



SNYDERVILLE BASIN

**WATER RECLAMATION DISTRICT**

2800 HOMESTEAD RD, PARK CITY, UT 84098    WWW.SBWRD.ORG    T 435-649-7993    F 435-649-8040

## **REQUEST FOR QUALIFICATIONS**

for

**Permitting Support, Technical Review and Performing  
Several Fisheries and Water Quality Studies**

**East Canyon Water Reclamation Facility  
Snyderville Basin Water Reclamation District**

## **I. PURPOSE & OUTCOMES:**

### **Project Purpose:**

Snyderville Basin Water Reclamation District is seeking technical assistance with reviewing and facilitating various aspects of the ECWRF UPDES permit. The scope of work being requested includes general permitting support, technical review, agency coordination support and performing several studies.

The proposed studies are organized into the following three phases: 1) Water Quality Modeling, Monitoring, and Assessment; 2) Fisheries and Habitat Evaluation; and 3) Final Assessment and Comprehensive Report. A fourth phase, focused on support of an appropriate administrative path, is envisioned to be agreed upon at the completion of the first three phases of work.

The studies will evaluate appropriate modeling tools and inform the development of a calibrated water quality model to assess DO dynamics in East Canyon Creek. The main goals of the studies are to:

1. Assess East Canyon Creek's attainment of the dynamic, temperature-dependent DO standard calculated using high-frequency temperature data, at an elevation of 6,255 feet, and 90% DO saturation using the most appropriate water quality model.
2. Assess the presence, seasonality, and frequency of ELSs of cold-water, warm-water, and other fish species in the mainstem of East Canyon Creek.
3. Provide updated fishery, water quality, and habitat information on East Canyon Creek to evaluate progress since the completion of the 2010 TMDL and evaluate the attainability of the current use.
4. Assess the impact and success of restoration activities completed in the watershed on the health of East Canyon Creek since the completion of the 2010 TMDL.

### **Project Outcomes:**

The results of the studies outlined above could result in several administrative paths. Recognizing that DWQ has limited resources to pursue many of the paths outlined below, SBWRD is also prepared to finance the necessary work to pursue the appropriate administrative path. These administrative paths could include the following:

- Adopt a more stringent DO effluent limit and appropriate integration into an updated WLA model.
- Employ a use attainability analysis based on the factors outlined in 40 Code of Federal Regulations 131.10(g). Alternative uses to be explored include

alternative aquatic life uses (see TALU below) or effluent-dependent waters (see, for example, Arizona, Title 18 Arizona Administrative Code 11-101-19<sup>1</sup>).

- Pilot a tiered aquatic life use that may be beneficial to other waters in the state. This approach has been supported by the U.S. Environmental Protection Agency in other states, including Ohio, Minnesota, and California. To our knowledge, this approach has not been piloted in any Region 8 states and could prove to be a beneficial management tool for other waters in the region.
- Develop site-specific DO standards with or without a use attainability analysis.
- Update the East Canyon Creek TMDL to reflect new information about fishery, water quality, and habitat.
- Update integrated assessment methods to incorporate ELS assumptions, if appropriate, to create consistency in assumptions of ELS across Clean Water Act programs.
- Split assessment units in East Canyon Creek to facilitate more accurate assessment of conditions above and below the SBWRD's discharge.

## II. PROJECT DELIVERABLES AND SCOPE OF WORK:

### PHASE 1. WATER QUALITY MODELING, MONITORING, AND ASSESSMENT

While both Utah Rivers Model and QUAL2Kw are used for water quality modeling in rivers, they have different origins, strengths, and areas of application. The Utah Rivers Model is often used for specific scenarios involving sediment and nutrient transport, particularly in the context of nonpoint source pollution. QUAL2Kw is a more comprehensive tool modeling a wider range of water quality parameters and is suitable for various water bodies. Although the draft waste load analysis (WLA) for ECC uses the Utah Rivers Model, the QUAL2Kw model may offer a more robust approach to incorporating macrophyte and DO dynamics, as described in DWQ's 2021 waste load analysis guidance document (DWQ 2021a).<sup>2</sup>

#### TASK 1 MODEL EVALUATION

As part of Task 1, the selected consultant will evaluate the most appropriate model for use in assessing DO dynamics in ECC and application to waste load allocations and UPDES effluent limit development, considering that macrophytes drive diurnal shifts in DO.

