

**Request for Proposal
Architecture and Design
Service for Police
Department Building**

2023-24



Request for Proposal

Architecture and Design Service for Police Department Building

SECTION I. Objective of the Request for Proposals

Enoch City is requesting proposals for a Police Department Building. The Police Department Building will be built by a Utah licensed contractor at the completion of this project.

SECTION II. Instruction to Consultants

- A. An original priced proposal (marked “ORIGINAL”) must be delivered, along with three (3) additional copies in a sealed package, plainly marked “Enoch City Police Department Building” and addressed to Rob Dotson, Enoch City Manager, Enoch City Offices, 900 East Midvalley Road, Enoch, Utah 84721 no later than 1:00 P.M. Monday, January 22, 2024.
- B. All requests for clarification or any questions about information contained in this RFP must be submitted in writing to Rob Dotson, City Manager, Enoch City Offices, 900 East Midvalley Road, Enoch, Utah 84721 or manager@enochcity.org. Requests for clarification or questions and responses will be posted on the City website (www.cityofenoch.org/EnochPD2023) accessible to all Consultants. All requests or questions must be received no later than 4:00 P.M. Friday, January 17, 2024. The name, address, telephone number, and email address must be provided (if available) by the Consultant for the person to whom such additional information should be sent.
- C. Failure to answer any question, to complete any form or to provide the documentation required would be deemed non-responsive and result in an automatic rejection of the proposal, unless the City determines that such failure constitutes a minor informality.
- D. No pre-bid conference is scheduled
- E. The information contained in the Technical Proposal should establish how the consultant perceives the proposed work, how they propose to do the work, what personnel the firm proposes to use, and what the estimated involvement of the major personnel will be. It shall describe the consultants proposed approach to the project. Critical items, as perceived by the firm, shall be identified, and briefly addressed.

SECTION III. Evaluation of Proposals

- A. Technical Proposals: The Evaluation Committee will review proposals. The final selection will be based upon an evaluation and analysis of the information and materials required under the RFP. The Evaluation Committee will be composed of Public Works, Administration, Operations Staff members, and elected officials.
- B. References: References will be contacted to determine if the consultant is responsive and responsible in performing similar projects.

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- C. Invitation for Interview: The Evaluation Committee will review the Technical Proposals and, considering the requested information, may prepare a short list of the most qualified Consultant(s), who may be invited for an oral presentation/interview on January 30, 2024. Enoch City will send notification to each Consultant making the short list and will schedule a time for the oral presentation/interview. Enoch City will also notify the Consultants not chosen for the short list.
- D. Interviews: Short listed responsible and responsive Consultants will be scheduled for the morning of January 30, 2024 to provide a thirty (30) minute oral presentation. The project leader and other persons who would be directly involved with the City must attend. The Evaluation Committee will judge the Consultants understanding of the proposed scope of work.
- E. Cost Proposal: All Consultants invited to interview will be required to prepare a Cost Proposal at that time. The Cost Proposal shall be prepared utilizing the previously submitted technical proposal as its basis and will be the total cost for the contract. In accordance with Utah Code, the contract award is not necessarily given to the lowest price bid.
- F. Awards of Contract: The City will award a contract to only one responsive and responsible, eligible Consultant. The City reserves the right to reject all proposals if it determines that it is in the best interest of the City to do so.

SECTION IV: Proposal Specification and Preparation

All information in the proposal should be organized and presented as directed below. The proposal should provide a straightforward and concise description of the Consultants commitment and ability to perform all phases of the contract as described in this document. A proposal may be deemed to be non-responsive and automatically disqualified, at the Evaluation Committees discretion, if a Consultant fails to comply with the following instructions:

All proposals must follow the same format and address all required components in order. This requirement is intended to simplify the proposal preparation and evaluation processes, and ensure that all proposals receive the same orderly review.

The proposal should be prepared simply and economically, providing a straightforward and concise description of the Consultant's capabilities. Emphasis should be placed on completeness and clarity of content.

Proposal sections and pages must be appropriately numbered. Any additional information that the Consultant wants to include should be listed in the Appendix to the Consultant's proposal. These additional items should be appropriately labeled and referenced in the body of the proposal.

Labeled index tabs must separate major sections throughout the document. Proposal pages must be single-sided, single spaced and numbered. All proposals must include the following components:

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Section Type

- Letter of Transmittal
- Table of Contents
- 1 Executive Summary
- 2 Company Overview
- 3 Project Team
- 4 Related Experience
- 5 Proposed Schedule, Sample Report and Exhibits
- 6 Exceptions- Alternatives to Scope of Services
- 7 Appendix

A. Proposal Components:

Letter of Transmittal. Provide a one-to-three-page cover letter.

