

# Request for Proposal

## Concept Design for City Public Works Complex



### A. PURPOSE

This RFP is soliciting proposals for professional design services for a new five-acre public works complex. The site is located at approximately 1450 West 1200 North, West Bountiful.

The intent is for a professional team to help the City develop a final design and construction documents for the proposed public works facility. The expectation is a single main structure containing maintenance bays, storage, and office space. Separate buildings may include salt and aggregate materials storage, storage for salt spreaders, equipment wash bay and miscellaneous equipment storage. A concept design and needs assessment has been prepared and is available upon request. Some iterative design and phasing effort is anticipated before a design concept and budget are finalized. The intent is to utilize the Construction Manager/General Contractor (CM/GC) process for construction. The anticipated budget for the project is \$4,000,000.

### B. GENERAL CONSIDERATIONS

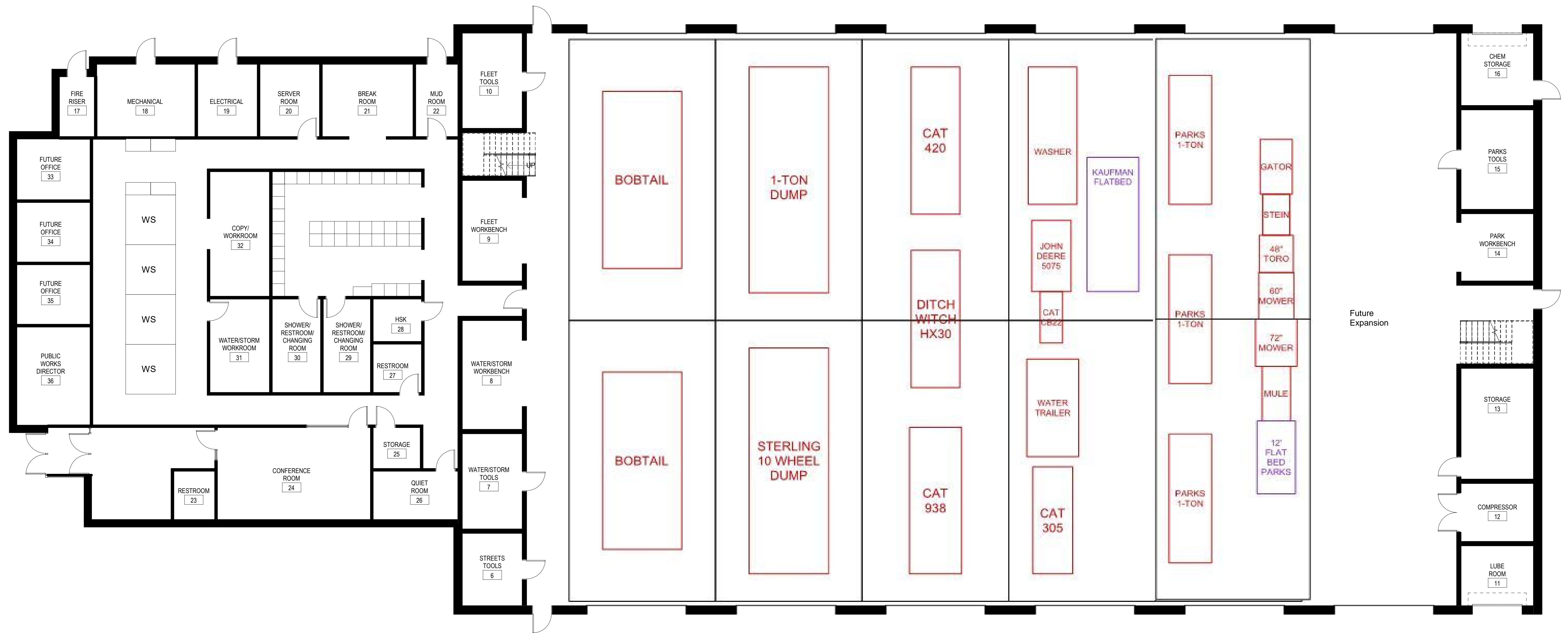
1. **West Bountiful Contact:** Ben White, City Engineer, may be contacted for any questions or clarifications on the Proposals. He can be reached at: [bwhite@wbcity.org](mailto:bwhite@wbcity.org).
2. **Proposal Deadlines:** Five printed copies of the Proposals are required with an electronic copy included, and should be received no later than **2:00 p.m., Friday, January 3, 2020.**
3. **Points of Delivery:** Mailing or delivery address is 550 N 800 West, West Bountiful, UT 84087.
4. **Type and Format of Proposal Required:** Submissions should be in accordance with the attached guidelines for preparing proposals. No adjustments to proposals after the deadline will be considered. By submitting a proposal, the applicant agrees to all applicable provisions, terms, and conditions associated with this RFP, which may become part of the resulting contract.
5. **Proposal Evaluation Procedures:** The proposal will be evaluated by city staff and considered for approval by the City Council. The City anticipates conducting interviews of short listed design firms prior to making a final selection.
6. **Incomplete or Late Proposals:** Proposals that do not specifically address each item on the evaluation criteria may be rejected. Proposals that are submitted after the deadline will be rejected.
7. **Disclaimer:** The City reserves the right to reject any and all proposals and not contract for any product and/or services. The City also reserves the right to waive any or all informalities in proposals.
8. **Cost of Proposals:** The City shall not be responsible or liable for any costs incurred by the firms in the preparation and submission of their response to this RFP.
9. **Fee Negotiation:** The City intends to negotiate a contract with the top ranked firm. The consultant hourly rates and anticipated overall cost for all proposals will be used in part to determine the best value in terms of desired outcomes for the lowest reasonable cost. Should