The Utah Rivers Model will be compared to QUAL2Kw in the application for understanding the DO dynamics in ECC. A summary of each element of DO modeling

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<sup>1</sup> Arizona Administrative Code Title 18. Environmental Quality. Chapter 11. Department of Environmental Quality – Water Quality Standards. Section 101 (19).

<sup>2</sup> “The QUAL2Kw model is applied to discharges that have the potential to substantially alter nutrient dynamics, algal growth and dissolved oxygen concentration in the receiving stream or river, such as major POTWs” (DWQ 2021a:12).

DWQ also states that “DWQ has adopted the QUAL2Kw model for the determination of UPDES permit limits for nutrient related discharges to dissolved oxygen sensitive rivers and streams” (DWQ 2023).

will be provided with references to the equations used, input data required, calibration approach, and associated uncertainties. In addition, historical data and data previously used for the Utah Rivers Model ECC will be used to compare how different parameters used in each model affect model outputs and best represents the DO dynamics in the river. This assessment will result in a recommendation for which model is most appropriate for ECC and will outline the necessary field parameters needed to properly calibrate and validate the model to reduce uncertainty. Following model evaluations, SBWRD will present the reasoning and assessment of which model is most appropriate for simulating DO dynamics in ECC for DWQ review and approval.

#### ***1.1.1.1 Deliverables***

- Draft Model Evaluation Memo that outlines the most appropriate model for use in assessing DO dynamics in ECC.
  - A draft copy of the model evaluation memo will be provided to DWQ and other identified stakeholders for review and comment.
- Final Model Evaluation Memo encompassing DWQ feedback.
- Final Model Selection for model development as described in Task 4.

## **TASK 2. SAMPLING AND ANALYSIS PLAN DEVELOPMENT**

Following the model evaluation memo, a sampling and analysis plan (SAP) will be developed to fill data gaps for DO, temperature, ammonia, organic matter, macrophytes, nutrients, and other water quality parameters in ECC necessary to properly parameterize an updated WLA model. The current WLA Utah Rivers Model relies on input data from 2015 and 2016, which are prior to the renewal date of ECWRF's previous permit and may not represent current conditions.

The draft SAP will document the full procedural and analytical requirements for surface water sampling including, holding times and analytical laboratory methods, and data collection efforts to ensure data collected are of sufficient quantity and quality to meet project goals and objectives. The SAP will serve as a manual for field personnel to oversee data collection efforts as well as documentation and recordkeeping of the procedures used to collect the surface water samples. All QAQC procedures will be described in detail in the SAP and the following SOPs will be used to guide sample collection efforts:

- Field Data Collection for QUAL2Kw Model Build and Calibration (DWQ 2012)
- Wasteload Analysis Procedures for Utah Pollution Discharge Elimination System Permits (DWQ 2021a)
- Utah Comprehensive Assessment of Stream Ecosystems (UCASE) (DWQ 2021b)

#### ***1.1.1.2 Deliverables***

- Draft SAP delivered to SBWRF and DWQ one month prior to the first field sampling effort.

- Final SAP with DWQ approval

### **TASK 3. WATER QUALITY SAMPLING**

#### ***Subtask 3.1 Synoptic Water Quality Sampling***

Following DWQ's standard operating procedure for use in developing and calibrating a QUAL2Kw model, a synoptic water quality study will be conducted on ECC. Use of a calibrated and validated QUAL2Kw model will reduce the uncertainty associated with modeling outputs and increase the probability that effluent limit adjustments will result in desirable water quality improvements in ECC. The Utah Rivers Model is not calibrated or validated, raising the potential for higher uncertainty (DWQ 2021a).<sup>3</sup> The following outlines the proposed elements of the water quality sampling which would be finalized in the written SAP developed in Task 2.

