



UNIFIED FIRE SERVICE AREA

Request for Statement of Qualifications (RFQ)
for Architectural and Interior Design Services
RFQ #2020-12

INFORMATION & REQUIREMENTS

I. OBJECTIVE

Unified Fire Service Area (“UFSA”) is soliciting statements of qualifications (“SOQ”) from qualified respondents to provide architectural design services, interior design services, and program verification services for the construction or re-construction of up to seven (7) fire stations with locations in Salt Lake and Utah Counties.

II. CRITERIA FOR EVALUATION

1. Awards of orders will be on the basis of:

Proposed Team Experience_____	25%
Size of Firm (Capacity)_____	25%
Design Approach_____	25%
Design Schedule_____	15%
Design Firm Experience_____	10%

(Scoring totals 100%)

Each category will be scored by the evaluation committee on a scale of 1-10, where 1 indicates that the SOQ fails to address some or all of the requirements described in the RFQ or fails to demonstrate that the respondent can perform the scope of work, and 10 indicates that the SOQ addresses and exceeds all of the requirements or criteria described in the RFQ. The category will then be given a corresponding percentage point. For instance, if a category is worth 30% of the overall score, a score of 10 will receive all 30 available percentage points for that category. A score of 9 will receive 90% (9/10, in other words) of the available percentage points for that category, which, in this example, equals 27 percentage points, and so on.

This RFQ is being published in compliance with Part 15 of the Utah Procurement Code, applicable to the solicitation of design professional services. As required by that Part, the UFSA is not requesting a request for price or a cost component for the design professional services. An evaluation committee of at least three members with no conflicts of interest will evaluate and score the SOQ's and shall rank the top three highest scoring respondents for the purpose of entering into fee negotiations. UFSA shall award the contract to the qualified respondent whose SOQ is awarded the highest score by the evaluation committee, at compensation that the UFSA determines, in writing, to be fair and reasonable to UFSA. If UFSA is unable to agree to a satisfactory contract with the highest scoring respondent at a price the UFSA determines to be fair and reasonable, the UFSA shall formally terminate discussions and undertake discussions with the second highest scoring respondent, and so on.

IMPORTANT NOTICE:

PRE-SUBMISSION CONFERENCE. Respondents are advised there will be a MANDATORY Pre-Submission Conference held virtually on Monday, August 31st, 2020 at 1:00pm (Mountain). All interested respondents must be in attendance. The purpose of this conference will be to clarify any questions regarding this RFQ. If UFSA omits anything from this RFQ that is necessary for a clear understanding of the RFQ, or if the instructions are unclear or in conflict, or if the respondents has any question or objection about any part of the RFQ or any of its parts, the prospective respondents shall bring such matter to UFSA's attention at the conference. If necessary, following the conference, a written addendum shall be issued to all prospective respondents that attend the conference. Questions or objections to the RFQ or any of its parts not submitted prior to or at the conference shall not receive consideration. RSVP IS REQUIRED to be sent to elangenfass@unifiedfire.org . Once an RSVP is received, details regarding the Pre-Submission Virtual Conference will be provided as a response to RSVP's sent by respondents.

RFQ Schedule

Issue RFQ	21 August 2020
Pre-Submission Conference	31 August 2020
Last Day for Questions	4 September 2020
SOQ's Due	10 September 2020
Interviews	14-16 September 2020
Notice of Award	17 September 2020

IV. STATEMENT OF QUALIFICATION SUBMISSION

- Sign and return the **Statement of Qualification Response Cover Sheet (ATTACHMENT 1)**. The form must be signed by a company representative authorized

to bind the respondent contractually.

