



South Dakota Ellsworth Development Authority
18 East Main Street
Suite 121
Rapid City, SD 57701

July 1, 2022

RE: West River Regionalization Water Study (WRRWS) Request for Proposals

Dear Design Consultant:

You are hereby invited to present proposals to provide Engineering Services for the above-listed project.

1. REQUEST FOR PROPOSAL:

The South Dakota Ellsworth Development Authority is requesting proposals to provide professional engineering services for the West River Regionalization Water Study.

2. PROJECT DESCRIPTION:

The selected consultant will provide services related to the preparation of a West River Regionalization Water Study (WRRWS) to address critical water supply needs within the study area boundaries. The existing and future water supply needs within the study area boundaries are served by multiple jurisdictional entities that include Black Hawk Water User District, Meade County, Piedmont, Summerset, Rapid City, Box Elder, and New Underwood.

To address critical water supply needs of the area, the study should review how jurisdictional systems align with regards to design standards providing opportunities for system redundancy. The study should address how building a regional supply system can be leveraged across jurisdictional boundaries to optimize future infrastructure investments.

The focus of the WRRWS is to identify the water infrastructure needs over the next **3 to 5 years** within the study area boundaries. The study should also address existing water supply contamination challenges for communities in the vicinity of the Ellsworth Air Force Base and potential resource issues / constraints within the study area boundaries.

The WRRWS shall identify existing water infrastructure within the study area boundaries, proposed Water System Master Plan improvements, area water supply needs forecast, regional water supply alternatives, infrastructure improvement cost projections, proposed shared jurisdictional system improvements, and other information necessary to adequately represent existing and proposed regional water system improvements for the study area. The WRRWS is intended to be a guide for all jurisdictional service entities within the area boundaries for use in the design and construction of major water system infrastructure within the study area.

If you are interested, please submit your proposal by 2:00 p.m. on July 22, 2022. The

Please note that the attached forms will be used to evaluate the proposals.

If you have questions, please email Glen Kane (Glen.Kane@EllsworthAuthority.org).

