



SYRACUSE
EST. CITY 1935

REQUEST FOR PROPOSAL

Stormwater Master Plan & Impact Fee Facility Plan

REQUEST FOR PROPOSALS

Syracuse City is seeking the services of a qualified consultant to create the Syracuse City Storm Water Master Plan as well as to prepare an Impact Fee Facilities Plan. The master plan will be prepared using InfoSwmm modeling software in accordance with current state law and enable the city to determine the appropriate projects for which impact fees may be collected and utilized.

Proposal packets may be obtained from Syracuse City Public Works at 3061 South 2400 West, Syracuse, Utah, or may be downloaded from our website and must be submitted no later than 3:00 P.M. on Tuesday, October 3, 2017. Late proposals will not be accepted. Addendums, if any, will be posted to the city website. These must be acknowledged on the Request for Proposal Form (included herein). Syracuse City reserves the right to reject any or all proposals and to accept any proposal that best serves the interest of the city.

Dated this 17th day of September 2017.

Purpose

The purpose of this proposal is to provide consulting services to develop a master plan for storm water; as well as impact fee facility plan (IFFP). The water modeling shall be completed using InfoSwmm. The final reports shall meet current state requirements. The master plan shall assess the City's existing storm water system and make recommendations to improve any existing conditions as well as to accommodate future growth.

As a final result, Syracuse City requests a model prepared using InfoSwmm to be delivered to the City that can be updated as new developments are proposed. In comparing proposals, consideration will not be confined to price only. The successful bidder will be the one whose product is judged to best serve the interests of the City when price, product, service and delivery are considered. The City reserves the right to reject any or all bids or any part thereof, and to waive any minor technicalities. A contract will be awarded to the bidder submitting the best responsible bid meeting the requirements of this specification.

Engineering Services

Engineering services are broken down into tasks to give greater clarification as to expectations.

Task 1 – Existing Conditions

Existing master plan, model, detention is collected, reviewed, and evaluated for an initial assessment. Existing GIS information that the city has available will be provided. System capacity should be evaluated using InfoSwmm to determine possible improvements. Examples of items that this task could include are:

- Collect, review, and organize existing storm water master plan, zoning, and related data.
- Using InfoSwmm to create a storm water model reflecting existing conditions.
- Evaluate current storm water system, capacity, and detention.
- Acquire existing flows from surrounding Cities and Davis County and incorporate into the model.

Task 2 – Future Storm Water Capacity

The master plan documents should identify, through the use of InfoSwmm, strategies for accommodating growth through the expansion of existing facilities as well as required future facilities. Examples of items that this task could include are:

- Obtain projected density data from the current Syracuse City General Plan.
- Update the model based on the Syracuse City General Plan.
- Identify system deficiencies based upon growth-related demands.
- Work with the surrounding Cities and Davis County on future capacity needs to assure pipes are properly sized.
- Work with UDOT to determine outfalls and flows from West Davis Corridor.

Task 3 – Determination of Existing Reserve Capacity

An analysis of any existing reserve capacity must be made to determine the value of facilities that new growth will be required to buy-in. Examples of items that this task could include are:

- Analysis of possible excess detention storage volumes.
- Analysis of collection mains that are sized for future growth.
- Mapping and illustrating available reserve capacity.

Task 4 – Determination of Future Projects to Accommodate Growth

System improvements necessary to accommodate growth must be determined. Examples of items that this task could include are:

- Determine and strategize expansions or modifications of all facilities.
- Create a prioritized six year plan with costs for necessary improvements.

- Show the percent of projects and costs allocated to new development, surrounding Cities, Davis County and UDOT.
- Determine expansions necessary to accommodate West Davis Corridor storm flows. These should be separate from impact fee eligible projects.

Task 5 – Preparation of Storm Water Master Plan

Prepare and submit a storm water master plan to the City based on the information obtained from tasks 1-4. The master plan should include a prioritized list of capital improvements.

Task 6 – Preparation of Impact Fee Facility Plan

Prepare and submit an Impact Fee Facility Plan for storm water. The IFFP shall be submitted to the City based on the information obtained from tasks 1-5 in accordance with current state law. Include the signed IFFP certification required by state law. Provide information necessary to complete the Impact Fee Analysis.

Task 7 – Deliverables

1. 6 paper copies and a PDF of the storm water master plan and IFFP.
2. All electronic project documents.
3. All InfoSwmm files for the storm water system.

Project Schedule/Cost

A detailed project schedule and cost shall be submitted for completion of the master plan as well as a separate cost and schedule shall be submitted to complete the IFFP. Anticipate attending two council meetings to summarize the documents. The proposed fee will serve as a not to exceed fee amount and prior written authorization for additional work, if necessary.

All tracings, plans, manuscripts, specifications, data, maps, electronic files etc. prepared or obtained by the consultant as a result of working on this contract shall be delivered to and become property of Syracuse City.

Interpretations

In order to be fair to all bidders, no oral interpretations will be given to any bidder as to the meaning of the specification documents or any part thereof. Any request for such consideration shall be made in writing to the City. Based upon such inquiry, the City may choose to issue an addendum to this proposal.

Bid Submission

Each bidder is required to submit three (3) copies, which includes the following:

1. Completed Request For Proposal Form
2. Project team and experience
3. Scope and cost of services
4. Proposed schedule
5. References

Bids may be hand delivered, or mailed to:
 Syracuse City Public Works
 3061 South 2400 West
 Syracuse, UT 84075

Bid Review

Bids submitted on time will be reviewed based upon the following:

Price 20%
Quality 20%
Experience 20%
Schedule 20%
References 20%

**SYRACUSE CITY CORPORATION
REQUEST FOR PROPOSAL**

Please include this sheet as the cover for your proposal. Mark proposals as follows:

“Syracuse City Storm Water Master Plan & Impact Fee Facility Plan”

Mail / Hand Deliver to: Syracuse City Public Works
3061 South 2400 West
Syracuse, UT 84075

Proposals will be accepted until: Tuesday, October 3, 2017 at 3:00 P.M.

Description of services:

This proposal shall include all costs associated with completing the Syracuse City Storm Water Master Plan and Impact Fee Facility Plan.

Company Name: _____

Address: _____

Telephone: _____ Email: _____

Cost of Storm Water Master Plan and IFFP: _____

Payment Terms: _____

Proposal Honored Through: _____

Contact Person: _____ Telephone: _____

Anticipated Project Completion _____

Addendums acknowledged (if applicable) _____

Additional Comments (attach additional sheets if necessary): _____

Syracuse City reserves the right to accept or reject this proposal, or any portion thereof, and call for new proposals if their interests or convenience are better served by such a course.

Authorized Signature: _____ Date: _____