- ❑ Submit all required information as outlined in the **Statement of Qualification Content and Evaluation Criteria** section of **ATTACHMENT 1**.
- ❑ UFSA allows for SOQ's to be submitted electronically. Electronic SOQ's may be submitted through a secure mailbox at SciQuest, <http://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=StateOfUtah> until the date and time as indicated in this document. It is the sole responsibility of the supplier to ensure their SOQ reaches SciQuest before the closing date and time. There is no cost to the supplier to submit Unified Fire Service Area electronic quotations via SciQuest. Here is a link to the Division of Purchasing's website where it provides training materials for vendors on the SciQuest platform - <http://purchasing.utah.gov/for-vendors/> Electronic SOQ's may require the uploading of electronic attachments. The submission of attachments containing embedded documents is prohibited. All documents should be attached as separate files.
- ❑ Submission Deadline: **Thursday, September 10th, 2020 at 11:00am (Mountain).**
- ❑ **SOQ's received after the deadline will not be considered.**

V. **ACCEPTANCE**

UFSA reserves the right to reject any or all SOQ's and to waive minor technicalities and irregularities in SOQ's received. Failure of the respondent to provide, in its SOQ, any information requested in the RFQ may result in rejection for non-responsiveness.

VI. **ADDITIONAL INFORMATION**

For additional information concerning the services specified in this Statements of Qualifications, interested parties may contact Erica Langenfass via email at elangenfass@unifiedfire.org. Correspondence between suggested respondents and UFSA must be in written format.

For information concerning Statement of Qualifications procedures and regulations (i.e., submission deadline, forms required, etc.), or Americans with Disabilities (ADA) accommodations, interested parties may contact Erica Langenfass, Purchasing Agent, via e-mail at elangenfass@unifiedfire.org or Telecommunications Relay Services (TRS) at 711.

VII. **AWARD BY WRITTEN AGREEMENT**

- The respondent selected to provide the services/products will be required to enter into a written agreement. It is expected that the UFSA will use standard AIA contract documents, including B133 (Architect contract) and A201 (General Conditions).

- Signature on the *Statement of Qualification Cover Sheet* acknowledges that the respondent is willing to enter into an Agreement if awarded the contract, subject to price negotiations, as stated in Section II above.
- Signature on the Certification Of Compliance With E-Verify Program Or Equivalent, located as Exhibit B to the RFQ.
- If respondent has any exceptions to request, the procedures stated under Paragraph X, EXCEPTIONS, of this section must be followed.

VIII. **PREPARATION OF SOQ's**

- A. Failure to read the Request for Statement of Qualifications and these instructions will be at the Respondent's own risk.
- B. Corrections and/or modifications received after the closing time specified will not be accepted.

IX. **STATEMENT OF QUALIFICATION INFORMATION**

- A. Discussions with Respondents. UFSA may conduct discussions and site inspections with Respondent's who submit SOQ's determined to be reasonably susceptible to being selected for award. However, SOQ's may be accepted without such discussions or inspections, at UFSA's option.
- B. Equal Opportunity. UFSA will make every effort to ensure that all Respondents are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.
- C. Cost of Developing SOQ's. All costs related to the preparation of the SOQ's and any related activities are the sole responsibility of the respondent. UFSA assumes no liability for and will not reimburse any costs incurred by respondent throughout the entire selection process.
- D. Statement of Qualification Ownership. All SOQ's, including attachments, supplementary materials, addenda, etc., shall become the property of UFSA and will not be returned to the respondent.
- E. Rejection of SOQ's.
 - UFSA reserves the right to reject any or all SOQ's received. Furthermore, UFSA shall have the right to waive any informality or technicality in SOQ's received when in the best interest of UFSA.
 - No SOQ shall be accepted from, or agreement awarded to, any person, firm or corporation that is in arrears to UFSA, upon debt or contract or that is a

defaulter, as surety or otherwise, upon any obligation to UFSA, or that, based upon its past business practices, may be deemed irresponsible or unreliable by the Chief Financial and Legal Officers. Respondents may be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in this RFQ.

X. EXCEPTIONS TO STATEMENTS OF QUALIFICATION

An exception to any term or condition set forth in this SOQ must be clearly identified in the response to this RFQ. **Exceptions or deviations to any of the terms and conditions must not be added to the SOQ pages but must be submitted in a separate document accompanying Respondent's SOQ identified as "Exceptions."** Such exceptions shall be considered in the evaluation and the award processes. UFSA shall be the sole determiner of the acceptability of any exception.