Sincerely,

South Dakota Ellsworth Development Authority

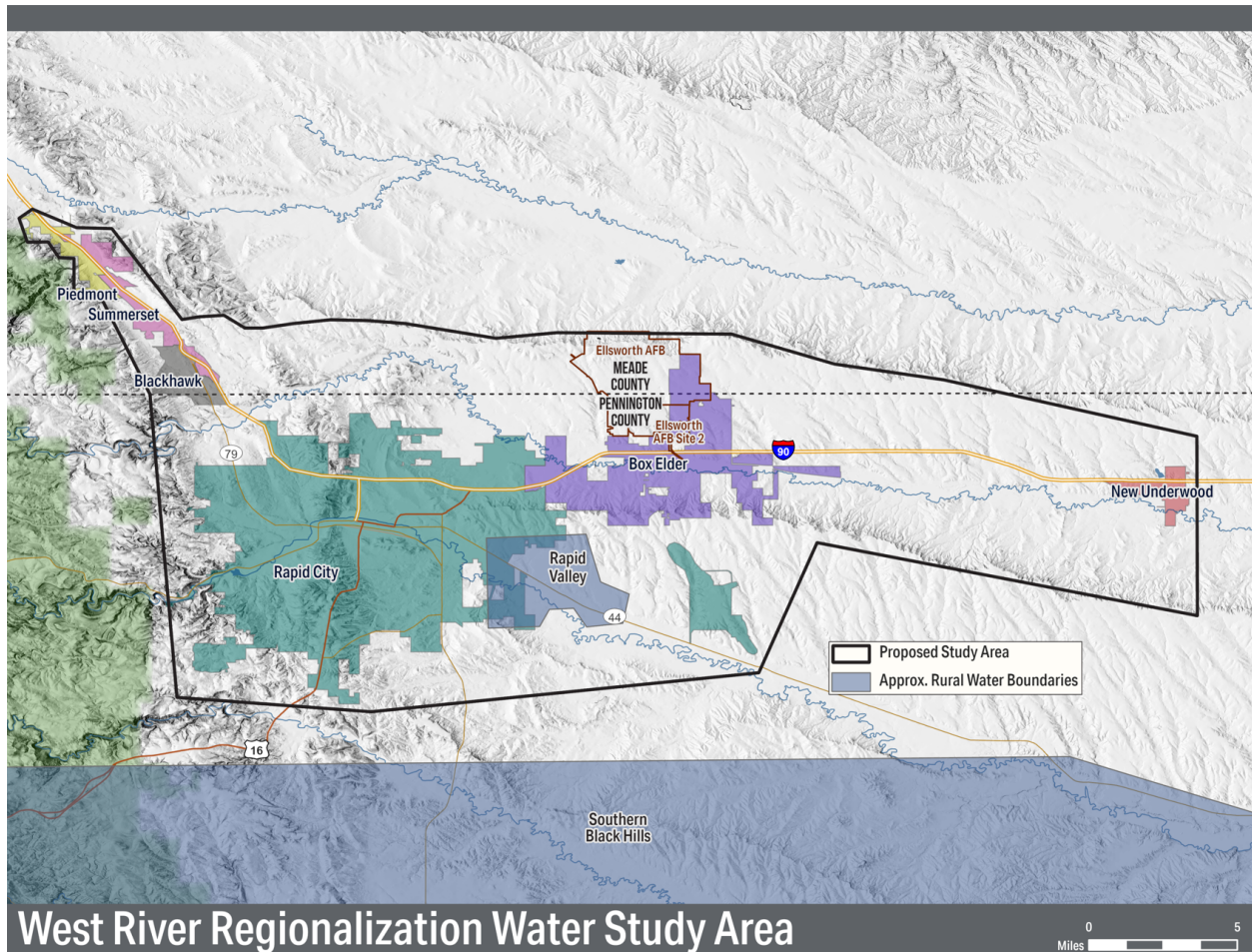
Glen Kane
Managing Director

REQUEST FOR PROPOSALS

Engineering Services For West River Regionalization Water Study

PROJECT LOCATION

The project area for the West River Regionalization Water Study (WRRWS) is generally located within the purple outlined area in the exhibit shown below. The project area is located within Pennington and Meade Counties and includes both developed and undeveloped areas inside and outside the city limits of Rapid City, South Dakota. The WRRWS area includes jurisdictional entities: Black Hawk Water User District, Meade County, Piedmont, Summerset, Rapid City, Rapid Valley, Box Elder, and New Underwood.



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It is anticipated that the WRRWS will include the following:

- Delineation of the study area boundary limits;
- Identification of service area boundaries for all jurisdictional entities serving the area;
- Existing and future land use and population projections;
- Definition, identification, and description of all existing regional water supply infrastructure;
- Definition, identification, and delineation of areas subject to potential water quality impacts;
- Identification of anticipated regional water supply infrastructure needs;
- Evaluation of future regional water supply alternatives;
- Engineers probable construction cost for all recommended facilities, in 2022 dollars;
- Recommendations of right-of-way and/or easement requirements;
- Recommendations for regional system operational model.

The WRRWS shall be completed using a format approved by the SDEDA's project manager.

3. PROJECT JUSTIFICATION:

The West River Regionalization Water Study is needed because of increasing development within the study area. Currently water service providers, incorporated cities, and developers are building water supply systems to meet the expanding needs within the study area. The West River Regional Water Study is needed to provide a regional approach across jurisdictional boundaries to optimize future water infrastructure requirements.

4. BACKGROUND:

Interested parties are responsible for obtaining all pertinent background information relative to existing water supply systems and future water supply studies developed for or on behalf of the jurisdictional entities providing service within the project area. Background information includes but is not limited to existing Land Use and Development Plans, existing GIS maps, existing Utility System Infrastructure, existing Design Standards, and area population projections.

