

INFORMATION PACKET
FOR FIRMS SUBMITTING

STATEMENT OF QUALIFICATIONS

FOR

**EVALUATION AND SUPPORT OF
THE
CENTRAL UTAH WATER CONSERVANCY
DISTRICT
ASSET MANAGEMENT SYSTEM**



Central Utah Water Conservancy District

January 2012

**INFORMATION PACKET FOR FIRMS SUBMITTING SOQ's
FOR
EVALUATION AND SUPPORT OF
THE
DISTRICT ASSET MANAGEMENT SYSTEM**

The Central Utah Water Conservancy District (the "District") is seeking Statements of Qualifications (SOQ's) from professional firms to provide expertise and professional services for the evaluation, technical support, and possible upgrade(s) of their existing District-Wide Asset Management System. This document contains information relating to the services and describes the criteria that will be used by the District in the selection process.

BACKGROUND

The Central Utah Water Conservancy District, a political subdivision of the State of Utah, was organized in 1964 to serve as the sponsoring, repayment, and operating entity of the Bonneville Unit of the Central Utah Project (CUP). The U.S. Bureau of Reclamation (Reclamation) planned and constructed the initial features of the CUP to develop a portion of Utah's share of Colorado River water. Since 1992, in partnership with the U.S. Department of the Interior, the District has been responsible for construction and completion of the remaining CUP facilities. The District has been given the responsibility of operation and maintenance of the various Federal components of the CUP. The District also owns and operates other non-federal facilities

PROJECT DESCRIPTION

In an effort to facilitate the operation and maintenance of these and other District owned, facilities, a District-Wide Asset Management program was undertaken starting in 2007. Since then the District has been in the process of developing a web-based management system for tracking assets, maintenance logs, etc. While the District considers the development path it is current on to be most logical and cost-effective, the demand for additional tools and system integration is causing a back-log in the continued development efforts. The District is therefore looking to experienced professional firms for assistance in reviewing and potentially supporting the development process.

SCOPE OF WORK

The project consists of an initial phase with the possibility of additional phases if determined necessary by the District. In the initial Phase (Phase 1) the selected firm will review, and perform additional analysis as necessary, of the existing

District Asset Management system. The firm will also review the development direction of this system and make recommendations for future development. Additionally, the selected firm will review other available solutions (“out-of-the-box” or custom) and compare those systems to the current District solution. Potential additional Phases which could include, but not be limited to, development of coding libraries, database design and queries, mobile applications, asset registry development, and the expanded conceptual development of an Asset Management system. Additional phases and/or tasks would be negotiated with and awarded to the selected firm only if determined necessary by the District.

TENTATIVE PROJECT SCHEDULE

The following is a preliminary schedule and is subject to change:

Advertise for SOQ’sJanuary 8, 11 & 15, 2012
SOQ’s Due 4:00 p.m., January 18, 2012
Notification to Firms January 31, 2012

SELECTION PROCESS

The following paragraphs describe the selection process that will be followed in selecting engineering consultants for this project:

Advertisements in Newspaper

The District will advertise in local papers, on its website, and will send the notification to firms that have expressed interest in assisting the District with asset management by having submitted a Statement of Qualifications to the District indicating an area of expertise in asset management, custom programming, and database development.

Statements of Qualification

To be responsive to this request for professional services, the firm must submit eight (5) copies of a Statement of Qualifications (SOQ) to the Central Utah Water Conservancy District, Attn: D. Heath Clark, P.E., Project Manager, 355 West University Parkway, Orem, Utah 84058-7303, no later than **4:00 p.m., January 18, 2012**. The SOQ should not exceed 10 pages in length, including resumes and Tables 1 and 2.

Required Content of SOQ

Statements of Qualification should:

- Identify the company/companies involved as the project team and the relationships between them. Complete and include the attached Table 1 (Key Project Personnel table).
- Describe the qualifications and experience of the companies and the experience, expertise, and availability of the proposed personnel and resources to perform the work. Summarize previous projects by completing the attached Table 2 (Project Experience Summary table) and including it with SOQ. Provide on this table information for at least three but no more than five projects.
- Provide references associated with previous similar projects.

The information contained in the SOQ will be the sole determination of selecting the firms to prepare technical proposals.

SOQ's should address the ability and experience of interested firms and designated project personnel with areas of expertise required for this project including:

- Working knowledge of Asset Management principles
- Web-based application development in ASP.NET and C#
- Database design and management
- Past performance on District projects

Additional areas of expertise for future phases could include:

- Mobile application development
- Extensive programming experience with web-based applications
- Application development using the ESRI Javascript API

Selection and Notification of Firms

The District will form a selection committee to review the SOQs and, considering the above requested information, will prepare a short list of the most qualified

firm(s), which will be invited to prepare a technical proposal and sealed cost estimate. The District will also notify the firms not chosen for the short list.

The selection committee will evaluate the Statement of Qualifications using the selection criteria set forth below. The selection criteria include:

1. Appropriate level of training, experience, expertise, and availability of key project personnel.
2. Ability to perform the work with respect to personnel availability, adequacy, present work load, and available equipment and facilities.
3. Firm resources and expertise availability to the project.
4. Past performance on similar projects for other owners, and the District, in particular.
5. Local office, local firm presence, and availability of project personnel for meeting and communicating with District personnel.
6. Previous work that reflects special expertise and understanding of Asset Management principles
7. Previous work that reflects special expertise with web-based application development.

Table 1 Key Project Personnel

Key Project Personnel*	Name	Office Location	Education	Licensed Professional*	Years of Experience		Percent Availability for this Project	Role on Project Team	Relevant Experience or Training
					With Firm	Total			
Principal In Charge									
<i>Asset Management</i>									
Project Manager									
Support Staff									
AM System Analyst									
<i>Software Team</i>									
Lead Programmer									
Supporting Programmer									
Software Analyst									
<i>Database Team</i>									
Database Administrator									

* where applicable
 Insert rows as necessary

Table 2 Project Experience Summary

Project Name*	Client	Project Location	General Description and Relevant Project Details	Project Team						
				Principal in Charge	Project Manager	AM System Analyst	Lead Programmer	Support Programmer	Software Analyst	Database Administrator

Insert rows as necessary