XI. CONFIDENTIALITY

All responses, inquiries, and correspondence relating to this RFQ and all reports, charts, displays, schedules, exhibits, and other documentation produced by the respondent that is submitted to UFSA, as part of the SOQ or otherwise, shall become the property of UFSA when received by UFSA and may be considered public information under applicable law. UFSA is subject to the disclosure requirements of the Government Records Access and Management Act, ("GRAMA") Title 63G, Chapter 2, Utah Code Annotated. UFSA generally considers SOQ's and all accompanying material to be public and subject to disclosure. **Any material considered by the respondent to be proprietary must be accompanied by a written claim of confidentiality and a concise written statement of reasons supporting the claim as required by GRAMA §63G-2-309. Blanket claims that the entire RFQ is confidential will be denied.** UFSA cannot guarantee that any information will be held confidential. If the respondent makes a claim of confidentiality, UFSA, upon receipt of a request for disclosure, will determine whether the material should be classified as public or protected, and will notify the respondent of such determination. The respondent is entitled under the GRAMA to appeal an adverse determination. **UFSA is not obligated to notify the respondent of a request, and will not consider a claim of confidentiality, unless the respondent's claim of confidentiality is made in a timely basis and in accordance with the GRAMA.**

XII. REPRESENTATION REGARDING ETHICAL STANDARDS

The respondent certifies that it has not: (1) provided an illegal gift or payoff to a UFSA officer or employee or former UFSA officer or employee, or his or her relative or business entity; (2) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; or (3) knowingly influenced, and hereby promises that it will not knowingly influence, any UFSA officer or employee or former UFSA officer or employee to breach any ethical standards set forth in UFSA's conflict of interest policy or any of the provisions of Utah Code Title 67, Chapter 16.

STATEMENT OF QUALIFICATION CONTENT & EVALUATION CRITERIA

Unified Fire Service Area - Request for Statements of Qualifications for Architectural and Interior Design Services

SOQ'S SUBMITTED FOR EVALUATION MUST INCLUDE, AT A MINIMUM, THE FOLLOWING INFORMATION AND MATERIALS:

A. GENERAL

The respondent shall furnish architectural design services to include interior design and program verification for two proto-typical fire stations to be designed for construction or re-construction of up to seven (7) fire station locations in Salt Lake and Utah Counties. The two proto-typical are anticipated to be approximately 13,000 gsf and 16,000 gsf each. It is anticipated that the construction of all facilities will begin in early 2021 and be completed by the end of 2022. Design services for each site will include placing a prototype building at the selected site and site design to include civil and landscape design at each location.

The Owner reserves the right to award to one or multiple respondents.

Please see the attached documents for recommended specifications and scope of work. Please see "Exhibit A".

B. QUALIFICATIONS

- A statement of the company's experience working within the architectural/interior design industry and qualifications to meet the requirements of Unified Fire Service Area Scope of Work. The statement should include experience with program verification and experience with fire station design and construction.
- Identify proposed staff members who would be involved in providing the services requested herein and submit statements or resumes detailing their qualifications.
- Detail your company's experience in providing the services requested herein for similar customers of similar size, with dates of performance and/or completion. Include three references with customer name, contact person and telephone numbers.
- In addition to the information and qualifications specified above, identify any special knowledge or skills provided by your firm that may be related or helpful to the services requested herein.
- Indicate any efficiencies that may be realized in the design of multiple facilities of similar design/program requirements that are simply being placed on different sites.

- Indicate your firm’s ability to meet the design and construction administration staffing needs of the project including the design of multiple locations at the same time and providing construction administration at multiple concurrent locations.

C. PROPOSED APPROACH TO SERVICES

- Provide a statement of your understanding of the service requested and a general description of your proposed approach to the Scope of Work (Exhibit “A”).
- Detail how your proposed services will work.
- Provide a project schedule that details the major milestones and the estimated time and steps each will take to complete. Identify key timelines that will be critical to the overall process from your perspective.

