



**ARCHITECTURAL SERVICES AND ENGINEERING SERVICES FOR THE OGDEN
CITY SCHOOL DISTRICT**

**SOQ25-002
(Request for Statement of Qualifications)**

**Proposals must be received by 2:00 p.m. MST on Wednesday, September 25,
2024.
via UP3 Utah Public Procurement Place (SciQuest)**

Prepared by Ken Crawford

Introduction

Pursuant to Utah Code Ann. §63G-6-701, it is the policy of the Ogden City School District (OSD) to publicly announce all requirements for architect and engineering services and to negotiate contracts for these 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 Qualifications (SOQ) from qualified design professionals and engineering 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 on any bond/capital improvement projects over the next 18 months on an as-needed basis. OSD will then create a pre-qualified vendor pool that OSD can select from for any projects that may arise during this time period. The areas of design where vendor services are being requested include:

- Architectural Services
- Electrical Engineering
- Mechanical Engineering
- Structural Engineering
- Civil Engineering
- Landscape architects
- Mechanical commissioning
- Envelope consultants
- Geotechnical services
- Construction inspection services

Bid Submission

SOQ25-002 and supplemental information will be accepted by the Ogden City School District only through SciQuest <https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah> until 2:00 p.m. MST on Wednesday, September 25, 2024. Statements submitted after the date and time listed will not be considered. The submitting firms shall provide one (1) electronic copy uploaded to SciQuest. They may also submit one (1) redacted copy if claiming business confidentiality as long as they submit the business confidentiality request form along with it.

Questions, interpretations, clarifications or communication regarding SOQ25-002 must be submitted through Sciquest and must be submitted by noon MST on Wednesday September 18, 2024, 12:00 p.m. 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.

SOQ25-002 will be posted on Sciquest <https://solutions.sciquest.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.

Bid Option

Vendors currently listed as pre-qualified for architectural and engineering services for OSD have the option of remaining on the current list without submitting a statement of qualifications under this offering. Vendors that exercise the option must be in good standing with the District and acknowledge continued compliance with licensure, and termination and debarment certifications as defined within this document.

To exercise this option, the firm shall complete Attachment A and email it to the Chief Procurement Officer, Ken Crawford, at crawfordk@ogdensd.org any time before but no later than 2:00 p.m. MST on **Wednesday, September 25, 2024.**

It is recommended that the firm confirm its standing as a pre-qualified vendor. Submitting the form in error does not extend the due date for submitting a formal SOQ.

The following vendors are currently on the OSD Pre-Qualified List:

1. Architects -
 - a. Design West
 - b. Naylor Wentworth Lund
 - c. VCBO
 - d. MHTN
 - e. NJRA
 - f. GSBS
 - g. KNIT Designing Community
 - h. Studio 333
2. Electrical Engineers
 - a. Envision Engineering
 - b. BNA Consultants
 - c. Spectrum Engineers
3. Mechanical Engineers
 - a. VBFA Engineers
 - b. Olsen & Peterson Consulting Engineers Inc.
 - c. Colvin Engineering Associates
 - d. David L. Jensen and Associates Inc.
 - e. WHW Engineering, LLC
4. Structural Engineers
 - a. ARW Engineers
 - b. BHB Consulting Engineers Inc.
 - c. Calder Richards Consulting Engineers LLC
 - d. Reaveley Engineers
 - e. Ensign Engineering and Land Surveying
5. Civil Engineers
 - a. CRS Engineers
 - b. Ensign Engineering
 - c. Galloway & Company Inc.
 - d. Meridian Engineering Inc.
 - e. Great Basin Engineering
 - f. Jones & Associates Consulting Engineers

6. Construction Inspection Services
 - a. CMT Technical Services
 - b. Utah Testing and Engineering
 - c. Professional Services Industries, Inc. (PSI)

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 have withdrawn 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 SOQ (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 attorney's 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 SOQ Limitations

Each offeror submitting an SOQ 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 the following:

- a. Management plans
 - i. How the firm intends to manage its responsibilities and provide value engineering
 - ii. Cost control, risk identification, and risk mitigation
 - iii. Organization chart
 - b. Community relations, innovative ideas, and technical capabilities;
 - c. Describe the firm's preference and experience working with contractors using the third-party construction manager, 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 services expeditiously.