5. SCOPE OF SERVICES SUMMARY:

Consultant selection will be based on the consultant's capabilities to perform the tasks indicated below:

- Task 1 – Discussion of the Study Purpose
- Task 2 – Existing and Future Conditions
- Task 3 – Regional Supply System Development Alternatives
- Task 4 – Analysis of Regional Supply System Alternatives
- Task 5 – Regional Supply System Implementation Analysis

Refer to “ATTACHMENT ONE - DRAFT SCOPE OF SERVICES REQUESTED”, for draft descriptions of each of the above tasks of work.

Consultant selection will be based on the consultant's ability to perform the project tasks.

6. **CONSULTANT SCHEDULE:**

Consultant Selection Process Complete	July 31, 2022
SDEDA Contract Approval	August 26, 2022
Alternatives Review	To be determined
Draft WRRWS Update	To be determined
Final WRRWS	June 30, 2023

The schedule for the services described herein will be formalized during the project contract negotiations. In general, the negotiated project schedule shall comply with the intent of the schedule presented above. The consultant, in conjunction with the project management team, will prepare a schedule for completion of each task/phase of the project. These schedules will include milestone dates for completion of the individual tasks identified in the project contract negotiations. These schedules will be integrated into and become part of the project contracts.

7. **COMPENSATION FOR SERVICES (FEE):**

The SDEDA intends to enter into a professional services contract for the negotiated scope of work. The contract will be based on a fee and itemized task schedule with a maximum not-to-exceed amount. Tasks must be tracked but may be combined into a single fee with a maximum not-to-exceed amount. The SDEDA will issue a "Notice to Proceed" to the Consultant to begin contract services under Tasks 1-5 as negotiated.

8. **GENERAL CONDITIONS FOR PROPOSALS:**

A. Inquiries:

Please direct questions to:

Glen Kane
Managing Director
South Dakota Ellsworth Development Authority
18 East Main Street, Ste 121
Rapid City, SD 57701
e-mail: Glen.Kane@EllsworthAuthority.org

All firms submitting a proposal shall identify a single contact person for receipt of responses and information from the SDEDA. The preferred method of receipt and distribution of information will be by e-mail. Therefore, please include a contact name, phone number, mailing address and e-mail address with your proposal.

B. Contractual Responsibility:

Consortia, joint ventures, or teams, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one firm or one legal entity which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of

the proposal team.

The selected Consultant shall be insured for a minimum of \$1,000,000 (Errors and Omissions).

C. Addenda and Supplements to RFP:

In the event that it becomes necessary to revise any part of this RFP or if additional information is necessary to enable the proposers to make adequate interpretation of the provisions of this Request For Proposals, a supplement to the RFP will be issued.

D. Rejection Rights:

The SDEDA retains the right to re-solicit for proposals if deemed to be in its best interest. Selection is also dependent upon the negotiation of a mutually acceptable contract with the highest ranked company. If SDEDA cannot negotiate a mutually acceptable contract with the highest evaluated company, SDEDA will negotiate with the next highest evaluated company, and so forth, until a mutually acceptable contract is reached. SDEDA reserves the right to cancel or delay this solicitation if 2022 grant funding from the South Dakota Department of Agriculture and Natural Resources (DANR) is not awarded to SDEDA for the WRRWS project.

E. General Expertise Required:

The services envisioned within this Request for Proposal includes all disciplines necessary for the proper execution of the project desired.

F. Contract Amendment:

The SDEDA retains the right to amend both the Request for Proposal and the contract with the successful consultant to include other possible areas of concern with this project.

G. SDEDA Standard Contract:

Selected consultant will be required to execute a Professional Services Agreement prepared by the SDEDA.

9. PROPOSAL SUBMISSION:

Interested firms must submit a digital and hard copy of the requested proposal no later than date shown on cover letter. Proposals shall be sent to Glen Kane, Managing Director (Glen.Kane@EllsworthAuthority.org). Email confirmation will be sent once your proposal has been received. A duly authorized official of the proposer must sign proposals. Proposals should address the firm's technical and management capabilities for the preparation of the study. Any background information, experience, and descriptive examples of the proposer's work should be submitted with the proposal. Submitted proposal should not exceed 20 pages (excluding cover page, resumes, and certificate of insurance).