EVALUATION CRITERIA WEIGHTING MATRIX:

Proposed Team Experience	25%
Size of Firm (Capacity)	25%
Design Approach	25%
Design Schedule	15%
Design Firm Experience	10%

Exhibit “A”

SCOPE OF WORK AND SPECIFICATIONS

Unified Fire Service Area - Request for Statement of Qualifications for Architectural and Interior Design Services

Unified Fire Service Area (“UFSA”) is soliciting competitive sealed statements of qualifications (“SOQ”) from qualified respondents to provide program verification, architectural design, and interior design services for up to seven (7) new fire stations to be located throughout Salt Lake and Utah Counties. UFSA has undergone a prototype exercise for the small and large fire stations previous to the issuance of this RFQ. UFSA has developed a standard program document for verification and inclusion into each fire station location as applicable. Construction of the fire stations is intended to begin at the beginning of 2021 and move-in completed for each station by the end of 2022.

The architectural scope of work for the construction or re-construction of up to seven (7) fire stations in Salt Lake and Utah Counties is as follows:

- a) Architectural design of a small prototype fire station, a large prototype fire station, and associated grounds for up to seven (7) locations. (See matrix below)
- b) Interiors and FF&E proposal based on a small prototype fire station and a large prototype fire station and building common spaces in each.
- c) Program verification of a pre-assembled program document for a 3rd party program design for a small prototype fire station and a large prototype fire station. (See attached prototype floor plans)
- d) Demonstrate experience in designing essential facilities.
- e) The selected architect(s) design and program verification will be subject to peer review performed by a 3rd party consultant specializing in fire station programming/design. Coordination with the 3rd party consultant will be required as a part of the basic services performed by the architect(s). This consultant will be engaged by UFSA.

Station 102	TBD, Magna, Utah
Station 112	TBD, Millcreek, Utah
Station 125	TBD, Midvale, Utah
Station 251	TBD, Eagle Mountain, Utah
Station 253	TBD, Eagle Mountain, Utah
Station 103	TBD, Herriman, Utah
Station 128	TBD, Herriman, Utah

EXHIBIT "B"

CERTIFICATION OF COMPLIANCE WITH E-VERIFY PROGRAM OR EQUIVALENT

This is to certify that _____ ("Company") covenants, represents and warrants to Unified Fire Service Area ("UFSA") that Company is and at all times during the performance of any contract with the UFSA will be in full compliance with the requirements of Utah Code Ann. § 63G-12-302(3) (including amendments and substitutions to the law) relative to the verification of the work eligibility status of employees and, in particular, that Company is registered and participates in a Status Verification system as required by law.

Dated this ____ day of _____, 2020.

Name of Company

By: _____

Title: _____

Printed Name: _____

ATTACHMENT 1

Statement of Qualification Response Cover Sheet

Unified Fire Service Area - Request for Statements of Qualifications
for Architectural and Interior Design Services



TO: Unified Fire Service Area
Unified Fire Service Area - Request for Statements of Qualifications
for Architectural and Interior Design Services
3380 South 900 West
Salt Lake City, Utah 84119

The undersigned, having carefully read and considered the Request for Statements of Qualifications to provide architectural design services, interior design services, and program verification services does hereby offer to perform such Plan on behalf of UFSA, in the manner described and subject to contract negotiations to occur after the selection of the highest ranking respondent.

RESPONDENT

Company Name: _____

Doing business as: an individual a partnership a corporation (*mark appropriate box*), duly organized under the laws of the State of _____.

BY: _____
(Signature of authorized representative) (Please Print or Type Name)

PRINCIPAL OFFICE ADDRESS:

