

**REQUEST FOR PROPOSALS**  
**FOR**  
**ARCHITECTURAL SERVICES**  
**FOR**  
**DESIGN AND CONSTRUCTION**  
**OF THE**  
  
**HEBER CITY**  
**PUBLIC SAFETY FACILITY**

**Due By:**  
**October 2, 2013, 2:00 p.m.**

## **REQUEST FOR PROPOSALS**

### **HEBER CITY CORPORATION PUBLIC SAFETY FACILITY**

#### **I. Introduction:**

This is a Request for Proposals from qualified architectural firms to provide services for the design and construction of a new Public Safety Facility in Heber City, Utah.

The project will be divided into three phases. The first phase will be for programming and schematic design services to evaluate the Public Safety and Court functions provided by the City and recommend needed facility size, layout, support equipment, and furnishings. This phase will include preparing a preliminary cost estimate and schedule to meet the needs identified. The results of this phase will be used to apply for additional funding for the project. The second phase will be the detailed design and produce drawings of the facility, including specifications, construction costs and schedule. It is anticipated that during the second phase a Construction Manager/General Contractor (CM/GC) will be selected to work closely with the architect and continue onto construct the facility. The final phase will be for construction services such as review of submittals, conformance to the facility design, changes, and closeout.

The project size and layout will be based on an analysis of the needs of the current City Public Safety Offices which include: Court and Public Safety functions. The analysis will consider the current level of service provided and anticipated future level of service demands. It will consider parking, utilities, expansion, transition from existing facilities to new facilities, etc. The selected architect will prepare recommendations as part of the first two phases, review them with City staff, and present them to the City Council for final approval.

#### **II. Scope of Work:**

The Facility will be built on an existing City owned block located at approximately 301 South Main Street as shown in Exhibit A. The property is surrounded by residential and commercial development and is the site of the former Heber City Central Public School. The School building has since been converted to temporary offices for the City's Public Safety Department and the National Guard. Adequate water, sewer, and power utilities are in the vicinity. The following is a brief description of the known requirements to be considered in this project:

- A. Work with a design committee composed of key City staff to evaluate the needed square footage and determine a feasible design for the new site and building. The proposed plan will accommodate all City Public Safety and Court functions with the possibility of future expansion should additional City departments be moved to this location. The proposed site is approximately 3 acres in size.
- B. Plan the site for its ultimate configuration. Develop facility program detailing all spaces with assigned square footage and needs. Group recommended needs into logical groups so that project can be scaled if necessary to match available funding.

- C. Prepare project programming and schematic design in Phase 1, including 15% level drawings, with floor plans, site plans, sections, elevations, renderings, preliminary cost estimate and schedule for approval by City. Documents will be used to apply for CIB or other funding.
- D. Prepare project detailed design in Phase 2, including 50%, 90%, and final construction drawings, specifications, cost estimate and schedule for City approval that can be used by a CM/GC for bidding purposes, or if required by the City, advertised using a traditional bid/build process.
- E. Provide project construction phase services in Phase 3, including review of budget, construction materials, and methods, cost estimating, project phasing, shop drawings and submittals, interior and exterior colors and fixture selections, construction revisions and change orders, etc. Coordinate with CM/GC during project closeout, in preparing closeout documentation, maintenance and operation manuals, warranties, systems testing, etc. Provide As-built record drawings to City in electronic ACAD and PDF formats.
- F. Coordinate with other affected agencies and/or organizations, Heber Light and Power, Wasatch County, Utah Department of Transportation, Wasatch County Fire District, Questar, Comcast, Century Link, etc. Coordinate all required permitting.
- G. Attend six public meetings and other private meetings as needed to make presentations and lead discussions on the project. Meetings with neighboring property owners, developers, Planning Commission, and the City Council will be required during the process.
- H. Meet all local, State, and Federal laws, building codes, and standards for facilities of this nature. Project will be required to go through Heber City's building permit process.
- I. Schedule and hold regular meetings with the City design committee during Phases 1 and 2 and meet with the Design/Construction Team to review project progress and resolve issues in Phase 3. Attend Pre-final, final and warranty inspections.
- J. Incorporate the City design committee's preliminary requirements listed below in the initial evaluation:
  - a. Provide office space for: Public Safety and Court departments, climate controlled computer equipment room, large and small conference rooms, Court Chambers with audio/visual equipment, break room, restrooms, etc. Offices should have sound insulated walls with smooth drywall painted finish, metal and/or wood stud interior and support walls, hollow metal frame doors with 1<sup>3</sup>/<sub>4</sub>-inch solid cores, and acoustical tile ceilings. Appropriate floor finishes will be determined during the design phase.
  - b. Provide adequate mechanical and electrical equipment for proper ventilation, air conditioning, and heating of all offices, etc. Lighting should exceed minimum industry standards for professional office and be energy efficient.
  - c. Provide conduit, boxes, and wiring for data and communications needs to meet the latest technology and future expansion. Provide necessary accommodations for telephone and fiber optic service.
  - d. Provide adequate drainage and retention facilities for the site.
  - e. Connect required power from local electrical service into the building and auxiliary structures. Provide option for backup emergency power.
  - f. Provide landscaping and irrigation system.
  - g. Identify options and costs for a facility security system including employee parking security fencing and automatic gate.

