



Wednesday, February 29, 2024

Request for Proposals

Wasatch County Administration Building Architectural Design Services

Wasatch County Administration Building

25 N Main St Heber City, Utah 84032

Open 3/11/2024 12:00 PM MST

Close 4/15/2024 5:00 PM MST

INTRODUCTION AND BACKGROUND

Through this Request for Proposals (RFP), Wasatch County is hereby soliciting professional qualifications from all qualified firms for the Wasatch County Administration Building project. This project is anticipated to be located on property southwest of UT 113 and 1140 W/Southfield Road in Heber City, Utah. Wasatch County completed a facility needs assessment and departmental adjacency study in April 2023 and intends to build the administration and combined DMV facility outlined therein. That study is included as an attachment to this RFP for informational purposes. The built project may differ from the study based on the scope of work.

Wasatch County anticipates selecting one of the responding firms, but there is no guarantee that any responding firm will be selected. Selection of a firm will be based upon the review of the submitted materials. The County reserves the right to reject any and all submissions.

Responses to this RFP should include details about qualifications and related experience as described herein. Responses should also include a description of the recommended methods for communicating with county staff. Wasatch County intends to compare and evaluate all qualifying submittals and select the most qualified firm based on proposal content and the proposer's responsiveness to the proposal.

GENERAL PROVISIONS

- A. Wasatch County will award a contract in reliance upon the information contained in proposals submitted in response to the RFP. Wasatch County will be legally bound only when and if there is a signed agreement entered into between Wasatch County and the awarded Proposer.
- B. It is vitally important that any person who signs an application or agreement on behalf of a respondent certifies that he or she has the authority to so act. The proposer who has its application accepted may be required to answer further questions and provide further clarification of its proposal and responses.

- C. Receiving this RFP or responding to it does not entitle any entity to participate in services or transactions resulting from or arising in connection with this RFP. Wasatch County shall have no liability to any person or entity under or in connection with this RFP, unless and until Wasatch County and such person have executed and entered into an agreement pursuant to the terms of this RFP.
- D. By responding to this RFP each responding party acknowledges that neither Wasatch County nor any of its representatives is making or has made any representation or warranty, either express or implied, as to the accuracy or completeness of any portion of the information contained in this RFP. The responding party further agrees that neither Wasatch County nor any of its representatives shall have any liability to the responding party or any of its representatives as a result of this RFP process or the use of the information contained in this RFP. Only the terms and conditions contained in an agreement when, as, and if executed, and subject to such limitations and restrictions as may be specified therein, may be relied upon by the respondent in any manner as having any legal effect whatsoever.

SCOPE OF WORK

The selected firm must produce a completed Wasatch County Administration with original estimate of \$29.3 million based on the previously completed study. Additionally, Wasatch County requires the following services:

1. Working with the Wasatch County Administration to verify data included in the 2023 study.
2. Additional Analysis for on-site improvements including but not limited to parking, landscaping, and possible recreational amenities.
3. Acquire appropriate land-use approvals from Heber City including an annexation.

Deliverables will include standard design phases of Schematic Design, Design Development, Construction Documents, Bidding & Negotiation and Contract Administration. The anticipated delivery method is to be CM/GC in a Design-Assist capacity. The A/E team will work with the selected CM/GC and Owner during the design phases to establish final project scope, budget, and schedule. The A/E will work with Wasatch County and the CM/GC team to keep the design within the agreed-upon budget and will propose design alternatives to the Owner for consideration. The successful A/E team must demonstrate a thorough understanding of Public Design and be able to guide Wasatch County and the CM/GC through the design process. The A/E will work with the CM/GC during the construction phase to represent the Owner's interests and compliance with the design intent.

PROPOSAL REQUIREMENTS

1. Application Materials will be accepted via email until 5:00 pm on April 15, 2024. Questions, or clarifications should be submitted by April 8, 2024. All questions and submissions should be directed to:

Dustin Grabau
dgrabau@wasatch.utah.gov

2. Submissions should include the following:

- a) Company name, website (if applicable), and name, email, and phone number of the project manager.
- b) Statement of qualifications that includes professional credentials, experience, and overall qualifications in providing the Scope of Work in this Request for Proposal.
- c) Three (3) example projects with references which demonstrate qualifications for providing the Scope of Work stated in this RFP.
- d) Any current and applicable certifications of the staff to be assigned to this project.
- e) Proposed project schedule.

EVALUATION CRITERIA

Wasatch County will utilize the following in selecting a firm:

1. Competence to perform the services as reflected by technical training and education, and direct experience in providing the services outlined herein. (30% score rating)
2. The firm's history of effective management for similar services. (35% score rating)
3. The best value cost of the offered services. (35% score rating)

Oral interviews may be requested with one or more prospective firms. The decisions of the county's selection committee shall be final and conclusive. This RFP will be awarded to the highest scoring, responsive and responsible vendor meeting the stated requirements.

Wasatch County intends to conduct interviews with firms identified by a selection committee over the following 14 to 21 days. Final award of the RFP is anticipated to be done at a County Council meeting in May.