

**REQUEST FOR STATEMENTS OF QUALIFICATIONS  
FOR  
DESIGN PROFESSIONAL SERVICES**



**CENTRAL UTAH WATER  
CONSERVANCY DISTRICT**

Central Utah Water Conservancy District

July 2019

## **REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR DESIGN PROFESSIONAL SERVICES**

The Central Utah Water Conservancy District (“District”) is requesting general Statements of Qualifications (SOQ) from Architectural and Engineering Firms to provide analysis, evaluation, consulting and/or design services for miscellaneous future District projects where the design professional fees are estimated to be less than \$250,000. The result of this request will be to create an approved vendor list called the Prequalified Design Professional List from which the District may procure design professional services through a simplified evaluation, selection and fee negotiation process.

### **BACKGROUND**

The Central Utah Water Conservancy District has been in existence for over 50 years and constructs, operates and maintains many facilities located throughout the eight counties it serves. Many of its projects are large, requiring extensive design professional services. As a political subdivision of the State of Utah, the District follows the guidelines for securing design professional services found in the District Purchasing Policy and the Utah Procurement Code, which require public notice, a request for proposals, a formal evaluation committee and a negotiated contract based on demonstrated competence. However, for smaller projects, the District Purchasing Policy also permits a direct award to design professional firms that are identified on an approved vendor list (a.k.a., Prequalified Design Professional List), provided other requirements are met as described in this document.

Due to the length of time that the District has operated, some of its facilities are aging and are in need of improvement, repair or replacement. Because many of these projects are smaller, they often require design professional services which are within the threshold of the \$250,000 per project. In order to simplify acquiring these services, the District can utilize a procurement process outlined under its Small Purchases Vendor Prequalification clause for obtaining such services by creating a Prequalified Design Professional List. While aimed at smaller improvement, repair or replacement projects, the Prequalified Design Professional List may also be used for new projects, provided that the cost of the design professional services falls within the guidelines defined.

### **DESCRIPTION AND OBJECTIVES**

**Prequalified Design Professional List:** As outlined in the District Purchasing Policy, the procurement process for design professional services whose cost is within the threshold of \$250,000 per project, may include the direct negotiation and award of a contract to a design professional that has qualified for inclusion on a Prequalified Design Professional List.

Furthermore, the District may, by following its purchasing policy based on the procedure described in Sections 63G-6a-410 and 63G-6a-507 of the Utah Procurement Code, prequalify potential firms and develop a Prequalified Design Professional List and then limit participation in a design professional procurement process to firms chosen from that list.

A Prequalified Design Professional List is created through following a defined process which includes: advertising for and requesting a statement of qualifications from interested firms; indicating the type of services to be procured and the type of firm that is sought; outlining the minimum mandatory requirements and the evaluation criteria to be used to select firms to be included on the list; and indicating the type of list (“open-ended” or “closed-ended”) being created.

The District is creating an “open-ended” Prequalified Design Professional List which means: there is an indeterminate period of time that firms may be added to the list (although there is a deadline by which a firm must submit a statement of qualifications to be considered for the *initial* Prequalified Design Professional List); firms will be added to the list throughout the term of the list; and firms will have to update and re-submit their statement of qualifications for evaluation every 18 months to be renewed as a prequalified design professional firm on the list.

**Types of Firms Being Sought:** The District is seeking firms whose employees are licensed in the practice of architecture and/or in the practice of professional engineering to be included on the list and who are qualified to perform analysis, evaluation, consulting and/or design services.

The Prequalified Design Professional List, in this case, is being created for future services that are not specifically and fully defined at this time. However, these future services will include specifications that clearly describe the District’s requirements and the functional and performance criteria for the service at the time that the service will be contracted.

Project Design Professional Fees up to \$100,000: The District, after reviewing the qualifications of a design professional firm that is on the list, may procure these services by directly negotiating for an amount up to \$100,000, once it has documented that all of the related requirements will be met and that the awarded firm can certify that their organization is capable of meeting the specifications of the project.

Project Design Professional Fees between \$100,000 and \$250,000: The District may, for projects with fees estimated to be greater than \$100,000 and less than \$250,000, invite at least three firms from the Prequalified Design Professional List to submit proposals that include minimum specifications, and may award the work to the firm that is most qualified.

