

**REQUEST FOR STATEMENT OF INTEREST AND
QUALIFICATIONS (SOIQ) 8-005
ARCHITECTURAL SERVICES for MOUND FORT
INNOVATIONS CENTER and VARIOUS BOND PROJECTS
for Ogden City School District**

Prepared by Ken Crawford

Introduction:

Pursuant to Utah Code Ann. § 63G-6-701, it is the policy of the Ogden City School District to publicly announce all requirements for architect services and to negotiate contracts for architect services on the basis of demonstrated competence and qualification for the type of services required, and at fair and reasonable prices.

Ogden City School District is accepting Statements of Interest and Qualifications (SOIQ) from qualified design professional firms licensed and certified as applicable in the State of Utah, for the: design, preparation of contract documents, programming, schematic design, and cost estimating for Potential construction projects for the following:

- Mound Fort Junior High School Innovations Center
- Ben Lomond Gym Replacement and various athletic spaces
- Mount Ogden and Highland Junior High School Innovation Centers
- Horace Mann, T.O. Smith, and Polk Elementary and/or other Elementary School replacements
- Other architectural services for bond/capital improvement projects as needed

Mound Fort Junior High School Innovations Center

Construction is projected to begin spring of 2018 for the Mound Fort Junior High School Innovations Center. The Innovations Center is meant to provide a unique space to enhance learning and help students develop skills in several areas such as engineering, computer science, biology, and medicine through cross curriculum collaboration and as such those types of classes will be housed there. This structure will need to include space for:

1. Engineering, Computer Science, Biology and Medical Science classes
2. Collaboration space for Industry and community partners
3. Prototyping and research space for product development
4. Group work space
5. Academic preparation space.

Approximate size would be about 10,000 square feet.

Other facilities are contingent on the passage of a bond that will be voted on in November of 2017. If the bond is approved, it is anticipated that 2 to 4 projects will be going on simultaneously. Once a construction project is completed then the next bond approved project would begin until all are completed over the next several years.

A projected schedule for the additional projects as well as their scope are as follows:

Ben Lomond Gym Replacement and various athletic spaces

Construction is projected to begin summer or fall of 2018 for the Ben Lomond Gym. This project will be a tear down, relocation and replacement of the current gym facility using the current

property. It will also include possible replacement of softball (depending on site plan) and building 6 new tennis courts. May include landscape work of grass soccer field. This structure will need to include space for:

1. 1 main gym and 2 auxiliary gyms
2. Restrooms, locker rooms for PE, and team locker rooms
3. Athletic trainer room
4. Weight room
5. Wrestling room
6. Various teaching spaces
7. Team storage, AD and Coaching office space
8. Indoor running track
9. Other spaces as needed

Approximate size would be about 90,000 square feet.

Mount Ogden and Highland Junior High School Innovations Centers

Construction is projected to begin spring of 2019 for the Mount Ogden Junior High School Innovations Center and spring of 2020 for Highland Junior High School. The Innovations Center is meant to provide a unique space to enhance learning and help students develop skills in several areas such as engineering, computer science, biology, and medicine through cross curriculum collaboration and as such those types of classes will be housed there. This structure will need to include space for:

1. Engineering, Computer Science, Biology and Medical Science classes
2. Collaboration space for Industry and community partners
3. Prototyping and research space for product development
4. Group work space
5. Academic preparation space.

Approximate size would be about 10,000 square feet. We reserve the right to award the Innovations Centers to multiple firms.

Horace Mann, T.O. Smith, Polk Elementary, and/or other Elementary School replacements

The anticipated construction is projected to begin summer of 2018 for Horace Mann Elementary, summer of 2020 for TO Smith Elementary, and summer of 2022 for Polk Elementary. These are anticipated locations but sites may change and or additional sites may be added. The elementary schools should reflect 21st century learning centers that provide flexibility, technology, and creativity to enhance the learning environment. Designs will generally be 3 to 4 section schools. Square footage varies based on space available. We are not opposed to 2 or even 3 story plans to fit in the various spaces and we reserve the right to award the elementary schools to multiple firms.

