

Trustees

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REQUEST FOR PROPOSALS

Public Involvement Firms For: 2022 Secondary Meter Project

Issued: December 9, 2022
Due Date: December 23, 2022

**Request for Proposals
for
Public Involvement Firms for 2022 Secondary Meter Project**

1. RFP Contact

Inquiries regarding this Request for Proposal (RFP) should be directed in writing to:

Kurtis Anderson
Bountiful Irrigation District
995 S 500 W
Bountiful, Utah 84010
801-295-5573
kurtis@bountifulirrigation.com

2. Background Information

Bountiful Irrigation is committed as part of a large regional effort to get existing secondary irrigation connections metered within the District. The 2022 Secondary Metering Project is set to begin January 3, 2023 and will provide around 1600 secondary irrigation meters on existing connections in parts of Woods Cross and Bountiful.

3. Purpose of RFP

The purpose of this RFP is to enter into a contract with a qualified company to serve as the public involvement firm to manage the 2022 Secondary Metering Project, running from January 3, 2023 until December 31, 2023. Management of metering project would include, but is not limited to the following:

- Public Involvement Plan
- Project Hotline
- Project Website
- Delivering Notices – mailers, doorhangers, social media, etc.
- Project Coordination – calls and emails
- Meetings
- Fieldwork to determine locations of certain secondary connections

This invitation is extended to all firms and organizations with proven experience in providing the services specified herein and with an interest in offering their services to the District. For the purpose of this RFP, “Respondents” means the organizations or individuals that submit proposals in response to this RFP. The documents submitted will be referred to as “Proposals”. The District’s goal is to obtain a public involvement firm for the 2022 metering project.

This RFP is designed to provide basic information sufficient to solicit proposals from qualified companies but is not intended to limit a proposal's content or exclude any relevant, important, or essential information.

4. Scope of Work

The scope of the project will be:

Task 001: Project Team Coordination

The selected firm will coordinate with the project team including the District, and/or designated personnel and contractor weekly. Weekly coordination meetings, done electronically or in person, are to be held from January 3, 2023 – December 31, 2023.

Task 002: Stakeholder and Public Outreach

The selected firm will participate in the following

- Create and maintain a database with contact information for those stakeholders/residents who contact the firm with questions, issues or comments.
- Design and mail fliers.
- Design and print door hangers.
- Coordinate door hangers and fliers with the selected contractor. Relay construction schedule, issues and resolutions to stakeholders and residents as needed.
- Update project website with schedules, information, and maps as needed.

Task 003: Project Hotline

- Maintain stakeholder/resident availability by phone and email and respond in a timely manner

5. Timeline

The following timeline will be followed with respect to this RFP process:

Opening date – RFP is available: December 9, 2022

Response submission deadline: December 23, 2022 at 10:00 a.m. MST

Evaluation committee review / interview period: December 23 – December 28

Anticipated award of contract: December 29, 2022

Implementation: January 3, 2023

6. RFP Documents

Information and the RFP can be found at the following designated website:

www.bountifulirrigation.com/public-notice

The RFP may be downloaded from the designated website. Prospective proposers are required to register via email, at kurtis@bountifulirrigation.com, as an RFP holder, even if the RFP is obtained from other than the designated website in either electronic or paper format. This registration should include the following information:

- Date the RFP was obtained
- Where the RFP was obtained
- RFP holders company name and RFP contact information including:
 - Contact Name
 - Contact Email
 - Contact Phone

The designated website may be updated periodically with addenda, answers to questions, and other information relevant to submitting an RFP. All addenda, and other RFP documents will be offered only through the designated website. The District will not be responsible for RFP, including addenda, if any, obtained from sources other than the designated website.

The District requires all proposals to be submitted in two separate documents. The first document will include the public interest firm's information and requested qualification criteria as outlined in items B and C below and must be limited to eight pages in length. The second document will be the Cost Proposal, described in item D below, and must be limited to two pages.

No cost information may be included with the first document. Any proposal that contains cost information in the first document will be rejected as non-responsive.

Submit your proposal following these guidelines:

A. Submission Time, Place, and Manner

- 1) Submission – All proposals need to be submitted via email to kurtis@bountifulirrigation.com
- 2) Proposal Documents – An emailed copy (in pdf format) of each document must be received on or before Friday, December 23, 2022, at 10:00 a.m. MST.
- 3) Late Submission - Proposals received after Friday, December 23, 2022, at 10:00 a.m. MST will not be considered.
- 4) Proposal Opening – In accordance with the District's Purchasing Policies and Procedures, proposals will be publicly opened/read on December 23, 2022, beginning at 10:00 a.m., at the District offices.