A minimum of 4 sampling stations will be selected along ECC for data collection, and the stations will be ground truthed to determine suitability. The 4 sampling stations along the study reach will be as follows: upstream of discharge, discharge, first downstream of discharge (within the mixing zone), and second downstream of discharge outside of the mixing zone. The mixing zone will either be determined by the permitted mixing zone length or during the site selection process by determining the mixing zone length by homogenous conductivity readings across the stream.

Data collection at each of the monitoring stations will consist of:

1. Water chemistry grab samples

To include the following parameters: Total Volatile Solids (TVS), Unfiltered Nutrients + TKN, Filtered Nutrients, Filtered Metals, Chlorophyll a, SCBOD5, Total Suspended Solids (TSS), Total Dissolved Solids (TDS), Phytoplankton, Detritus, Pathogens, Alkalinity, Total Organic Carbon (TOC), and Bottom Algae (Biofilm, N & P content).

2. Sonde installation

For physical parameters: Temperature, DO, Specific Conductivity, pH, Turbidity

3. Flow measurements

Usings a FlowTracker Handheld ADV

4. Physical habitat measurements

Collection of pHAB, Benthic Chlorophyll a, AFDM, Channel Cross Section at 10 locations, bank measurements

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<sup>3</sup>“When performing a WLA using the Utah River Model, no calibration of model parameters is typically conducted and values for rates and kinetic coefficients are selected from the literature” (DWQ 2021a:11).

## 5. Macrophyte sampling

Aquatic macrophyte surveys will be conducted up to 1-mile upstream, 1-mile downstream, and at the confluence of the facility outfall. Macrophyte surveys will be completed using the “Rake Sampling Procedure” to gather macrophyte samples at three different locations per site (DiFranco 2019). Macrophyte samples will be characterized for species abundance and diversity at each of the three sampling locations.

Each site will be visited twice, once for the deployment of the water quality sondes and once for the retrieval. Water chemistry grab samples and flow measurements will be taken at both the deployment and removal of the sondes, the physical habitat measurement will only occur during the deployment. The described data collection above will occur during the summer of 2024 and 2025 during baseflow conditions, and the water quality sondes will be deployed for a minimum of 48- hours.

### ***Subtask 3.2. Water Quality Data Package***

All water quality data will be compiled with appropriate QAQC in a format suitable for comparison with data from AWQMS. These data will be delivered as a data package to the DWQ for review and approval as supporting data for the calibration of a water quality model as described in Task 5 of this SOW and the final report described in Phase 3 of this SOW.

### ***Deliverables***

- Data package, including all field and laboratory data collected during the Synoptic Water Quality Sampling. All data files will be provided in excel format.

## **TASK 4. WATER QUALITY MODEL DEVELOPMENT**

Task 4 involves building out a water quality model to properly update a WLA for the ECWRF. This task, as written, is based on the assumption that QUAL2Kw is the selected model under Task 1. If a different model is selected, a different scope will need to be developed for this task.

### ***Subtask 4.1 Model Build***

Building a QUAL2Kw water quality model involves several steps, including setting up the model, defining the water body and its characteristics, specifying the input data, configuring the modeling parameters, and running simulations. A general outline and the steps that will be deployed in building the QUAL2Kw model for ECC will include:

1. Set Up the Study Area: this includes specifying the geometry, location and characteristics of the water body.
2. Input Data: gather water quality data, hydrological data, and other relevant information for the study area. This step is also essential for model's calibration and validation.