Other architectural services for bond/capital improvement projects as needed

Based on remaining contingency funds, other capital facility needs may be addressed within the district. These could include replacement of fire systems, redesigns or parking entry/exits, and other smaller projects that may require architectural or engineering services. Those interested may be included in our rotating pool for architectural services.

*Note- All projected start dates are approximate and may be changed in order to meet the needs of the school district.

Bid Submission:

SOIQ 8-005 and supplemental information will be accepted by the Ogden City School District, located at 1950 Monroe Blvd. Building #1 room 210 in Ogden UT, until 2:00 p.m., on Tuesday October 31, 2017. Delivery means and methods for SOIQ proposals are the sole responsibility of the offeror. Statements received after that date and time listed will not be considered. The submitting firms shall provide 5 (five) complete copies of their proposal, 1 redacted copy, and 1 electronic copy contacting complete and redacted copies.

Questions, interpretations, clarifications or communication regarding SOIQ 8-005 must be submitted through Scquest and must be submitted by October 23, 2017. Responses to any postings shall be the responsibility of:

Ken Crawford- Director of Support Services

Contact made with any other Ogden City School District personnel may be considered grounds for disqualification.

SOIQ 8-005 will be posted on Scquest <https://solutions.scquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah>, which is where any addenda to this solicitation will be posted, up to 24 hours prior to the closing of the bid. It is the sole responsibility of all interested offerors to ensure submittals reflect all details of the solicitation in its entirety.

Licensure:

Offerors, and their employees, representatives, agents, consultants, subcontractors, and sub-consultants, shall comply with all of the federal, and local licensing and certification, laws, codes, rules and guidelines, applicable in the State of Utah.

Termination or Debarment Certifications:

The offerors must submit a certification that neither it nor its principals are presently or within the past ten (10) years have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from soliciting work by any governmental department or agency. The firm must also certify that neither the firm nor its principals have been terminated during the performance of a contract or withdrew from a contract to avoid termination. If the firm cannot certify these two statements, the firm shall submit a written explanation of the circumstances for review by Ogden City School District. Firms are to submit these certifications with their SOIQ (see # 7 below).

Indemnification:

The selected firm shall defend, indemnify, hold harmless, and protect Ogden City School District, and its employees, representatives, agents, and volunteers, from and against any and all liability, loss, damage, expense, cost (including without limitation to costs and fees of litigation and attorneys' fees) of every nature arising out of or in connection with the firm's, or any of its employees, representatives, agents, consultants, subcontractors, or sub-consultants performance of the professional services to be provided hereunder or failure to comply with any of its obligations contained in the Agreement, except as to such loss or damage which was caused by the sole negligence or willful misconduct of Ogden City School District.

Offering Firm's Experience, Qualifications and SOIQ Limitations:

Each offerors submitting an SOIQ should include, but not be limited to, the following information, limited to 40 pages:

1. Firm Profile:
Include the name, location of all of its offices and size of the firm, specifically indicating the principal place of business, the age of the firm, the total number of years of experience providing design services for both educational and non-educational projects, the average number of employees over the past five (5) years, and a brief history of the firm and the range of services offered.
2. Management Plan:
Expertise of the firm with school construction experience. Include;
 - management plans,
 - a. how the firm intends to manage its responsibilities and provide value engineering
 - b. cost control, risk identification, and risk mitigation
 - c. Organization chart
 - d. Proposed project schedule. Indicate critical dates and other information in sufficient detail for the selection committee to determine if the timeframes are reasonable.
 - community relations, innovative ideas, and technical capabilities;

- Describe the firm's preference and experience working with contractors using the Construction Manager/ General Contractor (CM/GC) and Design-Bid-Build (DBB) delivery methods.

