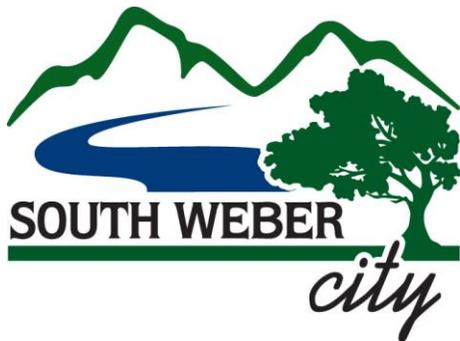


# REQUEST FOR STATEMENT OF QUALIFICATIONS

ARCHITECTURAL DESIGN SERVICES



**PUBLIC WORKS FACILITY**  
**October 2021**

# REQUEST FOR STATEMENT OF QUALIFICATIONS

## South Weber City Public Works Facility

### ARCHITECTURAL DESIGN SERVICES

**RECEIPT OF PROPOSALS:** Statements of Qualifications for Architectural Design Services for the South Weber City Public Works Facility Project will be received via email or sealed proposals at the South Weber City Office. Respondents must submit copies of the proposal to:

South Weber City Public Works Facility Project

Attn: Mr. David Larson, City Manager

1600 East South Weber Drive

South Weber, UT 84405

[DLarson@southwebercity.com](mailto:DLarson@southwebercity.com)

Submissions must be received no later than **November 8, 2021, by 5:00pm**. All proposals that are not received by the deadline will be considered late and will be returned to the respondent unopened. Digital submissions are allowed via email. Hard copy proposals shall be submitted in a sealed envelope appropriately marked with the Proposal title and the name and address of the Respondent clearly visible.

**DESCRIPTION OF WORK:** South Weber City (Owner) is soliciting proposals for a qualified architectural firm to assist in the design of a proposed Public Works Facility. The City's engineer of record, Jones & Associates will be assisting in managing the project and will be providing site civil and utility design services. This request seeks proposals from qualified respondents to provide design services including:

- Preliminary concept level design (30%) to determine a project budget
- Meetings with City staff to determine facility programming needs for buildout and to achieve an optimal balance of cost efficiency, floorplan functionality, and exterior appeal

Deliverables will include: Preliminary Design - Meetings with staff and concept design drawings to assist in final design decisions Final Design - Floor plans, mechanical, electrical, plumbing, HVAC, drawings, building sections, computer images and renderings, final elevation drawings with full dimensions, structural engineering sheets, project specifications and construction cost estimates sufficient for a contractor to price and build the project.

All respondents are required to provide, with their proposal, a summary of a minimum of three (3) completed building public works facilities or similar structures by their company that are comparable in size and nature to the proposed buildings. Construction shall be in accordance with the most recent International Building Code.

**SITE DETAILS:** The South Weber Public Works Facility will be located on an approximately 12.15

acre site at approximately 75 East South Weber Drive in South Weber, Utah. The facility is proposed to house all public works operations for the City and includes an Office and Shops Building, Truck and Equipment Storage, a Salt and Sand Storage Shed and an exterior Water Fill Station. The Office and Shops Building will include elements such as:

- A conservative and professional building entrance and facade
- Slab-on grade construction
- Energy efficient heating, cooling, and lighting with heat-taped roof
- Office area HVAC, etc.
- Shop area maintenance cranes and vehicle lifts
- Shop area maintenance work areas, equipment, shelving, lockers, eye wash station, hose bibs, overhead fans, utility sink, compressed air delivery, power outlets, security keypads, etc.
- Shop area ventilation and exhaust system
- Separated rooms for welding equipment, wood shop, tools and parts storage
- Wash bay appurtenances
- Office area including training room, locker room, break room, etc.

Truck and Equipment Storage Buildings are anticipated to be single-story insulated steel with slab-on-grade construction, HVAC elements, heat-taped roofs, and security hardware. The Salt and Sand Storage Shed is anticipated to be non-insulated steel with slab-on-grade construction and a heat-taped roof.

