

***CENTRAL WEBER SEWER IMPROVEMENT DISTRICT
FACILITIES EVALUATION AND MASTER PLAN UPDATE
REQUEST FOR STATEMENT OF QUALIFICATIONS***

The Central Weber Sewer Improvement District (District) desires to retain the services of an engineering design firm to perform a Facilities Evaluation and Master Plan Update for both its collection system and treatment plant. Statements of Qualifications must be submitted no later than **10:00 AM, November 12, 2026** to Kevin Hall, General Manager, Central Weber Sewer Improvement District, 2618 West Pioneer Road, Ogden, Utah 84404 (Phone 801-731-3011). Submission of statements via electronic mail must be submitted to kevinh@centralweberut.gov and receipt must be verified by response prior to the submission deadline. Statements must meet all the requirements listed below to be considered responsive. The District anticipates making its final selection after January 25, 2027.

Background Information

The District desires to update its current Master Plan that was completed in March 2023. The updated Master Plan will provide the supporting information prior to revising the District's Impact Fee, which will be done by others. In addition, to meeting this statutory requirement, the District desires to develop a Master Plan that considers the following:

1. Develop a consistent and coordinated method of estimating flow and loads, and develop a single coordinated schedule of recommended projects between Treatment Plant and Collection System Facilities. Distinguish between collection system and treatment plant project costs, while developing a unified capital facilities plan for budgeting purposes.
2. A limited condition assessment is anticipated for some aging facilities.
3. The District currently has a solids handling program. However, future solids handling methods are uncertain and future solids production needs to be understood and planned. Solids handling planning should include process elements and capacity.
4. The District desires access to references when responding to inquiries about collection system capacity during the period between Master Plan updates. For example, if an industrial or residential developer requests service, the District needs a method to compare demand to available capacity in the pipelines at the time of request.
5. District service area expansion has occurred in recent years and additional expansion into previously unserved areas is under discussion. Evaluate capacity of District facilities to accept this potential demand.

6. The District desires to develop an odor nuisance strategy for the future should odor mitigation become necessary in the future.

Scope of Work

The engineering design firm or team (Engineer) will perform evaluations and develop the anticipated deliverables stated below. The following narrative is the District's understanding of the necessary work to develop these plans. The Engineer should develop and propose a detailed project approach for the District's consideration.

Data Gathering - The Engineer will gather data to support revisions. The District will make available to the engineer historical data including: water quality, SCADA historian, CCTV, survey, and other condition assessment and observation data as available and needed. The Engineer should acquire any additional data needed. The District anticipates that the Engineer or the engineer's subcontractor will conduct an intensive collection system flow monitoring event.

Growth and Demand Projections – Develop flow and loading projections using similar standards. Develop detailed area specific flow projections for collection system trunklines using metering and other data. Refine treatment plant flow and load projections. Wherever feasible utilize consistent methods to estimate the impact of infiltration and inflow on both the treatment and collection systems. Projections should be made in 5-year increments.

Evaluate Capacity Needs – Evaluate hydraulic and treatment capacity of the collection and treatment systems. Estimate solids production and evaluate the solids handling capacity including any limitations. Include estimates for dry tons of solids produced annually over time.

Recommend improvement projects – Develop or refine the existing list of projects from the previous master plan. Recommended collection system projects should provide project specific dry weather flow trigger thresholds at specific manhole locations. Recommendations on treatment system upgrades should be made with consideration for odor control, reducing energy consumption (power and gas), optimizing chemical use, and reducing solids production wherever possible. Provide a recommendation for project implementation timeframes within the planning window. Estimate planning level costs for projects.

Anticipated Project Deliverables

The anticipated deliverable is a CWSID Facilities Master Plan. The Engineer should include interim deliverables in the Project Approach.

Statement of Qualifications Request

The engineering firms will be ranked based on qualifications. A detailed scope of work for the project will be developed and a contract including a not to exceed value will be negotiated with the highest ranked engineering firm. If a contract cannot be negotiated, then the District may choose to negotiate with the next highest ranking firm. The District's template services agreement is attached to this Request for Statements of Qualifications and will be anticipated to set the terms acceptable to the District.

A responsive Statement shall include the following information limited to a total of twelve (12) pages shown not including the resumes:

1. Introductory Letter (1 page).
2. Organizational Structure of Proposed Staff (2 pages).
 - a. Include in the Statement the organizational structure of the project team. Include the working location (home base) of Project Manager, Project Engineer and key team members including sub-consultants.
 - b. Include in the APPENDIX resumes for Project Manager, Project Engineer and key team members. Each resume shall not exceed one (1) page and the total no more than ten (10) pages of resumes.
3. Project Approach - Proposal for accomplishing the scope of work. Including a narrative description of the approach including at a minimum: any proposed data gathering activities such as flow monitoring, proposed modeling tools and methods of projections, a proposed project schedule, proposed list of interim deliverables, and a list of the proposed site visits and meetings (5 Pages).
4. Statement of qualifications (2 pages).
5. A brief description of at least three successful projects in the past five years of similar scope including client references and contact information. (2 pages).

Statements of Qualification will be ranked by the selection committee based on the following criteria: experience and work history, management and individual staff, project schedule and approach, qualifications, licenses, certifications, ratings, basic information about the firm, financial standing, and other pertinent information.

The District may request an interview from any or all of the submitting firms prior to final selection. Interviews will be conducted at the District offices or may be conducted by video teleconference and at a minimum the Project Engineer and Project Manager will be requested to attend.

The District reserves the right to accept or reject any or all Statements, any part of any Statement, or to waive any informality in any Statement, as is in the best interest of the District.

The District may require up to sixty (60) days after opening the Statements to award the work.

Any questions or requests for clarification related to the Request for Statement of Qualifications should be submitted in writing to kevinh@centralweberut.gov.

Attachments: Template Services Agreement