

REQUEST FOR STATEMENT OF INTEREST AND QUALIFICATIONS (SOIQ) FOR The Dixon Middle School Historic Preservation Feasibility Study

Introduction:

Pursuant to Utah Code Ann. § 63G-6-701, it is the policy of the Provo City School District to publicly announce all requirements for design/consulting services on the basis of demonstrated competence and qualification for the type of services required.

Provo City School District is accepting Statements of Interest and Qualifications (SOIQ) from qualified design & consulting firms licensed and certified as applicable in the State of Utah, for the: **Dixon Middle School Historic Preservation Feasibility Study**. The Study will include the following:

- **Historic Preservation Study for the 1931 portion of the Dixon Middle School Campus. The intent is not to secure approval for the historic registry. The purpose of the study is to prepare estimated costs to preserve the 1931 portion for a long term presence in the Dixon neighborhood.**
- **The Study will also include a feasibility approach for seismic upgrades, roofing replacement, mechanical system replacement, electrical system replacements, masonry restoration & repairs, interior renovations & repairs, etc.**
- **The Feasibility Study shall also include Site recommendations for (1) maintaining a middle school on the current site and the historic preservation costs associated with that use, phasing cost impact, parking and green space requirements, etc, and (2) recommendations of keeping the 1931 portion and all other existing buildings on the existing site for other long term use and cost impact for that potential use. (3) Potential scheduling impact for both Option 1 and Option 2.**
- **The proposed Team to be involved with the Study, shall include listing any certifications/credentials specific to historic preservation with projects similar in scope within the past 10 years for K-12 school projects.**

Selection of Three (3) qualified firms will be selected by no later than Wednesday, October 17th, 2018. Each Team will be paid an amount of \$10,000 for preparing the data and concepts required for the Study. The \$10,000 will be paid at the end of the process, which will include a presentation by the Team to the Provo City School District Board and Facility Advisory Committee. The Fee will be a one time, lump sum payment. No requests for adjustments, increases, etc, will be allowed for any reason.

The SOIQ is due to the Provo City School District, Attn: Tina Fluehe Purchasing Director, located at 280 West 940 North, Provo, Utah 84604 until **3:00 PM, on Tuesday, October 16th**,

2018. 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 8 (eight) complete copies of their proposal, using an 8-1/2 x 11" format.

Questions, interpretations, clarifications or communication regarding the SOIQ should be directed to Mark Wheeler, Director of Facilities, at markwh@provo.edu.

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

The SOIQ will be posted on the Provo City School District website, which is where any addenda to this solicitation will be posted, up to 24 hours prior to the closing. 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.

Offering Firm's Experience, Qualifications and SOIQ Limitations:

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

1. Be limited to 15 pages.
2. 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.
3. Firm Experience:
Include the education, project experience, licensing, training level, qualifications of and expertise of members of the firm specific to K-12 historic preservation/restoration projects within the past ten (10) years.

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. Individual Experience:
The ability of the firm to prepare the requested feasibility study within the designated amount of time; 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 consultants the contracting firm anticipates utilizing to prepare the requested Study.

5. Comparative Project Overview:

Include overviews of projects similar in scope that the firm has designed, along with renderings and/or photographs of completed similar projects.

Technical Approach, Management Plan and Timeline:

An organization chart showing the roles and responsibilities of all pertinent decision-makers is a required part of the submittal. The plan should include the key employees to be involved throughout the Study and presentation process.

Selection Process and Timeline:

The selection committee will be comprised of individuals from Provo City School District and others as deemed appropriate by the Provo City School District. **The selection committee will evaluate the proposals submitted and determine if any firms will be requested to provide additional information. No presentations or interviews will be required for this SOIQ selection process.**

SOIQ Posting Date:	Sunday, October 7 th , 2018
SOIQ Due Date:	Tuesday, October 16 th , 2018, 3:00 PM, MST
Notification of 3 Selected Teams:	Wednesday, October 17 th , 2018, 3:00 PM, MST
Study Due Date & Presentation:	Tuesday, November 20 th , 2018
Site Visits as Requested	

Confidentiality:

Provo 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 Provo City School District may classify information in your proposal as “protected” if you provide the Provo 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 Provo 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.
<u>90%</u>	Firm Experience	Scope, categories, or similar type of work, in which the firm considers itself to be highly qualified.

Interviews:

No interviews are planned for this SOIQ process. The Selection Committee will base their decision on the response to the SOIQ and firm experience for this specific Study.

Determination of Compensation for Architect-Engineer Services:

The Selection of three (3) qualified firms for this Study will not follow the standard fee negotiation process Pursuant to Utah Code Ann. § 63G-6-704. Provo City School District Procurement Officer, Tina Fluehe, will notify the 3 selected firms and request a written acknowledgement of the offered \$10,000 lump sum amount per selected firm. No fees are associated with this Study and no time extensions or change proposals will be accepted for any reason.

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 Provo 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 the Provo 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 Provo City School District to proceed with this appointment, this solicitation in no way obligates the Provo City School District to enter into a contractual agreement.