Street Address _____

City _____ County _____

State _____ Zip Code _____

Telephone (____) _____ Fax (____) _____

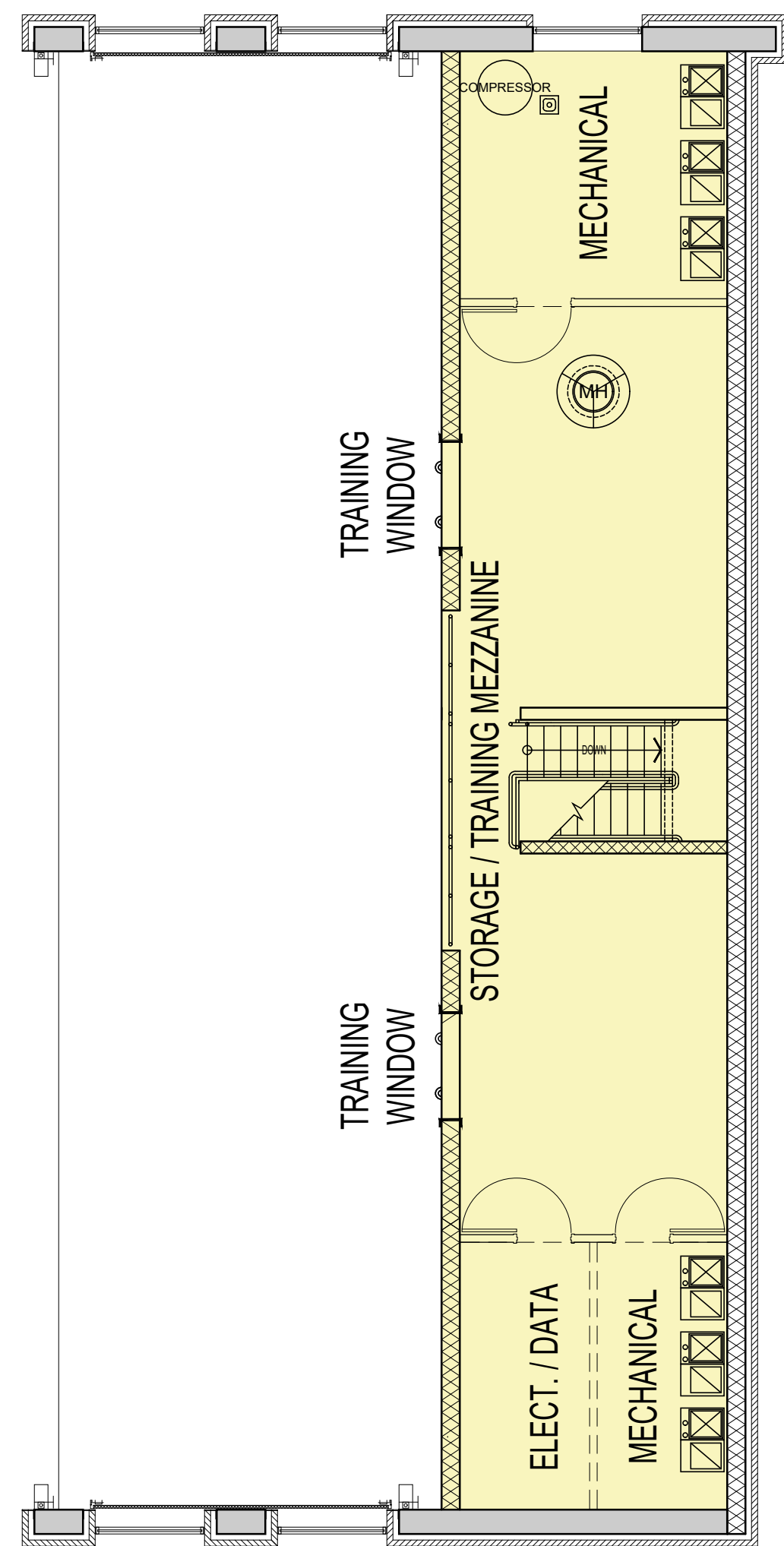
Mailing Address _____

E-mail Address _____

TAXPAYER IDENTIFICATION NUMBER:

(Attach IRS Form W-9 "Request for TIN and Certification")

Employer I.D. No. _____ **OR** Social Security No. _____
(Corporation or Partnership) (Individual)



