.

Wasatch County is a fast growing community with a diverse range of development types in areas ranging from traditionally irrigated farmland to non-irrigated mountainous terrain. The Consultant will work directly with county planning and engineering staff, an appointed water board, and possibly the Planning Commission and County Council.

### Scope of Work:

1. Analyze the existing General Plan language with a specific focus on the water use and preservation element, and compare with the requirements of State Law to identify any areas that may be missing or that could be addressed better.
2. Coordinate with the public water service providers and irrigation companies in the County to obtain relevant water resource data necessary to accurately inform land use and public facilities decisions.
3. Analyze the data obtained to identify areas where water constraints may limit development options and recommend strategies to balance land use, water use, public services, and moderate income housing goals.
4. Present the preliminary findings to the Wasatch County Water Board.
5. Provide final data in clear, concise, and easy to understand text, maps, tables, graphs, and infographics that can be incorporated into a larger overall update of the County’s General Plan.

## Required Content of the Request for Qualifications (RFQ):

1. Cover letter – This letter should be on the company letterhead and addressed to the County with a statement of the Consultants basic understanding of the County’s needs and the Consultant’s interest to participate.
2. Statement of Project Understanding – Describe the Consultant’s understanding of the scope of work and describe Consultant’s approach in providing services. Consultant should provide an anticipated timeline for completion.
3. Project Team, Key Personnel and Resumes – Provide an organizational chart showing the names and responsibilities of key personnel. Include resumes for key personnel and an indication of the specific role each individual will serve related to the scope of services. Also include a statement of affirmative action that the Consultant does not discriminate in its employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, or handicap.
4. Company Qualifications – Demonstrate how your firm can address the requirements of the scope of work emphasizing similar services provided and local experience.
5. References – Provide a minimum of 3 references, including name, address, and telephone numbers of persons who can attest to performance of relevant work projects.
6. Conflicts – Provide information on any work being done in the County and if there is the possibility of conflicts of interest.
7. Proof of insurance – upon selection, the Consultant must submit a copy of their current certificate of insurance (COI). The COI must include the required coverage and minimum limits as required by the County as follows:
  - A. Worker's Compensation sufficient to cover all Consultant’s employees pursuant to Utah State statutes. The certificate and policy shall provide that coverage thereunder shall not be canceled or reduced without at least thirty (30) days prior written notice to County.
  - B. Commercial General Liability insurance in the minimum amount of \$1,000,000 per occurrence with a \$2,000,000 aggregate. The certificate and policy shall provide that coverage thereunder shall not be canceled or modified without at least thirty (30) days prior written notice to County. Consultant shall furnish such Certificate of Insurance, acceptable to County, verifying the foregoing concurrent with the execution hereof and thereafter as required.
  - C. Professional liability insurance in the minimum amount of \$1,000,000 per occurrence.
  - D. Automobile Liability insurance in the amount of \$1,000,000.
  - E. All policies of insurance provided shall be issued by insurance companies licensed to do business in the State of Utah.

## Compensation:

The project is currently only funded to a maximum of \$10,000.

## Review and Selection Procedure:

Complete submittals in a pdf version with all items listed shall be sent via email to the planning department at [Planning@wasatch.utah.gov](mailto:Planning@wasatch.utah.gov) by Friday February 14<sup>th</sup> at 4:00 p.m. The term “WC Water Element RFQ” should be included in the subject line of the email. Submittals received after the time and date specified will not be considered.

The County anticipates inviting proposers to participate in an interview conducted either in-person or through electronic meeting format. The County reserves the right to select the proposals and only interview those proposals that, in their sole discretion, meet the needs of the County. The specific time of interviews will be determined based on the number of proposals received.

The selection criteria for this RFQ will be evaluated based upon the following:

1. Previous Experience working with government jurisdictions and demonstration that the Consultant can and will accomplish the items listed in the Scope of Work.
2. Demonstration that the Consultant can do the scope of work with minimal supervision.
3. Provide all Required Content outlined above, and other items requested in this RFQ.
4. Anticipated costs and how costs will be handled.
5. Estimated completion date, and assurances of the Consultant’s ability to meet the estimated completion date.
6. Ability to enter into a contract fully resolving all aspects of the business transaction, to include price, delivery date, delivery terms, acceptance period and criteria, warranties, funding terms, and such other terms and conditions as are appropriate.
7. Approval by the Wasatch County Council, the purchasing agent, and the Planning Director.

Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Consultant shall be rejected. After reviewing the RFQ the County reserves the right to accept applicants that they feel, in their sole discretion, best accomplishes the intent of the RFQ. Any agreement awarded because of this RFQ shall be awarded without discrimination based on race, color, religion, age, sex, or national origin.

## Conclusion:

Wasatch County is interested in ensuring the health, safety, and welfare of its residents and visitors is protected through sound land use policies backed by data and best practices. Having a sound understanding of available water resources and their impact on land use is critical to making informed decisions.