B. Respondent Information

The first page of the proposal should include:

- 1) Title: "RFP for Public Involvement Firms for Metering Projects"
- 2) Proposer summary information:
 - Firm/Company Name
 - RFP Contact Person
 - Address
 - Telephone number
 - E-mail address

C. Response Criteria

The proposal document should address the following:

- 1) Qualifications and ability to provide public involvement services
 - a) Qualifications and expertise of firm
 - b) Services provided
 - Provide a list of services provided by your firm.
 - c) Support team
 - Provide the name, title, and contact information of those who will be assigned to the District, the responsibilities of each member, their background.
 - Describe the teams experience with similar work performed for other local governments, water conservancy districts, or special service districts.
- 2) Work plan and approach
 - a) Strategy to fill the District's public involvement needs:
 - Describe your firm's capabilities and resources to assist the District in providing timely and effective public involvement needs.
 - Speak to how your firm will provide the District with the broadest access to public involvement solutions.
- 3) Past performance
 - a) Work with similar size agencies:
 - Provide three (3) client references with comparable size of infrastructure and service area. Include a contact person and that person's contact information and title.
 - Work performed for water conservancy districts, other special service districts, or governmental agencies.
 - For each client specify the type of work performed and the size of the client's group.

4) Conflicts of interest:

Indicate whether there are any potential conflicts of interest that would affect the ability of your firm to fairly represent the District. For each potential conflict of interest state:

- The names of the individuals and entities involved
- The nature of the conflict, and
- The steps that respondent will take to mitigate the impact of the conflict

D. Cost Proposal (Separate Document)

In a separate document entitled “Cost Proposal”, include all information on cost for services and any related items for which the firm may charge. A proposal may be rejected as nonresponsive if any cost information is included in any other portion of the proposal response other than in the “Cost Proposal” document. Please include the following:

- 1) Cost of proposed public involvement services as a fee.
 - Describe how your firm is compensated through the process.
 - List the expected compensation amounts for your services to the District.
 - List all services that are included in the compensation package.
- 2) A list of any other anticipated costs, other than the fees listed above, that will require reimbursement, either on an actual cost basis, or any other basis, if any.
- 3) Any other information relevant to cost.

E. Accuracy of Proposal

All proposals will be relied upon to be true and accurate. The District will rely on this information when evaluating each submission by the selection criteria listed in section 7.A. below.

7. Evaluation and Contract

A. Evaluation Criteria

An evaluation committee will meet to consider all responsive proposals submitted and rank the proposals based on the criteria below. If a firm is eliminated during the evaluation process, they will be notified in writing.

Evaluation categories are assigned a maximum number of points for evaluation purposes, with a cumulative total of 100 points. Cost proposals will be evaluated by a member separate from the evaluation committee. Each RFP response will be evaluated based on the following factors:

Selection Criteria		Score (0-5)	Weight	Maximum Points
1.	Demonstrated ability of responder to provide services and satisfy the requirements of the RFP			
	a. Qualifications and expertise of firm	5	2	10
	b. Firm services provided	5	2	10
	c. Firm support team and adequate staffing	5	2	10
2.	Responsiveness of work plan			
	a. Clearly written proposal which indicates an understanding of the key issues and the responder's ability to meet the demands of public involvement services as they arise.	5	3	15
	b. Work plan and approach	5	1	5
3.	Past performance			
	a. Successful work with similar size employers.	5	2	10
	b. Work with government sector employers, particularly other special service districts.	5	1	5
	c. References	5	3	15
4.	Cost proposal			20
Total Maximum Score Available				100

All criteria will be graded on the following scale:

- 0 - Failure, no response
- 1 - Poor, inadequate, fails to meet the requirement
- 2 - Fair, only partially responsive
- 3 - Average, meets minimum requirement
- 4 - Above average, exceeds minimum requirement
- 5 - Superior

B. Evaluation Process

Phase 1 - The evaluation committee will review all proposals that are timely received. Proposals that are not responsive, responsive, or do not comply with the requirements of this RFP and the requested submission format will be eliminated from consideration.