When this type of procurement process is allowed and designated, only firms who are on the Prequalified Design Professional List are able to be selected for the design professional services indicated.

**Management of the Prequalified Design Professional List:** The District will retain and electronically keep on file the submitted SOQs for those firms who are on the Prequalified Design Professional List and make them available to District project managers when considering firms to fill the need for services on projects meeting the criteria indicated above. The retention period of a submitted SOQ will last 18 months, unless a firm desires to withdraw inclusion or no longer qualifies to be on the list. Renewal for inclusion on the list will occur any time a firm replaces their previous SOQ with an updated SOQ and is again approved to provide services.

Because this is an “open-ended” process, the District will continue to advertise and include instructions on its website for interested firms to submit a SOQ to be considered for the Prequalified Design Professional List. The 18-month retention period for these additional firms who qualify will begin from the time that their submitted SOQ is approved.

The use of a Prequalified Design Professional List does not preclude the District from using its standard policy for procuring design professional services, which requires public notice, a request for statements of qualifications, a formal evaluation committee and a negotiated contract based on demonstrated competence, should such action be determined to be in the best interest of the District. However, in many cases, using this Prequalified Design Professional List will help the District meet its objective of utilizing a simplified evaluation, selection and fee negotiation process for services when completing smaller projects.

## **SCHEDULE**

Advertise for Design Professional Firm Online SOQ Submission .....	Jul 21, 28, Aug 4, 2019
Online SOQ Submission Available.....	Monday, July 22, 2019
SOQ Due Date for <i>Initial</i> Prequalified Design Professional List .....	4:00 PM, Friday, August 16, 2019
Posting of <i>Initial</i> Prequalified Design Professional List.....	Friday, August 30, 2019
Online SOQ Submission Available for Later Addition to List .....	Monday, September 2, 2019

## **SUBMISSION OF STATEMENT OF QUALIFICATIONS**

**Each firm's Statement of Qualifications must be submitted using the online submission process (<https://soq.cuwcd.com>). (Note: *Internet Explorer is not supported. Please use Apple Safari, Google Chrome or Mozilla Firefox.*) Opportunity to provide limited pertinent supplemental information (e.g., cover letter, personal résumés) is included in the online form. The Statement of Qualifications online submission process is organized in the following way:**

### **Registration Screen**

This screen requires you to initially register using a valid e-mail address and a secure password, and results in a confirmation e-mail being sent out to the indicated account to verify the e-mail address.

Once you verify the e-mail address by clicking on the confirmation link, the registration process is completed and you may log in and start the Statement of Qualifications submission process.

*Note: The registered user becomes the representative of a particular firm and is the one who then has access to complete, modify, submit and renew a Statement of Qualifications for that firm.*

### **Initial Setup Screen**

On the Initial Setup screen, you will be asked to provide your Company Information and a Primary Contact Person. You are asked to type in both *required information* (Legal Company Name, Street Address, City, State, Zip Code, Date Company was Formed and Average Number of Employees), as well as *supplemental information* (Doing Business As, Website) when that applies. You are also asked to provide the First Name, Last Name, Email address and Phone number of the Primary Contact Person.

After filling out this form, you will be asked to save your company information. However, it can be edited later, if you need to do so.

### **SOQ Setup Screen**

This screen allows you to indicate the type of SOQ you wish to fill out. In this case, you would choose *Design Professional Services* as the type of SOQ and confirm your choice.

### **Design Professional Services SOQ Screen**

This screen is divided into a few sections, allowing you to provide pertinent information about your firm. First there is a **Welcome** section consisting of a paragraph or two that gives a brief explanation of the purpose of a Design Professional Services SOQ.

Next there is a **Documents** section which allows you to upload two types of documents: 1) a business confidentiality claim, in case there is anything in the SOQ that you would like excluded from becoming a public record and, 2) a cover letter, which introduces your firm and its team. While uploading these documents is optional, it does allow the opportunity to provide this information when it seems applicable.

In the **Project Experience** section, you are given the opportunity to provide the bulk of information about your firm's expertise. Here you list one or more projects in detail that highlight your company's qualifications, based on experience shown through projects completed within the past 10 years. Additionally, you add key project personnel and highlight their qualifications, aptitude and contribution to the project; you can also upload a résumé for each person you add to a project or you can upload one later using the Company Dashboard screen, as explained below. You then associate one or more areas of expertise for which the firm is seeking prequalified status, as demonstrated in conjunction with the indicated project. (*Note: You must list at least one area of expertise for the SOQ to be approved. However, many areas of expertise can be associated with a single project. It is preferable to have multiple competencies applicable to the project listed, as this increases exposure during a search for expertise.*) If there is additional information or a certain uniqueness about a project not captured by the account given above, you can upload a file that provides further explanation.