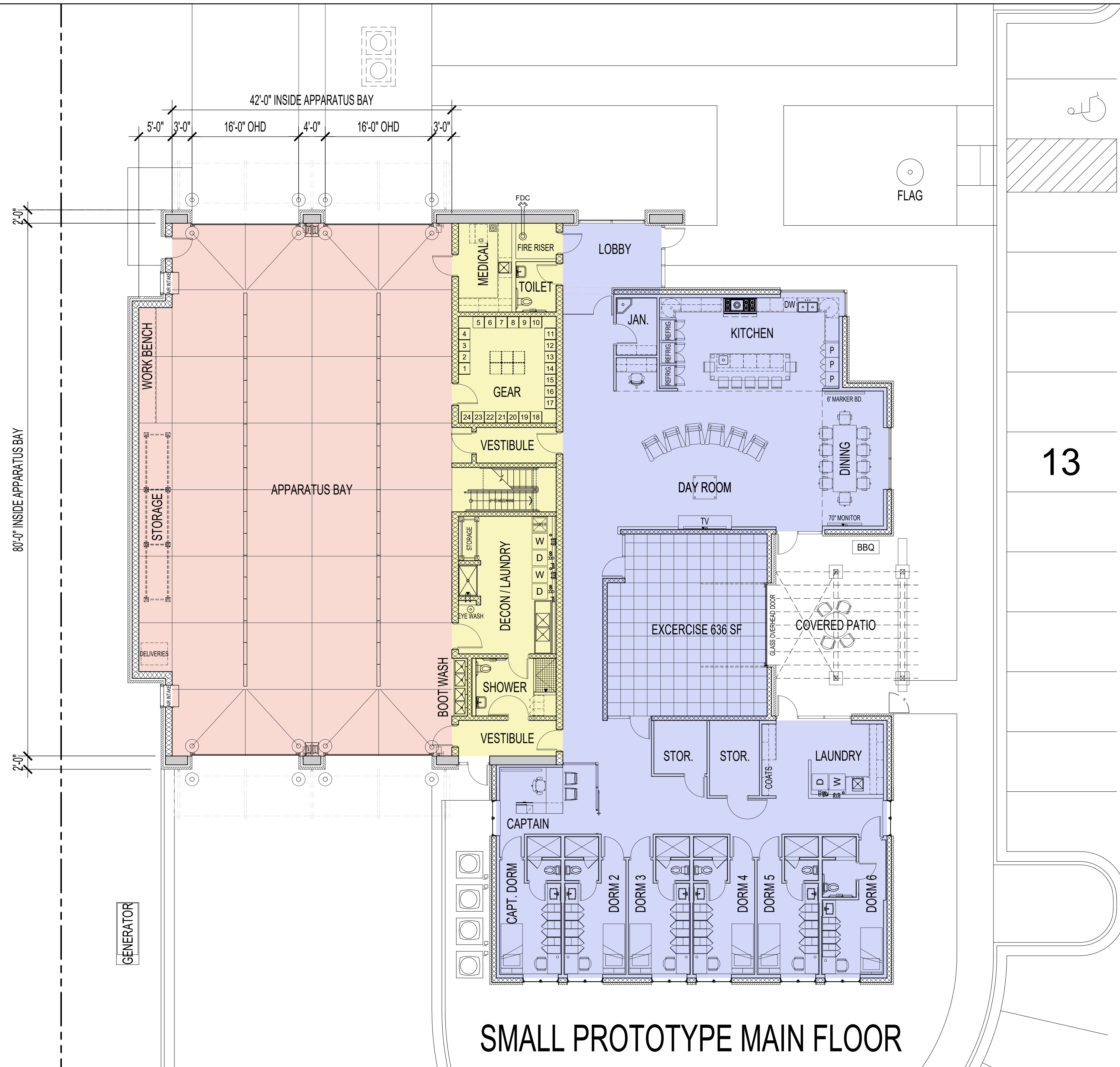
SMALL PROTOTYPE MEZZANINE

BUILDING INFORMATION

AREA SIZES

APPARATUS BAY (3 BAYS w/ 16' WIDE DOORS)	3,958 SF
APPARATUS SUPPORT (DECON, GEAR, MED.,)	1,390 SF
LIVING SPACE (INCLUDING 636 SF EXERCISE)	5,174 SF
TOTAL MAIN FLOOR	10,522 SF
MEZZANINE	1,253 SF
TOTAL ALL FLOORS	11,775 SF