3. Define Pollutant Sources: specify the sources of pollutants such as point sources (wastewater discharges) or non-point sources (runoff). Provide input data for these sources, including pollutant loads and characteristics.
4. Configure Parameters: set up modeling parameters, such as reaction kinetics, settling velocities, decay rates, and other water quality related parameters.

As new data becomes available, updates will be made to the model as necessary to reflect changes.

#### ***Subtask 4.2 Model Calibration and Validation***

Effective calibration is essential for the credibility and reliability of water quality models. Calibration involves adjusting the model's parameters to improve the model results and observations by comparing its predictions with observed water quality data. Model calibration and validation will follow the guidance in the DWQ WLA handbook (DWQ 2021a) and the QUAL2Kw handbook (DWQ 2012). A general outline and the steps that will take place to calibrate the QUAL2Kw model for ECC will include:

1. Historic temperature, DO and flow rate data will be gathered for ECC.
2. Simulations will be conducted using the initial parameter values to initiate the calibration. These simulations will be conducted to minimize disparities between actual concentrations and model predictions.
3. Throughout the calibration process, iterative adjustments will be made to model's parameters, including reactions kinetics, settling velocities and decay rates and the iterative process will be repeated until the model accurately reflects the observed data, signifying a successful calibration.

Model calibration is an ongoing process, requiring regular monitoring and data collection to accommodate changes in the Creek. Under this SOW, a calibrated model using field data collected during Task 3, will be delivered to DWQ. In addition to the data collected during Task 3, historic and continuous data collected by the DWQ and USGS will be retrieved to aid in calibration and verification of the model, and to analyze historical trends. No additional calibrations will be completed under this SOW but could be completed by DWQ in the future as needed.

Prior to completing subtask 4.3, a model build and calibration methods memo will be developed. A model calibration report will be developed to summarize in detail the methods taken to build, calibrate, and validate the selected model. This methods memo will be delivered to DWQ for review prior to completing subtask 4.3.

#### ***Subtask 4.3 Calculate Effluent Limits***

Calculating effluent limits in QUAL2Kw involves determining the allowable pollutant concentrations that can be discharged from a point source (wastewater treatment plant) into ECC while meeting water quality standards and regulatory requirements. Using the selected water quality model, outputs will be thoroughly assessed, and iterative adjustments will be made to the effluent loadings to achieve compliance. Based on the results of the model simulations, updated WLA effluent limits will be developed for all

parameters currently listed in the ECWRF UPDES permit. The model and recommended effluent limits will be provided to DWQ for review.

### ***Deliverables***

- Draft model build, calibration, and validation methods memo
- Final model build, calibration, and validation methods memo incorporating DWQ and SBWRD feedback
- Calibrated QUAL2Kw Model for ECC
- Effluent Limit Calculations for all parameters in the expanded ECWRF UPDES permit.

## **PHASE 2. FISHERIES AND HABITAT EVALUATION**

There are several existing data reports from the DWR regarding early life stages of fish in the ECC system. However, it appears that no new comprehensive fishery studies have been conducted in the ECC reach of interest since the total maximum daily load (TMDL) was completed in 2010 (DWQ 2010). The assumption that early life stage fish are present or absent in the mainstem of ECC should be validated with updated field studies.

This phase describes the tasks needed to complete a comprehensive assessment of early life stage and spawning presence in ECC and a habitat evaluation of ECC that can be used to evaluate progress towards water quality goals established in the 2010 TMDL. Field sampling will consist of two main components, aquatic based surveys (fish sampling and benthic macroinvertebrate sampling) and an overall stream assessment using an approved methodology. Overall stream assessment will occur using the Stream Assessment Protocol (SVAP) or another equivalent and approved methodology. Both the aquatic sampling and SVAP assessment are expected to occur concurrently. A detailed SOW for each field sampling task can be found below.