At the top of the Design Professional Services SOQ screen is a **Status** section, indicating whether or not your SOQ is submitted and approved. Here you have the opportunity to submit your completed SOQ to the District for its approval to have your firm included on the Prequalified Design Professional List. Additionally, when information about the company changes and needs to be updated, you can withdraw an existing submitted SOQ, modify it and resubmit it for District approval. Furthermore, when the approved status for the SOQ has expired after the retention period of 18 months, you are allowed the option to edit the SOQ, if desired, and resubmit it here for District approval.

### **Company Dashboard Screen**

After your company information has been entered, you have the option to go to the Company Dashboard screen. Here you can edit your Company Information, add additional Key Personnel, submit a résumé for those Key Personnel listed and/or record the address of another Office Location, should your firm operate out of more than one site. Once you have put in your initial company information, this is also the screen to which you are immediately directed when you log in at a future time.

## **SELECTION PROCESS**

The following paragraphs describe the process that will be followed in selecting a Design Professional firm to be included on the Prequalified Design Professional List:

### **Solicitation of Design Professional Firms**

The District will advertise in local papers and on its website <http://cuwcd.com> for interested Design Professional firms to submit an online Statement of Qualifications (SOQ) to provide design professional services for future projects. Because this is an "open-ended" list, after originally advertising for, determining and posting the initial Prequalified Design Professional List, the District will continue to display on its website an invitation to submit SOQs by qualified firms to be added to the list. In all cases, to be responsive to this request for SOQs, the interested firms must complete the online submission process located on the website (<https://soq.cuwcd.com>).

To be considered for inclusion on the *initial* Prequalified Design Professional List, all SOQs must be *completed and submitted* online no later than **4:00 PM, Friday, August 16, 2019**. Those firms who choose not to be included on the *initial* Prequalified Design Professional List but who do want to seek later inclusion may submit their SOQ online *after* the initial list is posted, starting on **Monday, September 2, 2019**. Any new submissions are reviewed on a monthly basis but may not see inclusion on the list until as long as two months after the submission of their SOQ, based on the timing of the monthly review.

### **Statement of Qualifications Evaluation**

The District will evaluate the Statement of Qualifications using the selection criteria set forth below:

1. The Statement of Qualifications form is complete and submitted online.
2. The Design Professional firm has at least one project listed that was completed within the last 10 years.
3. The Design Professional firm has demonstrated competence in and indicated at least one area of expertise associated with that project which would be of benefit to the District.
4. Employees of the Design Professional firm are licensed to practice in the area(s) of expertise indicated in the SOQ.

Each SOQ will be evaluated on the basis of the selection criteria outlined above, which is in accordance to Central Utah Water Conservancy District's Purchasing Policy and applicable State Procurement Code. Non-responsive SOQs may be eliminated from consideration. The Design Professional firm bears sole responsibility for the items and information included, or not included, in the SOQ submitted by that firm. The District reserves the right to disqualify any SOQ that includes significant deviations or exceptions to the terms, conditions and/or specifications outlined above. Upon completion of the initial evaluation, the District may elect to have further discussions with a firm's representative for the purpose of assuring a full understanding of the SOQ.

When a Design Professional firm is selected from the Prequalified Design Professional List to potentially provide design professional services, the District will conduct a more detailed discussion of the scope of work, prior to entering into contract negotiations with the selected firm.

### **Business Confidentiality**

In accordance with State Law, all submitted SOQs are a public record and are subject to public review upon request. However, a Design Professional firm may request any part of the SOQ be a protected record and not available for public release by complying with Utah Code 63G-2-309(1). To do this, the firm must provide the District with a written claim of business confidentiality indicating what part of the SOQ it would like to be held as confidential and a concise statement of reasons supporting the claim of business confidentiality. This information must be presented at the time of submission of the online SOQ by following the directions to upload the claim as defined on the Design Professional Services SOQ screen.

All SOQs will become and remain the property of CUWCD.