3. Individual Experience:

Resumes – include education, project experience, and licensing for each team member; the ability to perform services as reflected by workload and the availability of adequate personnel, equipment, and facilities to perform the services expeditiously. The SOIQ should indicate all firms or individuals the contracting firm, with Ogden City School District anticipates utilizing in providing surveying, engineering, consulting and any other necessary professional services; including: the individuals responsible for the design; those assigned to attend weekly construction meetings; and those responsible for field supervision during the school construction

Please note: any firm having employees who performed work while employed by another firm, that is not duly noted in the SOIQ, may be cause for disqualification.

4. Comparative Project Overview:

Include overviews of similar type projects the firm has designed, along with renderings and/or photographs of completed similar projects. Include any other information that would aid in the evaluation of the designs, such as costs, durability, energy efficiency, educational benefits, etc.

5. References:

Contain the names of at least five (5) clients who may be contacted, including at least two (2) for whom similar facilities of the size and nature indicated above were designed in the past five (5) years.

6. Projects of Interest to Offeror:

Indicate which projects are of interest to the firm and to which the SOIQ applies. Please rank your preference (from 1 to 5 with 1 being the highest priority) of which projects you would be most interested to work on. If you feel your firm could handle multiple projects at the same time, please indicate that as well.

7. Debarment Statement

The offerors must submit a certification that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from soliciting work by any governmental department or agency. Describe any litigation, arbitration, or other alternative dispute resolution proceedings the firm has been involved in with an owner within the past ten (10) years.

8. Insurance

Indicate the present level of professional liability insurance coverage for the firm, including errors and omissions insurance. The insurance coverage's of the firm,

including errors and omissions insurance must be insurable to a minimum of \$1,000,000 annual aggregate limit.

9. Other Pertinent Information:

Provide any other pertinent information regarding qualifications and performance data requested by the Ogden City School District.

10. Financial:

Provide financial statements reflecting the firm's financial resources to adequately perform the work described herein. These financial statements may be submitted in a separate sealed envelope, but shall be included in the submittal with the SOIQ.

Note: the financial statements do not count toward the 40 pages maximum.

The selection committee will be comprised of individuals from Ogden City School District and others as deemed appropriate by the Ogden City School District. The selection committee will evaluate the proposals submitted and determine if any firms will be requested to provide additional information and/or interview with the committee.

Note: any contact by interested firms made directly to selection committee members related to this SOIQ may be grounds for disqualification for not only this selection but potential future selections.

Confidentiality:

Ogden City School District, as a state governmental entity, is subject to the requirements of the Government Records and Access Management Act (GRAMA). Utah Code Ann. § 63G-2-309 provides that the Ogden City School District may classify information in your proposal as "protected" if you provide the Ogden City School District with a written claim of business confidentiality and a concise statement of reasons supporting the claim of business confidentiality, and the request meets the parameters set forth in 63G-2.

Please provide the Ogden City School District with a determination of what, if any, information in the proposal warrants business confidentiality and a concise statement of reasons supporting the claim of business confidentiality for that information. A claim of business confidentiality for information contained within your proposal may be based upon:

- (1) "trade secrets," which are statutorily defined as "information, including a formula, pattern, compilation, program, device, method, technique, or process, that: (a) derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and (b) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy;" or
- (2) Commercial information if the disclosure of the information could reasonably be expected to result in unfair competitive injury to your company and your

company has a greater interest in prohibiting access than the public in obtaining access.