the City be unable to agree to a satisfactory contract with the top ranked firm at a price that the City determines to be fair and reasonable, discussions with that firm will be terminated. Negotiations will then be undertaken with the second ranked firm.

### C. PROPOSAL SUBMITTAL REQUIREMENTS

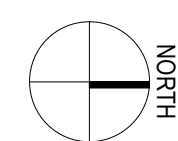
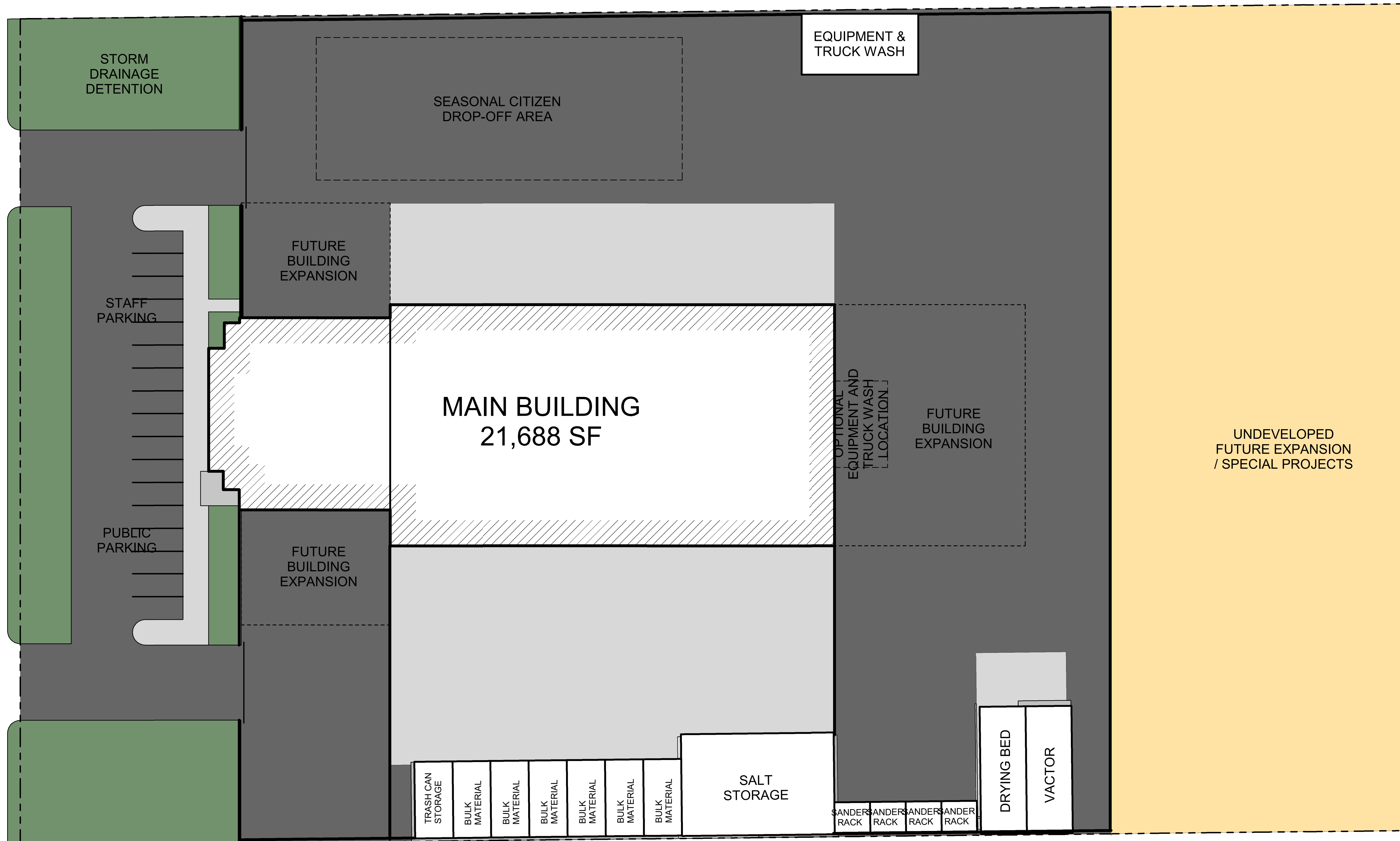
1. **General Format of Proposal:** The proposal must clearly describe the qualifications of the personnel who will perform the work. It must also contain a specific plan for completing the Scope of Work. The technical approach should demonstrate a well-structured and reasonable work plan. Proposers should refine and/or expand the Scope of Work contained in this RFP to reflect the particular manner in which the work would be performed. Specific tasks that will achieve the stated project goals should be included.
2. **Content of Proposal:** There is no limit to the proposal size. The intent is not to limit a proposal's content or exclude any relevant or essential data therefrom. Proposers are at liberty and are encouraged to expand upon the specifications to provide support for their service capabilities under any agreement.
3. **Required Sections:**
  - a. **COVER PAGE:** Should include the project name and project number as well as the prime firm's name. The cover page may have a picture on it with a brief description of the picture.
  - b. **Tab One:** Letter of Introduction on firm letterhead including points of contact, email address, phone number and mailing address.
