



Cache County

1857

Cache County Water Use & Preservation General Plan Element Development Services Department

REQUEST FOR PROPOSALS - 1/31/2025

REVISED: 2/5/2025

**Proposals must be submitted to: brandon.bell@cachecounty.gov
by February 19, 2025 5:00 P.M.**

Request for Proposals: Cache County Water Use & Preservation General Plan Element

Introduction

Cache County is proposing the development of a new Element of its General Plan, the Water Use and Preservation Element, to fulfill new requirements in Utah State Code relating to Water Use & Preservation. This Element will provide data and analysis regarding water use due to permitted development in unincorporated areas of Cache County, guidance for water use and preservation in unincorporated areas of Cache County, and will provide actionable strategies to guide the County's formulation of its ordinances, zoning, and development standards on these topics. Cache County is requesting proposals from firms interested in providing these services.

Primary Project Objectives

Prepare Water Use & Preservation General Plan Element in accordance with the requirements of [17-27a-403](#) of Utah State Code, for Water Use & Preservation General Plan Elements, applicable to Counties. As specified in [17-27a-403](#) of Utah State Code, the completed Element will address the following four main objectives, subjects, and requirements (see subsections 2(a)(v) and 2(h) of 17-27a-403) :

1. The effect of permitted development or patterns of development on water demand and water infrastructure.
2. Methods of reducing water demand and per capita consumption for future development.
3. Methods of reducing water demand and per capita consumption for existing development.
4. Opportunities for the County to modify the County's operations to eliminate practices or conditions that waste water.

Presentation of the necessary data and information, including charts, graphs, and/or other formats, will be necessary to address and fulfill the above-listed categories. Further, the project is expected to be informed by efforts to coordinate with the water providers in the area, as per State Code. Consultants should be aware that Cache County does not provide culinary water services to unincorporated areas, but there are 5 private water companies that do (these are listed below). Additional details and project requirements are specified in the Scope of Work & Final Deliverable section of this document.

Scope of Work & Final Deliverable: Cache County has budgeted \$30,000 for the development and completion of the Cache County Water Use & Preservation Element of the Cache County General Plan. In addition to the primary objectives listed above, the following tasks are to be completed, as specified in Utah State Code 17-27a-403, as well as any related tasks necessary to successfully complete the project:

1. State Material Review, Data Calculation & Presentation, & General Plan Integration In working to fulfill the Primary Project Objectives listed above, the Consultant will collect relevant data and perform the applicable analysis to produce data and written and visual materials as required in 17-27a-403 of State Code (see subsections 2(a)(v) and 2(h)). The successful applicant will provide an overview in their proposal of how they plan to analyze permitted development, for the properties in the unincorporated areas of Cache County Zoning Regulations (Title 17), based on the [approved zoning](#) (see the County Zoning Map at the the prior link) for properties in the unincorporated county, with regard to the amount of water usage. The Consultant will demonstrate how they intend to use data to fulfill Primary Project Objective 1: Addressing the effect of permitted development or patterns of development on water demand and water infrastructure. This should be done in accordance with the requirements of State Code and based on relevant data and adapted to circumstances in unincorporated areas of Cache County, where Cache County is not a culinary water provider. Supplying and analyzing data as it relates to projected population growth, and projected water usage for potential development permitted in the county, based on that projected population growth, as well as current water use and development trends, and current water conservation practices, etc. will help to answer these questions. Cache County may provide some calculation tools, however, the applicant should provide an overview of how their proposal will be able to fulfill this requirement, using their own resources and with minimal supervision. The selected Consultant may consult with the County GIS Division to receive access to base data in the County's possession, which may then be further processed and analyzed by the Consultant. The Consultant may be referred by the County GIS Division to other agencies, for additional data needed to fulfill these requirements.

2. Project Process & Coordination The Consultant will regularly coordinate with the Project Manager at Cache County, and the Project Steering Committee. Coordination will consist of a weekly or bi-weekly update call with the Project Manager, as well as a monthly status meeting with the Steering Committee. The update in the coordination activities shall include a progress report on each milestone including the consultant's estimated percent completion of each. Coordination activities should be designed to both inform the County regarding status and findings of the project, percentage completion, and receive direction on requested adjustments,

as well as guidance and instruction on completing the remainder of the project. A core goal to be accomplished during these meetings is advising the County regarding a range of policy options and technical strategies to accomplish the objectives of the Water Use & Preservation Element, receiving input from the Project Manager and/or Steering Committee. Finally, the selected Consultant shall be prepared to present the completed project to the County Planning Commission and County Council and answer questions, after review by the Steering Committee. While desiring to be kept apprised of project progress, the amount of time spent in meetings shall be adjusted to optimize the use of Staff time, Consultant time, and to maximize use of budget funds, and timely project progress.