### **TASK 1. SAMPLING AND ANALYSIS PLAN DEVELOPMENT**

A SAP will be developed to outline the details to assess ECC habitat suitability to support cold-water fish species. The SAP will develop methods and procedures to assess ECC's factors limiting fishery management and restoration potential (e.g., flow, habitat, sediment regime, DO, temperature, connectivity, disturbance, and geomorphology) and will serve as a manual for field personnel to oversee data collection efforts as well as documentation and recordkeeping of the procedures used to collect baseline fish species and habitat data that is to be used in a comprehensive fisheries and habitat evaluation of ECC. All data QA/QC procedures will be described in detail in the SAP and the following SOPs will be used to guide sample collection efforts for the duration of this project.:

- Stream Visual Assessment Protocol
- Rapid Bioassessment Protocols
- Fishery surveys using multiple gear types and sampling at different times of the year when early life stages of the target size and age-class are likely present



- Habitat assessment using UCASE protocols

The SAP will include additional detail on the fisheries and habitat assessments as briefly described in Task 2 and 3 of this SAP and will be provided to DWQ for review and approval prior to field efforts.

#### **1.1.1.3 Deliverables**

- Draft SAP delivered to Client and DWQ one month prior to the first field sampling effort.
- Final SAP

## **TASK 2: FISHERIES SURVEY**

A field-based assessment of the presence, seasonality, and frequency of early life stages (as defined by EPA) of cold-water, warm-water, and other fish species in the mainstem of ECC will be completed and field-based sampling will occur in the spring for two consecutive years to assess the presences of early life stages of rainbow and cutthroat trout.

Field sampling and surveying will consist of 2 different aquatic sampling components and one stream assessment component to help establish a comprehensive fisheries assessment of ECC.

To understand the fish community present in ECC, field-based fish sampling will occur to provide representative species richness and relative abundance data near the facility outfall in ECC. Field sampling will have a specific focus on evaluating ECC for the presence of early life stages for cold-water fish species (rainbow, cutthroat, and brown trout) using a two-step approach:

1. Live fish sampling and identification will occur using one or a combination of the following live capture techniques such as: electrofishing, snorkeling, light trapping, or seining surveying techniques.
  - a. This will provide information on presence/absence of young-of-year as an indicator of successful spawning occurring within ECC. While trout can move throughout the watershed where barriers do not prevent movement, this information is important in understanding if young-of-year occupy these areas of ECC.
  - b. This will provide information on relative size classes of rainbow trout and cutthroat trout in ECC. Additionally, this information may also provide information on the fish community present. If large predatory fishes are present, this may indicate problems with predation.
2. Redd surveys will be conducted to determine the presence or absences of cold-water species spawning redds and observable spawning behaviors. This will be done during the middle of the spawning period as redd surveys will only be conducted during one time of the year. However, additional redd surveys could be conducted to better understand the timing of spawning within ECC for these trout species. Redd surveys will be conducted by walking the bankline and documenting the presence of redds with a GPS location. Fish observed actively

spawning will also be noted. Redd surveys provide valuable information on if rainbow trout and/or cutthroat trout are currently spawning in the surveyed reaches of ECC.

Field sampling for fish species will occur for two consecutive years during two separate time periods (pre and post spawn) to determine the potential presences and success of cold-water species spawning. Field sampling will occur in three different locations (1-mile upstream, 1-mile downstream at the outfall confluence) to determine if there are any remarkable difference in species composition and abundance in relation to the facility outfall.