  - c. **Tab Two:** Organizational Chart-Including Team Resumes and Project Roles.
  - d. **Tab Three:** Strength of Team: Firms will be required to develop and submit a plan demonstrating the experience and qualifications of the firm and the project team. The plan should describe what talents their team brings to the project, how their knowledge of the subject will provide benefit to the process, how the team has been successful in the past and how that relates to this project. The design team shall consist of personnel competent in architectural, structural, mechanical, plumbing, electrical and landscaping design. The owner will provide civil site design separate from this contract.
  - e. **Tab Four:** Project Management Approach: Describe your processes for managing each aspect of the project including preconstruction services, budget control, schedule control, CM/GC coordination, value engineering or innovative ideas.
  - f. **Tab Five:** Project Specific Experience: Demonstrate relevant experience which will add value to this project.
  - g. **Tab Six:** Schedule: The City desires to break ground on the facility during the 2020 construction season. The proposal should identify factors critical to the schedule, how they will be controlled or overcome.
  - h. **Tab Seven:** Cost Proposal: Include a proposed fee schedule as well as hourly billing rates for each professional title and reimbursable direct expenses.







400 NORTH



WEST BOUNTIFUL PUBLIC  
WORKS

SITE PLAN

06/14/2019



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Salt Lake City, Utah 84111  
(801) 533-2100 fax: 533-2101 jrcadesign.com