

REQUEST FOR STATEMENT OF INTEREST AND QUALIFICATIONS (SOIQ) FOR ARCHITECTURAL OR ENGINEERING SERVICES WASATCH ELEMENTARY AND DIXON MIDDLE SCHOOL RE-ROOF PROJECTS

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:

- Wasatch Elementary Re-roof and wall to roof connections. Wasatch Elementary is located at 1080 North 900 East, Provo, Utah 84604. Project Estimate: Approx. \$2 million, including design fees.
- Dixon Middle School Re-Roof and wall to roof connections. Dixon Middle School is located at 750 West 200 North, Provo, Utah 84601. Project Estimate: Approx. \$3 million, including design fees.

Design and cost estimates can be expected to proceed immediately. Construction is projected to begin upon approval for all projects identified above, with the Wasatch Elementary Project to be completed by November 1st, 2020 and the Dixon Middle School Project being completed by November 1st, 2020 depending on an acceptable schedule.

The SOIQ and supplemental information will be accepted by Provo City School District, located at 280 West 940 North, Provo, Utah, until 1:00 p.m., on **Monday, April 27st, 2020**. 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 2 (Two) 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 Tina Fluehe, Purchasing Director, Provo City School District, tinaf@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, provo.edu, 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 Five (5) 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.

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 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 projects similar in scope**.
3. The SOIQ should indicate all firms or individuals the contracting firm anticipates utilizing in providing surveying, engineering, consulting and any other necessary professional services.

4. 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.
5. 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.
6. References:
Contain the names of at least four (4) 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.
7. 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.
8. Other Pertinent Information:
Provide any other pertinent information regarding qualifications and performance data specific to the project scope.

Technical Approach, Management Plan and Timeline:

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.

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. List projects, and year completed, of similar size and scope to those outlined above in the past five years.

Interviews:

No Interviews will be required / scheduled for this SOIQ selection process.

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.

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.