10. COST OF DEVELOPING PROPOSALS:

All costs related to the preparation of the proposal, interview, or any other related activity are the sole responsibility of the firm. No reimbursement will be made by the South Dakota

Ellsworth Development Authority for costs incurred prior to a formal notice to proceed under a contract.

11. EVALUATION CRITERIA, SELECTION AND AWARD PROCEDURES:

The Selection Committee for this project will review and score each of the proposals utilizing the criteria in Attachment Two which contains the "Proposal Evaluation Form". In general, the intent of the proposal is to allow the Consultant to introduce the firm, identify the individuals that will be working on the project, describe the firm's relevant experience and capabilities, and project understanding and proposed approach. The Consultants should familiarize themselves with the five criteria items that are scored using the Proposal Evaluation Form (Attachment Two). As part of presenting the: "Firm's Project Team", the consultant shall provide a description listing the project team members assigned to each task identified in the RFP draft scope of services (Attachment One).

A current certificate of insurance, including errors and omissions, executed by the firm's insurance carrier's authorized agent shall also be provided.

The Selection Committee for this project will review the proposals utilizing the criteria in the "Proposal Evaluation Form" (Attachment Two). If interviews are deemed necessary, the top ranked firms will be notified and scheduled for an interview. The top ranked firm based on both the Proposal Evaluation and Interview Evaluation (if deemed necessary) will be selected to perform the scope of services and contract negotiation will commence. If terms cannot be mutually agreed upon, SDEDA may enter into negotiations with another firm. The Selection Committee's evaluation form is enclosed for your information as Attachment Two.

12. SOUTH DAKOTA ELLSWORTH DEVELOPMENT AUTHORITY NONDISCRIMINATION POLICY STATEMENT:

In compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the rehabilitation act of 1973, the age discrimination act of 1975, the Americans with disabilities act of 1990, and other nondiscrimination authorities it is the policy of the SDEDA to provide benefits, services, and employment to all persons without regard to race, color, national origin, sex, disabilities/handicaps, age, or income status. No distinction is made among any persons in eligibility for the reception of benefits and services provided by or through the auspices of the SDEDA.

ATTACHMENT ONE

DRAFT SCOPE OF SERVICES REQUESTED

Professional services consist of five Program Elements. (The program elements outlined below are intended to be a starting point to be used by the selected consultant for the development of the Scope of Services to be included in the Professional Services Agreement.)

- I. Discussion of the study purpose/problem
- II. Existing and future conditions
 - a. Study Area Delineation
 - b. Needs Analysis
 - i. Existing Land Use and Development
 - ii. Proposed Master Plans and Land Use Projections
 - iii. Water Supply Needs Forecast
 - c. Evaluation of Groundwater Resources Potentially Impacted by New Water Supply Well
 - i. Background hydrogeology and data collection to identify available aquifers and groundwater sources
 - ii. Assemble location and water usage of existing public water supply and private wells
 - iii. Perform brief analytical calculations of predicted drawdown/cone of influence for single proposed water supply well
 - iv. Define zones or wells that may potentially be influenced by new water supply well
 - d. Evaluation of Existing Water Infrastructure (wells, storage, pumps, distribution)
 - i. Capacity Assessment
 - ii. Background water quality
 - iii. Existing Water Usage
 - iv. Design Standards and Criteria
 - v. Regulatory Compliance Issues
 - e. Assessment of Future Water System Needs
 - i. Define Regional Supply (Provider) System Parameters
 - ii. Determine water quantity demands for average and maximum daily needs
 - iii. Define System Design Standards and Criteria
 - iv. Define source of supply and associated background water quality
 - v. Identify and Interview potential participants for specific desires, timing, and capacity needs
 - vi. Identify Connectivity and pressure requirements with potential participating Water Systems