Phase 2 - The evaluation committee will evaluate proposals that are not eliminated in Phase 1 in accordance with the Selection Criteria 1, 2, & 3 listed above. Proposals that achieve a total technical score of 55 points or more will be designated as finalists and will move on to Phase 3.

Phase 3 - If needed, some selected proposers may be invited to make formal oral presentations and be interviewed by the evaluation committee. Presentations and interviews may be conducted with firms who were not eliminated in Phase 1 or Phase 2. Presentations and interviews could be conducted in person, by telephone or video conferencing. The scores awarded under Phase 2 could be adjusted, if justified. If presentations and interviews are deemed unnecessary, proposals may be accepted without them.

Phase 4 - After the adjustments described in Phase 3 are made, if any, each finalist will receive a score for "Cost" of up to 20 points. The proposal with the lowest price will receive the maximum points available. All other proposals will receive points determined by the ratio of the lowest proposal's price to its proposal's price. The ratio is calculated as follows: the maximum points available for the cost category, multiplied by (lowest proposed price/proposal price).

C. Bountiful Irrigation District Purchasing Policies and Procedures

All proposals will be evaluated in accordance with the requirements of the Bountiful Irrigation District Purchasing Policies and Procedures and this RFP.

D. Contract

A contract will be awarded (pending successful contract negotiations) to the firm whose proposal is the most advantageous to the District, taking into consideration price and other evaluation factors described in this RFP.

8. Questions

Any questions and/or requests for clarification should be submitted by email to kurtis@bountifulirrigation.com. Responses to substantive questions, and responses to requests for clarification, will be provided on the designated website.

9. Addenda

All addenda to this RFP (including answers to questions provided by addendum) will be posted on the District's website at:

www.bountifulirrigation.com/public-notice

Addenda and notifications are not required to be provided in any other manner. All firms, potential firms, and other interested persons are required to check the website on a regular basis in order to receive notice of, or a copy of, any addendum.

The District may attempt, but is not required, to provide email notification of an addendum to any person who sends a request, to receive notification, to: kurtis@bountifulirrigation.com

10. Protected Information

Protection or disclosure of information submitted in response to this RFP is governed by Title 63G, Chapter 2, Government Records Access and Management Act. A firm who desires to request protected status of any information submitted in the response must specifically identify the information that the firm desires to protect and the reasons that the information should be afforded protection status under the law. In making this request, the firm shall comply with the requirements of Utah Code Section 63G-2-305, Utah Code Section 63G-2-309, and all other applicable requirements of law. The District's decision regarding the protected status of information shall be final and binding on the firm. Each firm will indemnify, defend, and hold forever harmless the District from any and all liability relating to the disclosure of information included in the firm's response to this RFP, even if the firm requested protected or other confidential status for the information. Attempts to designate an entire proposal, or large portions of a proposal, as protected will not be honored. Attempts to protect information relating to cost will also not be honored.

11. Modifications to or Withdrawal of Response

A firm may modify or withdraw the firm's proposal at any time before the closing date and time for submitting a proposal by providing a written modification or a written statement withdrawing the proposal to the RFP contact. Modifications or letters of withdrawal received by the RFP contact after the closing date and time for submitting a proposal will be rejected as invalid.

12. Cost of Responding to RFP and Contract Negotiations

All expenses relating to responding to this RFP, including, but not limited to, preparing, submitting, and presenting a proposal, attending meetings in relation to this RFP, discussions, and all travel, dining, lodging, and communication expenses will be borne by the firm. The District assumes no liability for any costs incurred by a firm in responding to this RFP.

All expenses of the successful firm relating to conducting contract negotiations, including, but limited to, drafting, research, legal review, preparation, attending meetings, site visits, travel, dining, lodging, and communication expenses will be borne by the firm. The District assumes no liability for any costs incurred by a firm relating to contract negotiations.

Firm will not bill for any expense that was incurred prior to the time that the contract is signed by all parties.

13. Assignment

The successful firm shall not assign or subcontract any portion of its or their obligations under a contract without the prior written consent of the District. Assignment or subcontracting shall in no way relieve a firm of any of its obligations under a contract.

14. Other

All information provided by Bountiful Irrigation District in connection with this RFP shall be considered confidential and proprietary information of Bountiful Irrigation District and must not be disclosed to individuals outside your organization without prior written approval from the Bountiful Irrigation District.