3. Timeline & Project Progress The Water Use & Preservation Element final draft is anticipated to be completed by the end of May 2025, for presentation to the Planning Commission and County Council, to enable sufficient time for consideration for adoption by the County Council. A brief status update to the Planning Commission or presentation County Council may be required depending on meeting time availability and project progress. Minor adjustments to the timeline may be made to ensure timely completion of the project.

4. Water Provider & Canal Company Engagement. The consultant will engage in outreach efforts and work to interview water company providers to complete the Primary Project Objectives of the project. The required water providers, to reach out to and interview are as follows: Benson Culinary Improvement District, Cove Waterworks, Goaslind Spring High Creek Water Company, Paradise West Subdivision. Canal companies will be notified by County Staff of the preparation of this Element, but the Consultant may be required to speak with canal company owners, or stakeholders, who have questions, as needed, as questions arise from canal companies and stakeholders as the Element is prepared. Effort will be made to provide answers to any potential questions, by the Consultant and County Staff within the most time-efficient schedule.

5. Proposed Text & Recommended Practices The Water Use & Preservation Element should incorporate recommended best practices tailored to the County's needs, and social and physical environment. These best practices should include specific guidance about recommended ordinance updates and recommendations, as listed in 17-27a-403 of State Code, to be incorporated into County ordinances and other County documents. All language will be reviewed by the Project Manager, and some language for the Element written by Cache County Staff may be provided to the consultant for inclusion in the final document.

6. Produce Final Water Use & Preservation General Plan Element In addition to, and in an effort to address, the Primary Project Objectives the final Water Use & Preservation The Element the Consultant will produce will address the following subjects and requirements, as specified 17-27a-403 of Utah State Code, relating to Water Use Preservation General Plan Elements. The Element and/or Consultant will, in the proposed final Element:

- (a) Consider and address in the Element, the applicable [Regional Conservation Goals](#) recommended by the Division of Water Resources.

(b) Consult with the Division of Water Resources for information and technical resources regarding regional water conservation goals, including how implementation of the land use element and water use and preservation element may affect the Great Salt Lake.

(c) The Consultant shall notify the community water systems serving drinking water within the unincorporated portion of the county and request feedback from the community water systems about how implementation of the land use element and water use and preservation element may affect:

(1) Water supply planning, including drinking water source and storage capacity consistent with Section [19-4-114](#); and

(2) Water distribution planning, including master plans, infrastructure asset management programs and plans, infrastructure replacement plans, and impact fee facilities plans;

(d) Consider the potential opportunities and benefits of planning for regionalization of public water systems, and include such analysis in the final proposed Element;

(e) Consult with the Department of Agriculture and Food for information and technical resources regarding the potential benefits of agriculture conservation easements and potential implementation of agriculture water optimization projects that would support regional water conservation goals;

(f) Include a recommendation within the proposed Element for:

(1) Water conservation policies to be determined by the County.

(2) Landscaping options within a public street for current and future development that do not require the use of lawn or turf in a parkstrip.

(g) Consultant shall review the county's land use ordinances, and include as part of the proposed Element, a recommendation for changes to ordinances that currently promote the inefficient use of water.

(h) Propose recommended principles of sustainable landscaping, including the:

(1) Reduction or limitation of the use of lawn or turf.

(2) Promotion of site-specific landscape design that decreases stormwater runoff or runoff of water used for irrigation.

(3) Preservation and use of healthy trees that have a reasonable water requirement or are resistant to dry soil conditions.

(4) Elimination or regulation of ponds, pools, and other features that promote unnecessary water evaporation.

(5) reduction of yard waste.

(6) Use of an irrigation system, including drip irrigation, best adapted to provide the optimal amount of water to the plants being irrigated.

(i) May include recommendations for additional water demand reduction strategies, including:

(1) Creating a water budget associated with a particular type of development.

(2) Adopting new or modified lot size, configuration, and landscaping standards that will reduce water demand for new single family development.

(3) Providing one or more water reduction incentives for existing landscapes and irrigation systems, and installation of water fixtures or systems that minimize water demand discouraging incentives for economic development activities that do not adequately account for water use or do not include strategies for reducing water demand; and adopting water concurrency standards requiring that adequate water supplies and facilities are or will be in place for new development.