### **TASK 3: STREAM HABITAT ASSESSMENT**

#### ***Subtask 3.1: Stream Visual Assessment Protocol***

The SVAP method is a multi-disciplinary qualitative surveying technique developed by the National Resources Conservation Service (NRCS) to assess overall stream corridor conditions. The SVAP methodology or similar methodology will be used to assess corridor conditions, including channel condition, degree of bank stability, riparian zone condition, degree of nutrient enrichment, appearance of stream water, presence or absence and extent of barriers to fish movement, presence or absence and extent of instream fish cover, presence or absence and condition of stream pools, and the presence or absence and extent of forest canopy cover at ECC (Frothingham and Bartlett 2012). The SVAP will be conducted above, below, and at the confluence of the facility outfall to determine the potential impacts of the facility outfall on overall stream health. If the SVAP is not appropriate for this survey, then an alternative and approved survey method will be used to qualitatively evaluate ECC. Methodology and components to be measured and/or estimated for the assessment will be finalized in coordination with SVWRD and UDWQ. However, the goal of the assessment is to characterize the current habitat conditions of ECC to determine if there are any habitat features that may need to be addressed to better guide any restoration or management of the creek. Additional components of this assessment will also include fish sampling and benthic macroinvertebrate sampling.

#### ***Subtask 3.2 Benthic Macroinvertebrate Sampling***

Benthic macroinvertebrates (BMIs) will be collected at three separate sampling locations (1-mile above, 1-mile below, facility outfall) twice a year for two consecutive years to determine if species richness and abundance differs longitudinally in relation to the reclamation facility. Benthic macroinvertebrates will be sampled using a D-frame net with a 500um mesh opening during a series of 8 “kick samples” where stream substrate will be disturbed, and Benthic macroinvertebrates will be collected. Sampling will occur in areas with the highest amount of gravel substrate to ensure good representative samples can be collected, and collected benthic macroinvertebrates will be composited and stored in 95% ethanol for preservation (DWQ 2021b).

Data from benthic macroinvertebrate sampling will include analysis of the community composition. The BMI community can provide valuable information on the relative health of a system. Metrics that can be used to evaluate the health of the stream can include EPT taxa, species richness, and species diversity. Additionally, comparisons of

the BMI community at various locations can help determine if there are potential problems with water quality.

#### **TASK 4. DATA PACKAGE**

All fishery survey and habitat assessment data will be compiled with appropriate QAQC and delivered as a data package to the DWQ for review as supporting data for the final assessment and comprehensive report described in Phase 3 of this SOW.

##### ***Deliverables***

- Data package, including all field and laboratory data collected during the fisheries survey and habitat assessment. All data files will be provided in excel format.

#### **PHASE 3. ASSESSMENT AND COMPREHENSIVE REPORT**

There has been substantial public investment in improving habitat in ECC through establishment of baseflow targets, stream channel stabilization, and increasing shading through riparian restoration. However, there have been no post-implementation studies conducted to evaluate progress toward the goals established in the 2010 TMDL related to sediment, flow, temperature, DO, macrophyte abundance, and habitat. Understanding the effectiveness of efforts over the past 13 years and understanding the factors currently affecting the fishery are critical to developing the most appropriate next steps to improving the health of ECC.

Data from all phases of this SOW will be analyzed and synthesized into a final assessment and comprehensive report that will cover:

- Health of the East Canyon Fishery
  - Data taken from Phase 1 (water quality monitoring and modelling) and fisheries data collected in Phase 2 will be synthesized to evaluate the health of the fishery in ECC, including assessing factors limiting fishery management and restoration potential (e.g., flow, habitat, sediment regime, temperature, connectivity, disturbance, and geomorphology). Additionally, water quality parameters will be evaluated in the context of specific fish species and associated spawning seasons. Data will also be analyzed to determine how ECWRF may be impacting ECC downstream of the Outfall.
- Progress towards stream targets identified in the 2010 TMDL
  - Data taken from Phase 2, Task 3 will be compared to SVAP and macroinvertebrate data collected from between 2000 and 2012. This will help benchmark progress towards the flow, shade, and channel geomorphology targets identified in the 2010 TMDL.
- Assessment of the cold-water use designation
  - Upon review of all available data and information the ECC fishery will be compared to the beneficial use criteria outlined in the Utah Admin Code to

determine whether protection of cold-water fish species is an attainable use or whether a cool- or warm-water fishery use may be more appropriate.

