

# **REQUEST FOR STATEMENT OF INTEREST AND QUALIFICATIONS (SOIQ) FOR ARCHITECTURAL SERVICES Provo City School District**

## **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 architect-engineer services and to negotiate contracts for architect-engineer services on the basis of demonstrated competence and qualification for the type of services required, and at fair and reasonable prices.

Provo 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, preparations of contract documents, programming, schematic design, cost estimating for facility improvement projects, for the following:

- Timpview High School, design services for a phased rebuild on existing site located at approximately 3650 N and Timpview Drive, Provo, Utah
- Dixon Middle School, design services for a phased rebuild on optional sites located in Provo, Utah
- Wasatch Elementary, design services for a phased rebuild on existing site located at 1080 N 900 East, Provo, Utah.
- Westridge Elementary design services for a 12 classroom addition. Located at 1720 W 1460 N, Provo, Utah.

Design and programming will proceed as of January 28th, 2019. Construction is projected to begin by **March of 2020**, subject to Board and Bond approvals. Timelines are projected only and final timeline approval will be issued by the Provo City School District Board of Education.

The SOIQ and supplemental information will be accepted by the Provo City School District, located at 280 West 940 North, Provo, Utah 84604 until **2:00 p.m., on Wednesday, January 9<sup>th</sup>, 2019.** 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 10 (ten) complete copies of their proposal, using an 8-1/2 x 11" format, per proposed project.

Questions, interpretations, clarifications or communication regarding the SOIQ should be directed to Tina Fluehe, District Purchasing Coordinator, at [tinaf@provo.edu](mailto:tinaf@provo.edu). Responses to the SOIQ posting shall be directed to:

Provo City School District  
Attention: Timpview, Dixon, Wasatch & Westridge Design Services Proposal  
Construction Compliance and Selection Committee  
280 West 940 North  
Provo, Utah 84604

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 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 the Provo City School District. Firms are to submit these certifications with their SOIQ (see # 9 below).

**Indemnification:**

The selected firm shall defend, indemnify, hold harmless, and protect the Provo 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 subconsultants 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 the Provo 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:

1. Be limited to 25 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 with school construction experience; specific design and construction service experience for projects recently constructed, reflecting management plans, community relations, innovative ideas, and technical capabilities; how the firm intends to manage its responsibilities and provide value engineering, cost control, risk identification, and risk mitigation. Describe the firm's experience working with contractors using the (1) Construction Manager/ General Contractor (CM/GC), (2) At-Risk – Design Build (DB) and (3) Design-Bid-Build (DBB) delivery method/methods.

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 in designing and providing complete and comprehensive construction documents 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 individuals the contracting firm anticipates utilizing in providing surveying, engineering, consulting and any other necessary professional services

5. Insurance

Indicate the present level of professional liability insurance coverage for the firm, including errors and omissions insurance. The insurance coverage of the firm, including errors and omissions insurance must be insurable to a minimum of \$1,000,000 annual aggregate limit.

6. 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 durability, energy efficiency, educational benefits, etc. **Please also include advantages of utilizing any existing school designs that could be an advantage to any of the proposed projects.**

7. References:

Provide 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 (3) years.

8. Projects of Interest to Offeror:

Indicate which projects are of interest to the firm and to which the SOIQ applies.

9. Litigation:

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 five (5) years.

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 submitted with the SOIQ.

Note: the financial statements will not be included in the 25 pages maximum.

11. Other Pertinent Information:

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

**Technical Approach, Management Plan and Timeline:**

Offerors will be required to develop and submit a plan demonstrating how they plan to manage their responsibilities. 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 entire process, including: the individuals responsible for the design; those assigned to attend weekly construction meetings; and those responsible for field supervision during the school construction.

As part of the Management Plan include the proposed project schedule. Indicate critical dates and other information in sufficient detail for the selection committee to determine if the timeframes are reasonable.

The Management Plan should be concise yet contain sufficient information for evaluation by the selection committee.

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 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 also potential future selections.

**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>5%</u>	Responsiveness	Provide all pertinent and required information requested in the SOIQ.
<u>5%</u>	Responsible	The ability of the Offeror, in all respects, to successfully perform the contract requirements.
<u>40%</u>	Firm Experience	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.
<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 year immediately preceding the SOIQ. Please note: <u>Provo City School District</u> reserves the right to contact clients of submitting offerors not listed as contact references in the SOIQ. Please <u>do not</u> include Provo City School District as a reference or any employees of Provo City School District as a reference.

40%

Design Ability

Demonstrate the firm's capacity of innovation to meet the needs, culture, priorities, the firm's approach to designing a facility, identify key players and their respective role in the design process, provide evidence of the firm's ability to design facilities for 21<sup>st</sup> century learning capable of accommodating anticipated changing pedagogies requiring advanced thinking in the use of technology and learning space needs that may be vastly different than current necessity requires and innovation in all aspects of the design.

### **Interviews:**

If it is determined that the Provo City School District will proceed with offeror interviews, a short list of interviewees is expected to be developed by **Friday, January 11th, 2019**. Successful firms are expected to be interviewed by **Wednesday, January 23rd, 2019**. **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, etc., in regards to the professional services to be provided to the Provo 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. 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 Provo 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.

**A selected firm may be awarded a single project or multiple projects. This decision will be determined by the Selection Committee and final ratings as per criteria review.**

The Board of Education of Provo 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, Tina Fluehe, shall award a contract to a qualified firm at compensation which the procurement officer determines in writing to be fair and reasonable to the Provo 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 Provo 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 Provo 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 the Provo City School District, discussions with that firm shall be formally terminated. The procurement officer shall then undertake discussions with a 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. This process will be followed for each proposed project.

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.