(4) Discouraging incentives for economic development activities that do not adequately account for water use or do not include strategies for reducing water demand; and adopting water concurrency standards requiring that adequate water supplies and facilities are or will be in place for new development.

(j) Shall include a recommendation for low water use landscaping standards for new commercial, industrial, institutional developments, and common interest community, as defined in Section 57-25-102; and multifamily housing project.

Proposal Content

Cache County is seeking a concise proposal that addresses all the requirements outlined in this RFP. Proposers must send a digital copy to: brandon.bell@cachecounty.gov. The proposal must not exceed twelve (12) single-sided pages. Personal resumes of proposed staff members of the Consultant and/or Consultant team, as well as a copy of the contract template, are excluded from that limit. The proposal must include the following sections:

1. Information - Provide the following information:

(a) Name of the qualified firm

(b) Complete address

(c) Contact person

(d) Telephone number

(e) Internet address

(f) E-mail address

2. Proposed Completion Schedule – Include a Proposed Completion Schedule for each proposed task. The final draft is expected to be completed by the end of May 2025, with Presentation Planning Commission May, and June Planning Commission meetings, and consideration by the County Council by July 8th, and 22nd.

3. Project Approach – A concise description of how your team will work with the County to achieve its goals described in the Primary Project Objectives and Scope of Work & Final Deliverable section of this RFP, along with a list of additional duties to be completed and any additional detail and tasks that would need to be completed but are not included herein.

4. Project Experience – Highlight project experience of similar nature including examples of innovative work products (i.e., maps, cross sections, etc.)

5. Personnel

- (a) List the professional and support positions that would be primarily responsible for this project.
- (b) Provide an organizational chart, including resumes of all personnel who would be committed to this project. Provide specific information as to their experience on projects similar to this one.
- (c) If applicable, list professional sub-consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.

6. Estimate of Costs (in a separate document) – The cost structure for services shall include:

- (a) A not-to exceed total cost of \$30,000
- (b) Costs per task and subtask.
- (c) Staff hours, itemized to include tasks / sub-tasks, estimated hours, the rate per hour, and total costs.
- (d) Supplies and materials.
- (e) Travel.
- (f) Subcontractor(s), (if necessary)

7. Template Contract In order to expedite the project timeline, the Consultant shall include a standard template contract for the project, included in the project submittal. Revision may occur to meet County requirements, after review by County Legal Counsel.

Selection Process and Criteria

A Selection Committee will review the proposals received in response to this request. The Committee may reject any proposal without further consideration for failure to conform to the requirements of this RFP. As a general approach, the Selection Committee will select the highest scoring proposal, based on a review of all applicable selection criteria, unless other requirements below are not met. However, Cache County reserves the right to select a lower scoring proposal to meet County budget requirements for the project, or to select no applicant at all. After reviewing the proposals, the County reserves the right to accept applicants that they determine, in their sole discretion, best accomplishes the intent of the RFP. Following the review of the proposals, a firm will be selected or, if no firm /and or proposal is acceptable, the County may reject all proposals and cancel or reissue the RFP. Selection of a firm is also dependent on the

negotiation of a mutually acceptable contract. If a contract cannot be negotiated, the County and Committee may negotiate with another high scoring proposal(s), cancel, or reissue the RFP.

The Selection Committee, in choosing a firm to assist in the study, will use the following criteria:

1. Experience: (20 points) The selected Consultant should demonstrate that they are able to complete the Scope of Work and Final Deliverable with minimal supervision. Firms will be evaluated according to their current and past experience and the individuals assigned to this project. The experience will cover current and past efforts and proficiency in creating water use and conservation-related documents, or closely related projects, and general plans, particularly the ability to calculate and project the effect of permitted development, based on zoning regulations, including data as it relates to projected population growth, and projected water usage for potential development permitted in the county, based on that projected population growth. The focus should be on demonstrating ability to fulfill the Primary Project Objectives. Applicants should carefully review the Primary Project Objectives section, and the Scope of Work sections of this document, and provide substantial information demonstrating proficiency in prior projects and work that would illustrate ability to successfully, substantively address the objectives, goals and tasks in those sections.

2. Qualifications: (20 points) The professional qualifications and time availability of the staff assigned to manage and conduct the study will be reviewed.

3. Approach: (20 points) The proposal will be reviewed for completeness, organization, innovation, adherence to the described scope, additional duties added to the scope, and soundness of the technical procedure to the project. will be evaluated by the requirements in Utah State Code 17-27a-403 relating to Water Use and Preservation General Plan Elements for Counties, and by the other requirements expressed in this document.