- III. Regional Supply System Development Alternatives
 - a. Identify Regional Supply Infrastructure Alternatives
 - b. Define capacity, size and major facility elements for alternatives
(It is anticipated that one of the alternatives to be considered is up-sizing or expanding the project described in the introduction)
 - c. Preliminary routing study to identify utility corridor and storage facilities location / rights-of-way to Support System Development
 - d. Based on source of supply water quality determine options for water treatment systems
 - e. Identify necessary permitting requirements
 - f. Estimate the capital cost of each alternative, and a rough estimate of operational costs.
- IV. Analysis of Regional Supply System Alternatives
 - a. Development and Screening of Alternatives
 - i. Provide a cost comparison of each alternative from both an overall capital cost as well as unit user costs
 - ii. In addition to costs evaluate the relative needs for easement/right-of-way acquisition; any permitting obstacles; the relative regional benefits on both a water quantity and water quality standpoint
 - iii. Evaluate constructability and any differential life-cycle costs
 - iv. Identify potential environmental concerns and/or impacts of alternatives
 - v. Identify any phasing opportunities for the alternative projects
 - vi. Provide preliminary selection of most beneficial alternative
 - b. Recommend Alternative
- V. Regional Supply System Implementation Analysis
 - a. Identify System Members/Participating Entities
 - b. Provide alternative management and operation organizational models
 - i. Regional Provider Model-
 - 1. Develop outline of project implementation, project management, and operational scenario
 - 2. Develop capital and operational participation costs based on participants capacity and facilities “used and useful” to each party
 - 3. Suggest preliminary framework for operational model and individual service agreements
 - ii. Shared Distribution Model
 - 1. Provide concepts for joint implementation, management, and operations of facilities
 - 2. Provide framework suggestions for overall Intergovernmental Agreements or third-party operator managed by Joint Operating Committee.
 - 3. Provide suggested framework for cost allocation of both capital and operational costs based on capacity and facilities “used and useful”

PROJECT TEAM, MEETINGS, AND SUBMITTALS SUMMARY

Project team members will include:

- The Consultant
- SDEDA Staff
- SD Department of Agriculture and Natural Resources Staff

Meetings requiring the Consultant's participation will likely include, but may not be limited to the following:

- Kick-off meeting
- Interim Progress Meetings (Minimum of monthly meeting)
- Draft Submittal Review Meeting
- Final Review Submittal Meeting

Submittals include:

- Kick-off Meeting Minutes
- Interim Progress Meeting Minutes
- Draft WRRWS
- Review WRRWS Update
- Final WRRWS
- Interim Submittals if determined necessary

Proposal Evaluation Form

(50 Points Possible)

Project Name: _____

Evaluator: _____

Firm Name: _____

Date: _____

Proposal Evaluation Criteria	Scoring
Firm's Project Team – 20% of Total <ul style="list-style-type: none"> Education, experience, and qualifications of the personnel on the proposed project team. Should include professional registrations, education, certifications, and other pertinent qualifications of the project team members. Experience and qualifications of proposed Project Manager. Key project staff location. Summary of firm's local and regional resources. Overall firm's ability to complete similar projects in size and complexity. 	1 2 3 4 5 6 7 8 9 10
Firm's Project Experience – 25% of Total <ul style="list-style-type: none"> Summary of work over the past 10 years of similar scope and complexity. Experience and ongoing work with jurisdictional entities within the study area. Understanding of project scope. Ability to objectively represent stakeholder interests within the study area. 	1 2 3 4 5 6 7 8 9 10
Firm's Project Understanding and Approach – 20% of Total <ul style="list-style-type: none"> Familiarization and understanding of project. Experience with key project elements. Innovative approach to developing system alternatives. 	1 2 3 4 5 6 7 8 9 10
Firm's Specialized Technical Expertise – 25% of Total <ul style="list-style-type: none"> Demonstrated experience and expertise in local geohydrology and groundwater modeling. Demonstrated experience and expertise with groundwater contaminant removal. Demonstrated experience in water supply analysis, water rights, treatment, conveyance, distribution, and storage. 	1 2 3 4 5 6 7 8 9 10
Quality of Proposal – 10% of Total <ul style="list-style-type: none"> Overall proposal quality as to clarity, organization, content, addressing of project scope, and professional document representation. 	1 2 3 4 5 6 7 8 9 10