



October 5, 2026

REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR GENERAL CIVIL ENGINEERING SERVICES

Mountain Regional Water Special Service District

5739 Paintbrush Rd.
Park City, Utah 84098

Respondents and their agents are instructed not to contact selection committee members or members of the Board, or attempt to externally manipulate or influence the procurement process in any way, other than through the instructions contained herein, from the date of release of this request for SOQs to the creation of an agreement resulting from this solicitation.

Request for Statement of Qualifications

Mountain Regional Water Special Service District (the District) is inviting qualified engineering services firms (firms) to submit Statements of Qualifications (SOQs) for general civil engineering services. The District will use the SOQs to create a Prequalified Firm list. Firms and the SOQs from prequalified firms will be used for future procurements, including evaluations of SOQs for specific projects.

SOQs DUE: **By 5:00pm on Friday, November 13, 2026**

Submit SOQs as:

One (1) electronic copy in PDF format to Chief Procurement Officer, Andy Garland, at:

agarland@mntnregionalwaterutah.gov

The subject line of the submittal email should include the respondent's name (firm/company) and "General Civil Engineering SOQ". Please note that the District has an email attachment size limit of 20MB.

REQUEST FOR SOQs AVAILABLE: The request for SOQs will be available on October 5, 2026 on the District website.

EXPRESSION OF INTEREST: **Interested firms are encouraged to provide contact information (e.g. point of contact name, email, and phone number) as soon as possible for communication purposes.**

Expressions of interest should be submitted in the form of a **brief cover letter** via **email** to Andy Garland. This will help the District relay important information during the submittal period such as any changes to or clarifications regarding SOQ requirements.

QUESTIONS: All questions are to be directed to Andy Garland in writing, via email by October 26, 2026. In order to achieve consistency in submittals, all questions addressed to the District that may change or clarify submittal requirements will be answered by email to all interested parties. District Board members are **not** to be contacted in connection with this request.

PROJECT DESCRIPTION (brief): Provide general civil engineering services relating to water infrastructure for the District.

1. Introduction

The District is requesting SOQs for general civil engineering services relating to water infrastructure.

2. Schedule for SOQ Process

Deadlines and Anticipated Timeline

All SOQs must be submitted to the District by **5:00 p.m. on Friday, November 13, 2026**. The deadline for questions shall be 5:00 p.m. on October 26th – with a District response by November 4th. It is anticipated the evaluation will be completed by December 11th, after which contract negotiations will commence. The District anticipates contract negotiations to conclude by the middle of January.

Milestone	Date
Request for SOQs	10/5/26
Questions/Clarification Requests due to the District	10/26/26
District response to questions/clarifications	11/4/26
SOQs due	11/13/26
Reference Checks	Week of November 16 th
Selection and Award	12/11/26

3. General Information and Background

A special service district is defined by Title 17B of the Utah Code as

a hybrid entity in that it is an independent governmental entity, except when it comes to the levy of taxes or assessments, the issuance of debt, or the holding of an election. Those actions must be approved by the governmental entity that created the special service district. In reality, special service districts are still ultimately under the control of their creating entities.

Mountain Regional Water Special Service District was established in 2000 by the Summit County Commission (now Council) to regionalize water service in the Snyderville Basin by consolidating several failing water companies. The District now employs 30 people and covers almost 40 square miles which includes;

- 220 miles of water lines
- 23 groundwater wells
- 1 surface water diversion and water treatment plant
- 60 pumps throughout 20 pump stations
- 93 pressure reducing valve stations which maintain 82 water pressure zones ranging from 6,000 feet to 9,300 feet

The District currently serves a population of over 9,500. In addition to those customers, it provides irrigation water for three golf courses and wholesale water to other water companies.

4. Proposal Specifications

4.1 Scope of Work

The District routinely requires study, design, and construction management services related to all District infrastructure.