4. Project Management: (20 points) A statement of schedule and significant milestones will be reviewed along with the experience and reliability in performing and managing similar work in past projects. The estimated completion date of the end of May 2025 should be provided along with assurances of the Consultant's ability to meet the estimated completion date. The selected Consultant will need to enter into a contract fully resolving all aspects of the business transaction, to include price, delivery date, delivery terms, and other terms and conditions as appropriate. Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Consultant shall be rejected.

5. Project Value & Staff Productivity Value: (20 points): A score on the value of the project, based upon proposed scope of work, personnel hours and rates will be assessed. Scoring will include consideration for both the qualifications and proficiency of Staff, as well as the financial efficiency, based on the composition of the proposed Consultant/Consultant team, in delivering the highest quality end result for the project within the allotted budget. Any agreement awarded because of this RFP shall be awarded without discrimination based on race, color, religion, age,

sex, sexual orientation, gender, or national origin. **The proposed cost should not exceed \$30,000.**

Timeline

Questions Due (In Writing): February 12th, 2025, 5:00 PM MST

Questions will be replied to by email and posted online, with answers.

Please send any formal questions in writing to: brandon.bell@cachecounty.gov

Proposals Due: February 19th, 2025, 5:00 PM MST

Contract Awarded (estimated): February 28th, 2025

Additional Resources:

Presentation by the Utah Division of Water Resources, and other State Agencies, at the following link: [Incorporating Water into Land-use Planning, APA Utah 2024 Spring Conference.](#)

This video is for reference only. Statements, methodologies, requirements, etc. stated in the video may differ significantly with the requirements mentioned in this document, and Utah State Code 17-27a-403 relating to Water Use and Preservation General Plan Elements for Counties, and may noticeably exceed those requirements. However, as stated earlier in this document, submittals will be evaluated by the requirements in Utah State Code 17-27a-403 relating to Water Use and Preservation General Plan Elements for Counties, and by the other criteria expressed in this document, and not the content of the video.

ADDENDUM #1: Cache County Water Use & Preservation General Plan Element

REQUEST FOR PROPOSALS: 1/31/2025

ADDENDUM ADDED: 2/6/2025

Summarizing changes from initial version of RFP:

- **The Scope of Work and Final Deliverables section was adjusted to clarify that proposals should work to meet the requirements of 17-27a-403 relating to Water Use & Preservation Elements in General Plans, and not standards, methods or requirements mentioned in the video included in the Scope of Work and Final Deliverables section in the first version.**
- **The following statement was added to clarify methods that may be used, and data that may be included to fulfill the Scope of Work:** “Supplying and analyzing data as it relates to projected population growth, and projected water usage for potential development permitted in the county, based on that projected population growth, as well as current water use and development trends, and current water conservation practices, etc. will help to answer these questions.”
- **The following statement was removed:** “The Consultant is recommended to view the following presentation by the Utah Division of Water Resources, and other State Agencies, at the following link.” This adjustment was made in order to reinforce that the focus of the project should be on meeting the requirements of 17-27-403 in State Code relating to Water Use & Preservation Elements, and not on meeting statements, requirements, standards, or methods mentioned in the video that was previously at the top of the Scope of Work and Final Deliverable section.
- **The link to the video:** [Incorporating Water into Land-use Planning, APA Utah 2024 Spring Conference](#) **was moved to the end of the RFP, in a new section entitled “Additional Resources” and the following statement was added:** “**This video is for reference only.** Statements, methodologies, requirements, etc. stated in the video may differ significantly with the requirements mentioned in this document, and Utah State Code 17-27a-403 relating to Water Use and Preservation General Plan Elements for Counties, and may noticeably exceed those requirements. However, as stated earlier in this document, submittals will be evaluated by the requirements in Utah State Code 17-27a-403 relating to Water Use and Preservation General Plan Elements for Counties, and by the other criteria expressed in this document, and not the content of the video.”
- **The Selection Process and Criteria section was adjusted to include the following statement regarding selection criteria and award methodology:** “As a general approach, the Selection Committee will select the highest scoring proposal, based on a review of all applicable selection criteria, unless other requirements below are not met. However, Cache County reserves the right to select a lower scoring proposal to meet County budget requirements for the project, or to select no applicant at all. After reviewing the proposals, the County reserves the right to accept applicants that they determine, in their sole discretion, best accomplishes the intent of the RFP.”