The Selection Committee will use the following criteria, as applicable, to rate each responding firm:

<u>10</u> %	Responsiveness	Provide all pertinent and required information requested in the SOIQ. (Must address all items 1 through 10 listed above)
<u>10</u> %	Responsible	The overall perceived ability of the Offeror, in all respects, to successfully perform the contract requirements. (Based on responses for items 1 through 10)
<u>20</u> %	Comparative Project Overview	Scope, categories, or similar type of work, in which the firm considers itself to be highly qualified. List projects, and year completed, of similar size and scope to those outlined above in the past five years. (Item 4)
<u>25</u> %	Individual Experience and Project Support	Experience of principal employees of the firm who would be working on the project. Specifically their technical capabilities and significant project experience of similar size for the past five (5) years. List anticipated entities for surveying, engineering, and consulting services. Demonstrate the firm's plan to provide services and ensure consistent support throughout the entire project. Identify who will be at weekly meetings and what their roles will be for planning, during construction, and through the warranty period. (Item 3)
<u>10</u> %	References	Provide names of five (5) clients who may be contacted, and date of services, including at least two of whom services were rendered in the past five years. Please note: Ogden City School District reserves the right to contact clients of submitting offerors not listed as contact references in the SOIQ. (Item 5)
<u>25</u> %	Management Plan	Demonstrate the firm's capacity of innovation to meet the needs, culture, and priorities of the district. The firm's approach to designing a facility. Provide evidence of the firm's ability to design facilities for 21 st century learning capable of accommodating anticipated changing pedagogies requiring advanced thinking in the use of

technology, innovation, and learning space needs that may be vastly different than current aspects of design. Demonstrate the firm's capacity for incorporating energy conservation and efficiency techniques in design. (Items 2)

Interviews:

If it is determined that the Ogden City School District will proceed with offeror interviews, a short list of interviewees is expected to be developed by November 3, 2017. Successful firms are expected to be interviewed the week of November 13, 2017. It is the intent of the selection committee to interview at least three (3) firms evaluated as being professionally and technically qualified, unless fewer than three (3) firms respond to this SOIQ. The purpose of the interview would be to allow the firm to present its qualifications, experience, education, training, past performance, innovations in design of 21st century educational facilities, etc., in regards to the professional services to be provided to the Ogden City School District. Interviews may also provide an opportunity for the selection committee to seek clarifications from the firm.

Based on the above evaluation criteria, submitters may be invited to make an oral presentation during the interview. Oral presentations would be evaluated based upon clarity of presentation and the ability to answer technical and application questions, as well as the ability to meet the needs of the Ogden City School District. Instructions for the oral presentation will only be provided to those invited to present. Firms selected for an interview will be notified of the date, time, and place of the interview.

The Board of Education of Ogden City School District will make the final determination, as to any offerors selected for design services.

Determination of Compensation for Architect-Engineer Services:

Pursuant to Utah Code Ann. § 63G-6-704, the procurement officer, Ken Crawford, shall award a contract to a qualified firm(s) at compensation which the procurement officer determines in writing to be fair and reasonable to the Ogden City School District. The District shall negotiate all fees according to Utah Procurement Code as outlined in rules found in R33-5-62, at the time of selection.

A firm successful in their offer should be prepared to enter into negotiations with Ogden City School District, in accordance with Utah Code Ann. § 63G-6, Administrative Rule R33 and the Brooks Act Professional Services Procurement Process.

In making a determination, the Ogden City School District procurement officer shall take into account the estimated value, the scope, and complexity, and the professional nature of the services to be rendered. Should the procurement officer be unable to negotiate a satisfactory contractual agreement with the highest ranking qualified firm first selected, which is determined to be fair and reasonable to Ogden City School District, discussions with that firm shall be formally terminated. The procurement officer shall then undertake discussions with the second highest ranking qualified firm. Failing accord with the second firm, the procurement officer shall

proceed with this negotiation process to subsequent offerors in ranking order until an agreement is reached.

Note: any attempt to include cost proposals and/or discuss fees or costs submittals by offerors, falling outside of the prescribed procurement guidelines, may be considered grounds for disqualification.

Reserved Rights:

The Ogden City School District reserves the right to reject any or all submittals, or to waive any formality or technicality in any submittal, in the best interests of Ogden City School District while still complying with Utah State procurement code, and all other federal, state, local laws, codes, rules and guidelines. While it is the intent of the Ogden City School District to proceed with this appointment, this solicitation in no way obligates the Ogden City School District to enter into a contractual agreement.