The Letter of Transmittal should include the following:

- The name of the individual(s) authorized to negotiate and sign contracts on the Consultant's behalf
- A brief statement of the Consultant's understanding of the project
- The name, title, phone number, e-mail address, and street address of the person in the organization who will answer questions about the proposal
- Highlights of the Consultant's qualifications and ability to perform all phases of the contract as described in this document
- A brief description of the roles of the Consultant and the subcontractors, if any subcontractors are proposed.
- Letter of Transmittal must be signed by an individual authorized to bind the Consultant contractually.

Table of Contents. Include a table of contents listing all sections, figures, and tables

Section 1: Executive Summary. This section should include a brief executive summary of the proposed consulting services for Architecture and Design Service for Police Department Building

(The page limit for this section is four pages)

Section 2: Company Overview. Provide the following information about the Consultant and any proposed subcontractor:

- The firm's name, e-mail address, business address, and phone number.
- The year the firm was established and any former names of the firm
- The type of ownership, parent company, and organizational structure

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- A description of the company’s primary business areas and number of employees
- An indication of the firm’s licensing to do business in the State of Utah
- The location of the office or offices that would provide the project services
- A brief statement of the firm’s background, demonstrating longevity and financial stability, including a copy of the most recently audited financial statement as an appendix to the proposed response.

(The page limit for this section is two pages per firm)

Section 3: Project Team. Identify the designated project manager and the project team. Include a project team organization chart.

For each key person assigned to the project, include an additional one-or-two-page resume that includes a summary of relevant professional qualifications, relevant project experience, education, and professional registration.

Samples of any forms used to manage the project schedule, documents and progress reports shall be included in the proposal.

(The total page limit for this section is 12 pages)

Section 4: Related Experience. Include a one-to-two-page project description for a minimum of three recent and relevant projects that demonstrates capabilities in the project services, experience with similar clients and/or local project experience. The experience description will include the size of the project, the time required for completion, the percent of expended funds versus pre-contract bid amount. Include the name of the client organization and the name and contact information of the person there to contact for a reference.

(The total limit for this section is 10 pages)

Section 5: Proposed Schedule, Sample Report and Exhibits. Include a brief schedule for the completion of the project services and the deliverables identified below in Section V: Proposal Scope of Work. Include the proposed start and end dates and intermediate delivery dates. Describe projected resource availability for the anticipated duration of the project.

(The total page limit for this section is 10 pages)

Section 6: Exceptions – Alternatives to Scope of Services: If the Consultant cannot provide a service as it is described in Section V, but believes it can offer equivalent or superior results by some other means, the Consultant must identify the service, state that it is offering an alternative, and provide a description of the proposed alternative. The proposal should describe the alternative thoroughly and

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should clearly state how the alternative achieves equivalent or superior performance results.

Section 7: Appendix. Additional information that supports the proposal may be submitted; however, this section should not constitute the bulk of the submission.

Section V: Proposal Scope of Work

Although this request for proposal includes a suggested scope-of-work, the City will accept a refined scope-of-work based upon the Consultant's experience in Architecture and Design Service. If an item has been omitted by the City or if you feel an item would enhance the product, please include these types of items in your proposal in the Exceptions section. The City will be reviewing the proposals for innovative ideas, approaches to the work, and suggestions on additional work, which would be considered.

The City will rely on the Consultant to prepare a scope of work for this project, which indicates your understanding of the work required and your experience on previous, similar projects. The City anticipates the following areas will need to be addressed.

The project consists of Architecture and Design Service for the Enoch City Police Department Building.

A. Project Administration

i. The Consultant shall furnish all personnel, administrative support, equipment, and supplies necessary to complete all tasks for this project.

ii. Project Schedule

The project will be completed by November 30, 2024

iii. Coordination Meetings

The Consultant shall include regular progress meetings, approximately one every two weeks to review project progress, issues to be resolved, early study results, etc. Because updates may evolve over the course of the project, the Consultant shall ensure that the City personnel and the Consultant team members remain synced regarding study direction, objectives, and deliverables.

iv. Quality Assurance/ Quality Control Plan

The task is to allow the City to review the internal quality control plan and technical review process. The Consultant shall conduct internal QA/QC checks and follow-up with technical experts as necessary during the project. Internal checking or peer review of all deliverable will be performed.

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B. Review of Existing Plans

- v. The consultant shall review the existing Concept Plan prepared by MHP Designs.

