

**PROVO CITY SCHOOL DISTRICT**

**REQUEST FOR ANNUAL STATEMENT OF INTEREST  
AND QUALIFICATIONS**

FOR

**ARCHITECTURAL AND ENGINEERING SERVICES**

**Solicitation #2021-01**

**RELEASE DATE: January 21st, 2021**

**DUE DATE: February 4th, 2021 @ 2:00 PM, MST**

**Purchasing Department**  
280 West 940 North  
Provo, Utah 84604

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## PURPOSE OF REQUEST

Provo City School District (PCSD) is seeking annual statements of interest and qualifications (SOIQ) from firms engaged in providing architect-engineer services in the state of Utah. Statements will be used and evaluated to create a list of pre-qualified architectural and engineering firms. This list will be utilized when the procurement of architect-engineer services is estimated to be less than \$100,000 per design project, from February of 2021 to December 31st, 2023. PCSD anticipates this request will result in a pre-qualified list for the following categories:

General Architecture

Landscape Architecture

Roofing Architecture

Civil Engineering

Electrical Engineering

Fire Suppression Engineering

Geotechnical Engineering

Mechanical Engineering

Structural Engineering

## GENERAL INSTRUCTIONS

This annual SOIQ is designed to provide interested firms sufficient basic information to submit statements meeting minimum requirements, but is not intended to limit a statement's content or exclude any relevant or essential data. Firms are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

Architect-engineer services that are estimated to exceed \$100,000 will be solicited on a project by project basis and solicited according to the requirements found in the Utah Procurement Code 63G-6a-1502.

PCSD reserves the right to reject any or all statements, or to waive any formality or technicality in any submission, in the best interests of the District. The District reserves the right to cancel this request for SOIQ in whole or in part at any time, if it is in the best interest of the District.

## BACKGROUND

PCSD is interested in selecting from a pre-qualified list of architect-engineer firms for small to medium construction projects throughout the year. PCSD may choose to rotate through the list of qualified firms or select the firm based on their particular area of expertise, skills, qualifications, etc. **Qualified firms are also NOT guaranteed a specific number of projects or specific amount of work.**

## **ISSUING OFFICE AND SOIQ REFERENCE NUMBER**

The Provo City School District Purchasing Department is the issuing office for this document and all subsequent addenda relating to it, on behalf of the Department of Facilities. The reference number for this solicitation is **#2021-01**. This number must be referenced on all submissions, correspondence, and documentation relating to the SOIQ.

## **SUBMITTING THE SOIQ**

Submissions must be received by **February 4th, 2021 at 2:00 PM (MST)**. Statements received after the deadline will be late and ineligible for consideration.

We request that you submit four (4) hard copies to the PCSD Purchasing Department, 280 West 940 North, Provo, UT 84604. Attention to: Tina Fluehe. Please submit in a sealed envelope with the solicitation #2021-01 “Annual A/E SOIQ” printed on the front of the envelope.

Faxed or emailed proposals are not acceptable forms of submission and will not be considered as a valid response from an offeror.

## **FEE DETERMINATION**

The District reserves the right to negotiate the fees for all projects issued. Preferred methods of determining fees for projects under \$100,000, are either a fixed fee or on a percentage of the construction bid price. These fees will be negotiated at the time the opportunity is issued for particular projects based on the scope and size of the project, to the selected and most qualified firm. If fair and reasonable compensation cannot be agreed upon with the selected firm, PCSD shall advise the firm in writing of the termination of negotiations. Upon failure of negotiations, PCSD will enter into negotiations with the next most qualified firm. See *Utah Procurement Code 63G-6a-1505*.

## **STANDARD CONTRACT TERMS AND CONDITIONS**

While it is the intent of the District to proceed with this solicitation, nothing herein shall obligate the District to enter into a contract for Architectural or Engineering Services with a selected firm during the calendar year.

Qualified firms shall remain on PCSD’s approved list for two calendar years provided: a) they have not been suspended for poor performance or failure to comply with requirements of their contract, or b) the firm has not undergone a significant reorganization involving the loss of key personnel, to a degree that the firm no longer meets the qualification requirements outlined in this document.

## **QUESTIONS**

All questions, interpretations, or clarifications regarding this solicitation shall be submitted in writing and are subject to the deadline for submitting questions before **February 2nd, 2021 at 5:00 PM**. All questions should be submitted to Tina Fluehe, District Purchasing, PCSD. If any vendor detects any discrepancy, conflict, omission, or other error in these documents, they shall notify the District in writing and request

clarification or modification of the SOIQ documents. Clarifications, interpretations, and answers will be posted on the PCSD website and are considered addenda to the original request for SOIQ.

Any addenda submitted prior to the submittal deadline shall become part of this request and any information required shall be included in your proposal. Suppliers are cautioned not to consider verbal modifications. No District employee should be contacted in regards to this solicitation.