- Assessment of the temperature-dependent DO standard
  - ECC's attainment of the dynamic, temperature-dependent DO standard calculated using real-time temperature data, an elevation of 6,255 feet will be assessed. Utah DWQ Wasteload Analysis Procedures for Utah Pollution Discharge Elimination System Permits (DWQ 2021a) will be used to guide the assessment of water quality standards.

#### **PHASE 4. ADMINISTRATIVE PATH**

The results of the studies outlined above could result in several administrative paths. These administrative paths could include the following:

- Adopt a more stringent DO effluent limit and appropriate integration into an updated WLA model.
- Employ a use attainability analysis based on the factors outlined in 40 Code of Federal Regulations 131.10(g). Alternative uses to be explored include alternative aquatic life uses (see TALU below) or effluent-dependent waters (see, for example, Arizona, Title 18 Arizona Administrative Code 11-101-19 ).
- Pilot a tiered aquatic life use that may be beneficial to other waters in the state. This approach has been supported by the EPA in other states, including Ohio, Minnesota, and California. To our knowledge, this approach has not been piloted in any Region 8 states and could prove to be a beneficial management tool for other waters in the region.
- Develop site-specific DO standards with or without a use attainability analysis.
- Update the ECC TMDL to reflect new information about fishery, water quality, and habitat.
- Update integrated assessment methods to incorporate early life stage assumptions, if appropriate, to create consistency in assumptions of early life stage across Clean Water Act programs.
- Split assessment units in ECC to facilitate more accurate assessment of conditions above and below the SBWRD's discharge.

Using all findings from the previous task, and the comprehensive memo, the benefits and challenges associated with each option will be explored and recommendations for next steps provided to SBWRD in the form of a technical memo. It is anticipated that the appropriate path will be agreed upon with DWQ following the completion of Phases 1 – 3. Therefore, these tasks have not yet been scoped.

### III. MINIMUM REQUIREMENTS

Consultant must comply with the following conditions. **Consultant must have these minimum qualifications; otherwise, the proposal will be rejected and not evaluated.**

1. Consultant must demonstrate past experience evaluating watershed impacts.
2. Consultant must demonstrate knowledge of District, State, and Agency regulations related to wastewater treatment.

### IV. INSURANCE REQUIREMENTS

Consultant shall procure and maintain at its' own expense and shall provide evidence, satisfactory to the District, of insurance as follows:

- b. Commercial General Liability - A minimum of Two Million Dollars (\$2,000,000) combined single limit per occurrence for bodily injury, personal injury, and property damage, and not less than Three Million Dollars (\$3,000,000) in the aggregate. The general aggregate limit shall apply separately to the specific project, or the general aggregate limit shall be two (2) times the required occurrence limit. The coverage shall be in the nature of Broad Form Commercial General Liability coverage, and shall specifically include, at minimum, the following coverages:
  - i. Premises - Operations;
  - ii. Product - Completed Operations Hazard;
  - iii. Broad Form Contractual Insurance;
  - iv. Independent Consultants;
  - v. Comprehensive Form;
  - vi. Broad Form Property Damage; and
  - vii. Personal Injury.
  - viii. Other insurance requirements may be required.
- c. If the coverage described above are not in place at the time a proposal is submitted the Consultant should describe in detail what types and levels of coverage are in place currently, and clearly indicate the Consultant's ability and willingness to obtain the above listed coverage if required by the District.
- d. The Consultant shall maintain all employee related insurance, in the statutory amounts, such as unemployment compensation, worker's compensation, and employer's liability, for its employees or volunteers involved in performing services pursuant to this Contract.

- e. The Consultant shall submit certificates of insurance as evidence of the above required coverage to the District prior to the commencement of this Contract. Such certificates shall provide the District with thirty (30) calendar day's written notice prior to the cancellation or material change of the applicable coverage, as evidenced by return receipt or certified mail, sent to the above address.
- f. District shall be listed as additional insured.