**PROPOSAL CONTENTS:** Proposals shall not exceed 15 pages (excluding cover sheets). Proposals shall contain the following information:

1. Firm location and brief description of the firm’s history
2. Firm qualifications and capabilities
3. Description of project team and key staff or sub-consultants that will be working on specific elements of the project
4. Listing similar building projects completed within the past 5 years including cost, completion date, and references (at least 3 required)
5. Cost proposal – Include itemized costs to complete project
6. Hourly rate schedule for the firm
7. Project Timeline including project completion date

**EVALUATION PROCESS:** Proposals will be reviewed and evaluated by a committee of South Weber City staff members. Each proposal will be evaluated using the following criteria:

Firm Qualifications	25%
Project Team	40%
Similar Project Experience	<u>35%</u>
	100%

**COMPLETION OF THE WORK:** Completion of the work shall be in accordance with the Project Timeline noted in the proposal.

**CLARIFICATION:** Any respondent requiring clarification of the information or protesting any provision herein, must submit specific questions/protests or comments in writing to:

**Interim Contact:**

Brandon Jones, City Engineer  
1716 East 5600 South  
South Ogden, UT 84403  
Phone: (801) 476-9767  
Email: brandonj@jonescivil.com

**Secondary Contact:**

David Larson, South Weber City Manager  
1600 East South Weber Drive  
South Weber, UT 84405  
Phone: (801) 479-3177 x2207

The deadline for submitting such questions is **12:00pm on November 3, 2021**. If, in the opinion of the City Manager, additional information or interpretation is necessary, such information will be supplied in the form of an Addendum that will be delivered to all individuals, firms, etc., having received this Request for Proposals from South Weber City Corporation. All Addenda shall have the same binding effect as though contained in the main body of the Request for Proposals. Oral instructions or information concerning the specifications of the project given by South Weber City Corporation managers, employees, or agents to prospective respondents shall not bind South Weber City Corporation. All Addenda will be issued not less than five (5) calendar days prior to the proposal deadline.

**BID SECURITY:** No bid bond is required for this contract.

**WAITING PERIOD BEFORE AWARD:** A waiting period of 15 calendar days from the date of opening of bids to the award of contract may be required. Bidders shall assume full responsibility for and shall guarantee the bid price during this period and make certain the time period is stated in and does not restrict the proposal guarantee.

**CLARIFICATION OF RESPONSES:** South Weber City Corporation or its agent reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a respondent to respond to such a request for additional information or clarification could result in rejection of that firm's response or responses.

**OWNER'S RIGHTS RESERVED:** The Owner reserves the right to reject any or all bids, to waive informality in a bid, and to make awards in the interest of the Owner. Owner shall be awarded on the basis of point accumulations listed in the EVALUATION PROCESS section.

**CANCELLATION:** South Weber City Corporation reserves the right to cancel award of the contract any time before execution of the contract by both parties if cancellation is deemed to be in South Weber City Corporation's best interest. In no event shall South Weber City Corporation have any liability for the cancellation of award.

**COST OF PREPARATION OF RESPONSE:** Costs incurred by any entity or individual in the preparation of their response to this Request for Proposals are the responsibility of the responding entity or individual and will not be reimbursed by South Weber City Corporation. The respondent assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

**ASSIGNMENT:** Neither the resultant contract, nor any of the requirements, rights, or privileges demanded by it, may be sold, assigned, contracted, or transferred by the Contractor without the express written consent of South Weber City Corporation.

**PROPOSALS ARE PUBLIC RECORDS:** All information submitted by respondents shall be public record and subject to disclosure pursuant to the Utah Government Records Access Management Act, except such portions of the proposals for which respondent requests exception from disclosure consistent with Utah Law. All requests shall be in writing, noting specifically which portion of the proposal the respondent requests exception from disclosure. Respondent shall not copyright, or cause to be copyrighted, any portion of any said document submitted to South Weber City Corporation as a result of this Request for Proposals.

**COLLUSION:** A Respondent submitting a Proposal hereby certifies that no officer, agent, or employee of South Weber City Corporation has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other Respondent; and that the Respondent is competing solely in its own behalf without connection or obligation to any undisclosed person or firm.

**DISPUTES:** In case of any doubt or differences of opinion as to the items or services to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of South Weber City Corporation shall be final and binding upon all parties.