## **DISCUSSIONS WITH OFFERORS**

An oral presentation by an offeror to clarify a SOIQ may be required at the sole discretion of the District. However, the District may award a contract based on the initial statements received without discussions with the offeror. If oral presentations are required, they will be scheduled after the submission of proposals. PCSD will not reimburse any fees your firm may incur for oral presentations and/or proposal preparation.

## **CONFIDENTIALITY**

Offerors are required to mark any specific information contained in their submittal which they are claiming as protected and not to be disclosed to the public or used for purposes other than the evaluation of the SOIQ. A Claim of Business Confidentiality may be appropriate for information such as client lists and non-public financial statements. Pricing and service elements may not be protected. An entire proposal may not be protected under a Claim of Business Confidentiality.

All materials submitted become the property of PCSD. Materials may be evaluated by anyone designated by the District as part of the proposal evaluation committee. Materials submitted may be returned only at the District's option.

## **QUALIFICATIONS SUMMARY**

A Statement of Qualifications and Performance Data Form has been supplied for convenience in reviewing proposals submitted by potential architect-engineer firms. All information contained in the form is required in your submission. Here is a summary of the required information and in which order the district is requiring you to submit your information:

1. Name of firm
2. Location of all Utah offices
3. Age of firm
4. Average number of employees over the past 5 years in Utah offices
5. References and Cost Analysis – The names of five (5) clients, who may be contacted, including at least two (2) for whom services were rendered in the last calendar year. References should be public K-12 projects where design fees and project management did not exceed \$100,000. Please include the following information:
  - a. Company name

- b. Contact name
  - c. Contact telephone
  - d. Specific project and dollar amount of architect-engineer design services
  - e. Owner's original estimated construction budget
  - f. Contractor's bid amount
  - g. Final construction costs
  - h. Change Order requests by requestor (if applicable)
6. Schedule Analysis – Please provide the approximate number of days to complete each phase
- a. Schematic
  - b. Design Development
  - c. Contract Documents
  - d. Bid
  - e. Construction

## **PROPOSAL RESPONSE FORMAT**

All proposals must include and be organized as follows:

### ***Tab 1 - Executive Summary***

The one or two page executive summary is to briefly describe the firm's proposal. This summary should highlight the major features of the proposal and the A/E categories that your firm is interested in. It must indicate any requirements that cannot be met by the firm. The reader should be able to determine the essence of the proposal by reading the executive summary. *(Limit 2 pages)*

### ***Tab 2 - Statement of Qualifications and Performance Data (SQPD) Form***

Filled out completely. Separate and multiple SQPD forms should be filled out for each of the disciplines for which your firm is submitting.

### ***Tab 3 - Resumes***

Names, titles, and experience of personnel who will be assigned to work with the District on selected projects. You may include a list of projects that employees have been a major contributor in the design and project management only. *(Limit 8 pages)*

### ***Tab 4 - Firm Experience***

Preference will be given and evaluation scores will be higher for firms with relevant experience on projects completed for public K-12 schools located in the state of Utah. *(Limit 4 pages)*

**Tab 5 - Unique Technical Capabilities, Certifications, and Awards**

Indicate any unique capabilities, areas of specific expertise, and/or documented recognition that would give your firm a competitive advantage over other firms. (Limit 2 pages)

**Tab 6 – Statement of Litigation or Actions**

Listing of any actions taken by any regulatory agency against the firm and/or all litigation in the past five years involving the firm, principals, agents or employees with respect to any work performed. (Limit 1 page)

**Tab 7 – Protected Information (if applicable)**

Include any information that is deemed private or confidential, as well as the *Claim of Business Confidentiality*. Understand that it is up to the discretion and determination of PCSD to accept or reject any information provided in this section as confidential.

**QUALIFICATIONS & PERFORMANCE EVALUATION CRITERIA**

The District will evaluate each proposal submitted based on responsiveness to the District’s overall needs. *References and project experience provided should be for specific projects where the total design fees were less than \$100,000.* Please indicate in your response what categories you are interested in completing work for the District. If multiple categories are chosen, sufficient information must be provided in the response to qualify your firm for the services selected. Separate and multiple SQPD forms should be filled out for each discipline your firm provides.

A committee will evaluate proposals against the following criteria. Each area of the evaluation criteria must be addressed in detail in the proposal.

- 40 Points            Firm History, Experience and Capabilities**
- 30 Points            Employee Experience and Qualifications**
- 20 Points            References and Project Experience**
- 10 Points            Responsiveness and Completeness of Statement**

The selection committee will be comprised of individuals from PCSD and others as may be deemed appropriate by the District. The selection committee will evaluate the statements submitted and determine which firms will be requested to provide additional information and/or be selected as pre-qualified architectural and engineering firms. The results of the pre-qualified firms will be posted on PCSD web site and firms will also be notified by the Department of Purchasing .