## **V. PROPOSAL REQUIREMENTS & DUE DATE**

The following items are required in the submitted proposal. Failure to provide the requested documentation may result in disqualification or reduction in scores.

### **1. Proposals**

- a. Introduction of Consultant including years in business and the location of the office where the Consultant will perform its work.
- b. Discussion of Consultant's qualifications and experience, particularly in projects of similar size and scope to this project. Include the qualifications and experience of any sub-consultants.
- c. Provide organizational chart, listing the main Project Manager, staff, and any other consultants that will be supporting the project and include background and experience of key team members.
- d. Summary of how the project will be approached (economically, socially, politically, design, etc.).
- e. Proposed schedule of task completion.
- f. Provide a summary of three similar projects, include the address, and phone number of specific individuals that the District may contact for reference.
- g. Copy of the insurance policy.
- h. Any other information that will assist in the selection process.
- i. Proposal submittal deadline shall be Friday January 12<sup>th</sup>, 2024, at 4pm.

## **VI. DISCLOSURES**

- 1. Once the RFQ is released, communication of any kind regarding this Proposal with any District employee or committee member other than the contact person listed in this RFQ is prohibited. Any such

- contact could disqualify a Contractor from being awarded this RFQ.
2. Award of the Proposal does not guarantee any purchase will take place. The District does not guarantee that any or all of the planned purchases will take place.
  3. Any proposal may be withdrawn prior to the date and time the proposals are due. Any proposal not withdrawn will constitute an irrevocable offer, for a period of ninety (90) days, to provide the District with the services/product specified in the proposal.
  4. The District reserves the right to reject any or all RFQ's or any part, thereof; to waive informalities; to negotiate and agree to contract terms with the successful proposal; to disregard non-conforming, non-responsive, unbalanced or conditional proposals, and to re-advertise if it is in the best interest of the District to do so.
  5. Any product or services that have been omitted from this specification that is clearly necessary for completing the work shall be considered a requirement although not directly specified or called for in this proposal.
  6. Consultants are responsible for delivery of their proposal documents prior to the time of the deadline. All proposals become the property of the District at the time the bid process ends.

## **v. REVIEW CRITERIA**

All submittals will be evaluated by a review committee comprising at least four members. Submittals will be evaluated as follows:

1. **20% - Team Composition, Qualifications, & Experience:** Consultant team composition, including any other sub-consultants on team, team qualifications and experience, and sub-consultant qualifications and experience performing work described in the Scope of Services.
2. **20% - Project Approach:** Project approach detail showing how the Consultant will execute the project and meet the project objectives and requirements of the project, to include the economic, social & political impacts, design, etc.
3. **40% - Past Work & Project Experience:** Include a summary of past projects and work experience.

4. **20% - Schedule:** Consultant's scheduling approach to complete the design within an aggressive schedule (District target date for completion is December 31<sup>st</sup> 2026) If District target date can't be met then the consultant should submit a proposed schedule for completion of the design.

Note: Staff may choose to interview the top two or three ranked consultant teams.

## **VI. AWARD OF THE CONTRACT**

The project will be awarded to a single consulting firm. The proposal that most closely meets the criteria established in this RFQ will be selected to be awarded the contract. The District intends to award one contract and does not anticipate awarding to multiple companies. Regardless, the District reserves the right to make multiple or partial awards if in the District's best interest.

## **VII. PROTECTED INFORMATION**

1. All proposals are subject to the Government Records Access and Management Act (GRAMA) Utah Code Ann., Subsection § 63G-2-101 et seq.
2. If Consultant believes any information should be held confidential for business reasons, Contractor must submit a written claim of business confidentiality for that particular information and include a specific statement of the reasons supporting the claim pursuant to Utah Code Ann. § 63G-2-305(2)(c).

Please Send Qualificaitons To:

**SBWRD: Attn. Chad Burrell  
2800 Homestead Road  
Park City, Utah 84098**