- h. Establish building/yard elevations and designs to coordinate with existing and neighboring site conditions. Building design must comply with Heber City Planning Design Criteria.
- i. Provide exterior and remote security lighting that exceeds minimum industry standards.
- j. Provide options for demolition of existing building which minimizes disruptions to Public Safety operations during construction. May require phasing the demolition.
- k. Provide options for constructing additional space for future expansion for other departments.
- l. Provide Furniture, furnishings, storage, and equipment designs.

The above mentioned areas are not intended to be all inclusive. It is anticipated that the actual building layout and construction will be adjusted, based upon final recommendations and the architect and staff reviews.

All considerations of the proposal should be calculated based upon a 20-year service period. Currently Heber City has a population of approximately 12,000. In 20 years the population is expected to grow by 66% to 20,000. Ultimately the population is expected to exceed 25,000 people. Due to the growth expected, the project needs to provide for easy expansion as future needs dictate.

### **III. Funding:**

The project budget will be established in Phase 1 of the scope of work and will be funded with existing City funds, bonds, and CIB or other grant monies.

### **IV. Proposal/Statement of Qualifications Content:**

The Proposal and Statement of Qualification will include the following:

- A. Maximum of 30 printed pages, including front and back cover, single or double spaced, one side of the page printed only.
- B. The names, addresses, telephone numbers, and current licenses of the General Contractor, Engineer/Architect and Construction Manager.
- C. Type of organization of all parties involved (partnership, corporation, etc.)
- D. Names of the principals in each firm.
- E. Names of key personnel, from each firm, that will be assigned to the project, and their anticipated involvement (by percentage or hours) in the project.
- F. Listing of past projects that relate to similar City or government design/construction of a similar size and scope. Include: project name, building size in square feet, initial cost estimate, final actual cost, and a contact name/phone number from that entity familiar enough with the past project to give a reference.
- G. Statement of team member's qualifications describing experience and expertise that will facilitate completing the project on-time and on-budget, with minimal change orders and problems.

H. Estimated costs broken down by Phase and Task for providing programming, design, and construction service phases which will be the basis for negotiating the final contract. Include the proposed individual hours, labor rates, direct charges, and subconsultant costs.

I. Proposed time-line for completion of the project.

J. Unique suggestions, considerations, or requirements that may help distinguish the proposed team, help the City anticipate issues, or help better understand the proposal.

**V. Completion and Acceptance Criteria:**

The proposal will describe in detail how the contract will be structured and how completion and acceptance will be determined for each phase. These parameters must be met for the contract to continue, and will require authorization by the City before the Team may proceed with subsequent phases of the project.

It is anticipated that the contract will stipulate compliance with all applicable local, State, and Federal regulations appertaining to such projects. This conformance will be demonstrated in design and construction.

**VI. Contract Time:**

It is anticipated that the contract duration will not exceed 18 months. It will be based upon a completion date for each task that will be strictly complied with.

It is anticipated that the Architect and CM/GC Team would have the Facility ready for occupancy on or before June 1, 2015.

**VII. Selection Criteria:**

The selection of the Architect to complete the project will be based upon the following criteria:

- A. Architect's experience in the design and construction of similar Public Safety facilities, of similar size and scope.
- B. Responses from clients of past projects.
- C. Personnel assigned to various Tasks, their experience and qualifications, and demonstrated ability to complete the project on-time and on-budget.
- D. Time line for the completion of the project.
- E. Proposed project concept and demonstrated attention to detail.
- F. Cost of Service.

**VIII. Selection Process:**

The selection process will follow the procedure outlined below:

- A. Proposals must be submitted by October 2, 2013, at 2 p.m.

To be considered, 10 copies of the proposal, sequentially numbered from one to ten in the upper right hand corner, must be submitted to the City Recorder, at 75 North Main Street, Heber City, Utah, 84032, Attn. Bart Mumford, Heber City Engineer.

- B. Proposals will be reviewed and the top firms shortlisted. Interviews will tentatively be scheduled with the top 2 to 4 firms during the first week in November 2013.

The short list will be determined by the design committee and elected officials. Heber City reserves the right to disqualify incomplete proposals, waive minor defects in the written proposals as deemed appropriate, request additional information from any respondent, change or modify the scope of the project at any time without any penalty, negotiate terms with one or more of the respondents, reject any or all proposals, without a penalty, and take any steps necessary to act in the City's best interest.

- C. Recommendations for contract award will be made to the City Council at the next scheduled City Council Meeting following interviews.

Any and all questions may be addressed to Bart Mumford at the above address, by phone at (435) 657-7891, or by email at [bmumford@ci.heber.ut.us](mailto:bmumford@ci.heber.ut.us). Copies of this RFP are available on the City's web site at [www.ci.heber.ut.us](http://www.ci.heber.ut.us) under the Engineering Department

# EXHIBIT A