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

4. Comparative Project Overview—Include overviews of K-12 education projects the firm has designed, along with renderings and/or photographs of completed similar projects. Include any other information that would aid in evaluating the designs, such as costs, durability, energy efficiency, educational benefits, etc.
5. References - Include the names of at least five (5) clients who may be contacted, including at least two (2) for whom similar facilities were designed in the past five (5) years.
6. 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.
7. Insurance - Indicate the present level of professional liability insurance coverage for the firm, including errors and omissions insurance. The insurance coverages of the firm, including errors and omissions insurance, must be insurable to a minimum of \$1,000,000 annual aggregate limit.
8. Other Pertinent Information - Provide any other pertinent information regarding qualifications and performance data requested by the Ogden City School District.
9. Financial - Provide financial statements reflecting the firm's financial resources to adequately perform the work described herein. These financial statements may be submitted as a separate attachment but shall be included in the submittal with the SOQ.

Note: The financial statements do not count toward the 40-page maximum and are considered a protected document. They will not be shared with other entities, including for any GRAMA requests.

The selection committee will be composed of individuals from the Ogden City School District and others 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 SOQ 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 the 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.

Selection Criteria

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

| | | |
|-----|----------------|--|
| 10% | Responsiveness | Provide all pertinent and required information requested in the SOQ. (Must address all items 1-9 listed above) |
|-----|----------------|--|

| | | |
|-----|---|--|
| 10% | Responsible | The overall perceived ability of the Offeror, in all respects, to successfully perform the contract requirements. (Based on responses for items 1-9) |
| 20% | 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 (5) years. (Item 4) |
| 25% | Individual Experience and Project Support | Experience of principal employees of the firm who would be working on our projects. Specifically their technical capabilities and significant project experience of similar size for the past five (5) years. Demonstrate the firm's plan to provide services and ensure consistent support throughout the entire project. (Item 3) |
| 10% | References | Provide names of five (5) clients who may be contacted, and dates of services, including at least two of whom services were rendered in the past five (5) years. Please note: Ogden City School District reserves the right to contact clients of submitting offerors not listed as contact references in the SOQ. (Item 5) |
| 25% | Management Plan | Demonstrate the firm's capacity of innovation to meet the needs, culture, and priorities of the District. Provide evidence of the firm's ability to design facilities for 21st-century learning capabilities 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 will be developed. 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 and engineering 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.

**ATTACHMENT A
OPTION TO REMAIN IN VENDOR POOL**

Architectural and Engineering firms (See list included in SOQ) currently in the Ogden City School District's pre-qualified vendor pool have the option to submit a statement of qualification under this offer, or acknowledge their intent to remain in the pool without submitting.

In order to remain in the pool without submitting qualifications, the firm must assure that:

1. It continues to meet all requirements under the original SOQ that pre-qualified it as a vendor;
2. It continues to be 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;
3. It and its employees, representatives, agents, consultants, subcontractors, and sub-consultants, continue to comply with all of the federal and local licensing and certification, laws, codes, rules, and guidelines applicable in the State of Utah;
4. Neither it nor its principals are presently or since pre-qualifying have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from soliciting work by any governmental department or agency; and,
5. Neither the firm nor its principals have been terminated during the performance of a contract or have withdrawn from a contract to avoid termination.

By completing the information below, the firm executes the option to remain in the vendor pool and acknowledges that it remains in good standing as a vendor of the Ogden City School District by continuing to meet the requirements of Items 1 - 5 above.

This form may be emailed to the Chief Procurement Officer, Ken Crawford, at crawfordk@ogdensd.org anytime before but no later than 2:00 p.m. MST on **Wednesday, September 25, 2024**. It is recommended that the firm confirm its standing as a pre-qualified vendor. Submitting this form in error does not extend the due date for submitting a formal SOQ.

Printed Name of Vendor

Printed Name of Authorized Representative

Signature of Authorized Representative

Date