C. Scope of Work

- i. Provide the necessary personnel, materials, and equipment to complete the architectural and design work for the Enoch City Police Department Building. The total building is estimated to be approximately 16,372 square feet.
- ii. The anticipated scope of the Consultant's engineering design work shall include, but not be limited to, the following items:
 - a. The design of the Enoch City Police Department Building that includes the main floor. This space is estimated to be approximately 6,686 square feet.
 - b. The design of the Enoch City Police Department Building that includes the unfinished basement for storage. This space is estimated to be approximately 6,686 square feet.
 - c. The design of the Enoch City Police Department Building that includes the Sally Port. This space is estimated to be approximately 3,000 square feet.
- iii. The Consultant shall provide Enoch City Staff with the Architecture and Design Service for Police Department Building in PDF and WORD format; each section will be a separate file, including figures and tables. The appendices will also be provided in PDF and WORD format.

D. City Adoption of Project

- i. The Consultant shall present the Architecture and Design Service for Police Department Building to the City Staff and answer any questions that it may have about the plan. The City Council is to approve the Consultant for the Architecture and Design Service for Police Department Building

Section VI: Miscellaneous

The City, in evaluating proposals that have met the minimum threshold requirements, will use the following criteria. This is not intended to be a comprehensive list, nor is the arrangement of the criteria meant to imply order of importance in the selection process.

- A. Compliance with RFP Instructions: The proposals will be evaluated for general compliance with instructions issued in the RFP. Noncompliance with significant instruction may be grounds for proposal disqualification.
- B. Insurance Requirements for parties contracting with Enoch City will be provided.
- C. LOCAL VENDOR PREFERENCE
In awarding bids for public work or for the procurement of supplies or services, preference shall be given to local vendors. A "local vendor" is defined as a business having:

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- i. a commercial office, store, distribution center, or other place of business located within the boundaries of the City, with an intent to remain on a permanent basis;
 - ii. a current Enoch City business license; and,
 - iii. at least one employee physically present at the local business outlet.
- D. Confidentiality. All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the proposer that is submitted to Enoch City, as part of the proposal or otherwise, shall become the property of Enoch City when received by Enoch City and may be considered public information under applicable law. Enoch City is subject to the disclosure requirements of the Government Records Access and Management Act, (“GRAMA”) Title 63, Chapter 2, Utah Code Annotated. Enoch City generally considers proposals and all accompanying material to be public and subject to disclosure.
- E. Any material considered by the proposer to be proprietary must be accompanied by a written claim of confidentiality and a concise written statement of reasons supporting the claim as required by Utah Code. Blanket claims that the entire RFP is confidential will be denied. Enoch City cannot guarantee that any information will be held confidential. If the Applicant makes a claim of confidentiality, Enoch City, upon receipt of a request for disclosure, will determine whether the material should be classified as a public or protected, and will notify the proposer of such determination. The proposer is entitled under the GRAMA to appeal an adverse determination. Enoch City is not obligated to notify the applicant of a request, and will not consider a claim of confidentiality, unless the proposer's claim of confidentiality is made in a timely basis and in accordance with GRAMA.
- F. The applicant certifies that is has not: (1) provided an illegal gift or payoff to an Enoch City officer or employee or former Enoch City officer or employee, or his or her relative or business entity; (2) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; or (3) knowingly influenced, and hereby promises that it will not knowingly influence, any Enoch City officer or employee or former Enoch City officer or employee to breach any ethical standards set forth in Enoch City’s conflict of interest policy or any of the provisions of Utah State Code.

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ORAL INTERVIEWS MAY BE CONDUCTED WITH ONE OR MORE PROSPECTIVE CONSULTANTS. THE DECISION OF ENOCH CITY'S SELECTION COMMITTEE SHALL BE FINAL AND CONCLUSIVE.

Enoch City Reserves the Right to:

- Disqualify incomplete proposals.
- Waive minor defects in the proposals submitted.
- Request additional information from respondents.
- Change the nature or scope of the project, without a penalty.
- Negotiate terms with one or more of the applicants.
- Reject any or all proposals, without a penalty.
- Take any steps deemed necessary to act in the City's best interest
- Reject any or all the proposals.
- Issue subsequent RFP's
- Cancel the entire RFP.
- Remedy technical errors in the RFP process
- Appoint evaluation committees to review proposals.
- Establish a short list of Proposers eligible for discussion after review of written proposals.
- Negotiate with any, all, or none of the Proposers.
- Solicit best and final offers from all or some of the Proposers.
- Award a contract to one or more Proposers.
- Accept other than the lowest priced proposal.
- Waive informalities and irregularities in proposals.
- Proposals shall become property of Enoch City

END