4.2 Areas of Interest and Tentative Tasks

Water Resources and Conservation

- Water conservation related assistance
- Water loss analysis
- Economic analysis and value engineering
- Impact Fee support including preparation of Impact Fee Facilities Plan and support for Impact Fee Analysis
- Master Planning

Pump Stations and Groundwater Wells

- Pump station analysis and pump selection
- Mechanical design
- Submersible and line shaft pump selection for groundwater wells

Chlorination

- Chlorination system design and installation

Distribution, Transmission

- Raw water conveyance
- Drinking water distribution and transmission line design
- Modeling and hydraulic analysis
- Pressure reducing station design

Storage

- Raw water storage
- Drinking water storage reservoirs
- Associated civil design

Project Management and Construction Administration

- Technical specifications and detail revisions
- Cost estimating
- Development of project schedules, budgets and implementation plans

5. Submittal Requirements for SOQs

The SOQ shall be a **maximum of ten (10) pages** in length, plus optional supporting information in an appendix. Appendices should not exceed 50 pages.

By submitting an SOQ, firms certify that all information provided therein is true and accurate.

5.1 Vision/Understanding

Provide a brief understanding of the District's needs with an explanation of why the firm is better equipped to address those needs than its competitors.

5.2 Experience and Qualifications

Describe firm's experience and qualifications providing similar services as required by this RSOQ. Information should include:

- Name of the firm and location of the firm's office(s).
- Brief history and description of the firm.
- At least three (3) relevant projects with descriptions and reference information.
 - *Highlighting projects completed for similar utilities (size and scope) is encouraged*
- Any additional information that would serve to distinguish the project team from other firms submitting SOQs such as any special expertise or experience of the firm, etc.

5.3 Project Team

Describe key personnel who would be involved in the project(s).

- Provide a specific organizational chart identifying all team members and summarizing their roles for the District.
- Project Management - The firm shall identify its designated project manager who would serve as the day-to-day point of contact with the District. Briefly describe how the project manager would lead a project and identify which of the representative experience projects were managed by the proposed project manager.
- Project Team Resumes – Submit resumes for key project team members in an appendix.

Note: If selected, the firm may not change the staffing assigned to projects without approval by the District. However, approval will not be denied if the staff replacement is determined by the District to be of equal ability or experience to the predecessor. The District may consider changes in key staff as cause to limit assignments.

5.4 Other

Please also include information regarding the firm's financial solvency along with any existing quality assurance and/or quality control plan.

6. Submission of SOQs

SOQs must be received by 5:00pm on Friday, November 13, 2026 electronically. Submit SOQs as:

One (1) electronic copy in PDF format to Chief Procurement Officer, Andy Garland, at:

agarland@mntregionalwaterutah.gov

The subject line of the submittal email should include the respondent's name (firm/company) and "General Civil Engineering SOQ". Please note that the District has an email attachment size limit of 20MB.

7. Selection Criteria

7.1 Scoring

The SOQ will be evaluated based on the following criteria with subsequent point values:

	Maximum Points
1. Firm qualifications, experience, and background	(20)
2. Project team, project management, and local availability* <i>*Local availability meaning ability to collaborate in-person (e.g. complete field work within District boundaries) as necessary</i>	(30)
3. Past experience in Snyderville Basin or in areas with similar mountainous terrain	(20)
4. Past experience with projects relating to sought after services (Section 4.2)	(20)
5. References	(10)
Maximum Total Points (100)	

7.2 Selection Notes

The District may select just one or multiple firms through this Request for Statements of Qualifications. Should the District retain more than one firm, the intention will be to distribute assignments in an unbiased manner throughout the term of the engagement using the following methods:

- A rotation system, organized alphabetically, numerically, or randomly;
- Assign firms to a specified geographical area; or
- Classifying each firm based on its particular expertise, qualifications or field.

The District also reserves the right to make assignment decisions in order to serve the best interests of rate payers whether that be value of work, delivery schedule, etc.