APPROXIMATE SITE NEEDED: 200'x250' = 50,000 SF or 1.15 ACRES



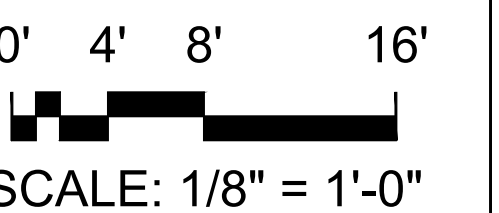
SMALL PROTOTYPE MAIN FLOOR

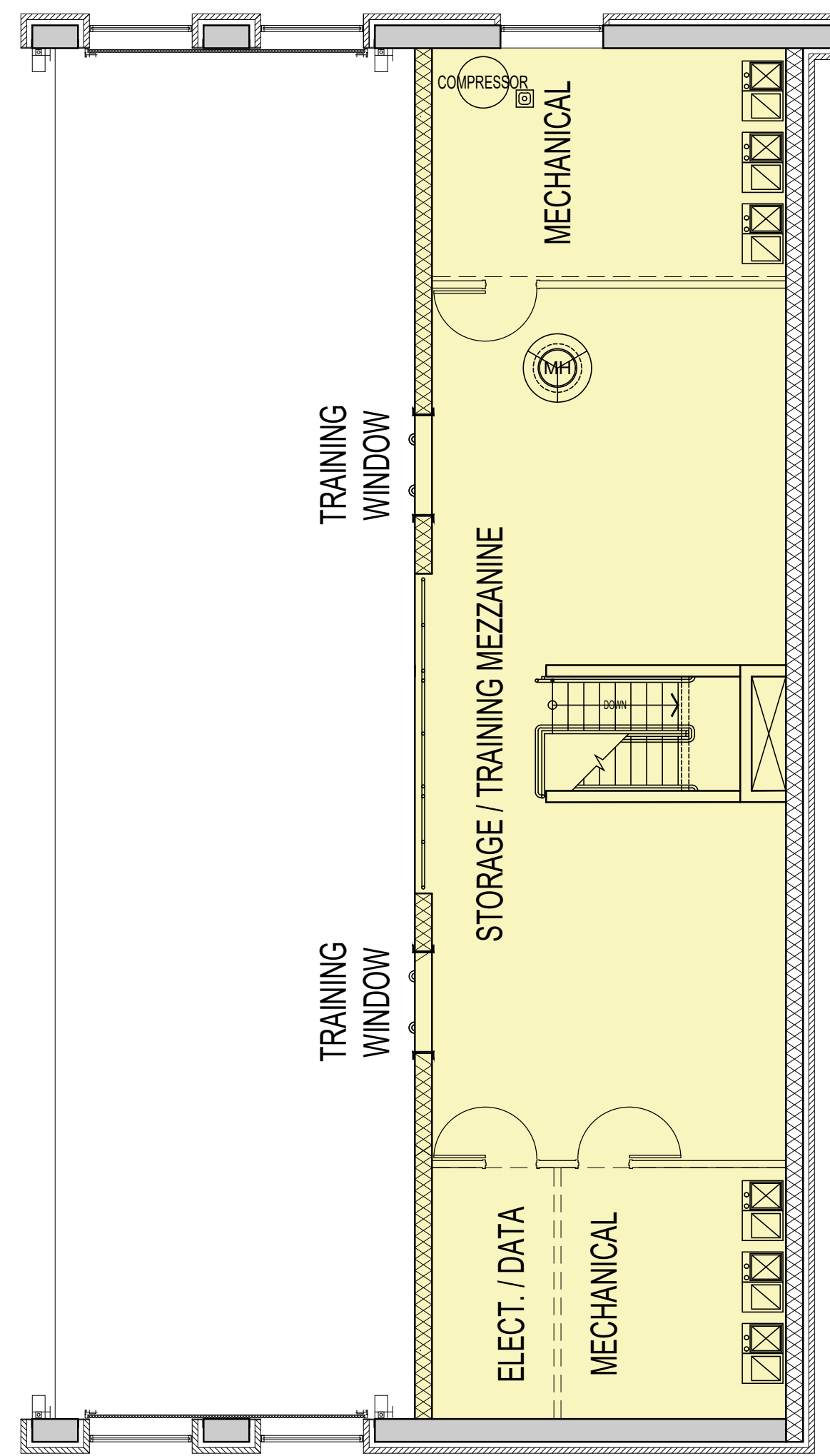
SMALL PROTOTYPE FLOOR PLAN

UNIFIED FIRE AUTHORITY • SMALL STATION PROTOTYPE • AUGUST 18, 2020

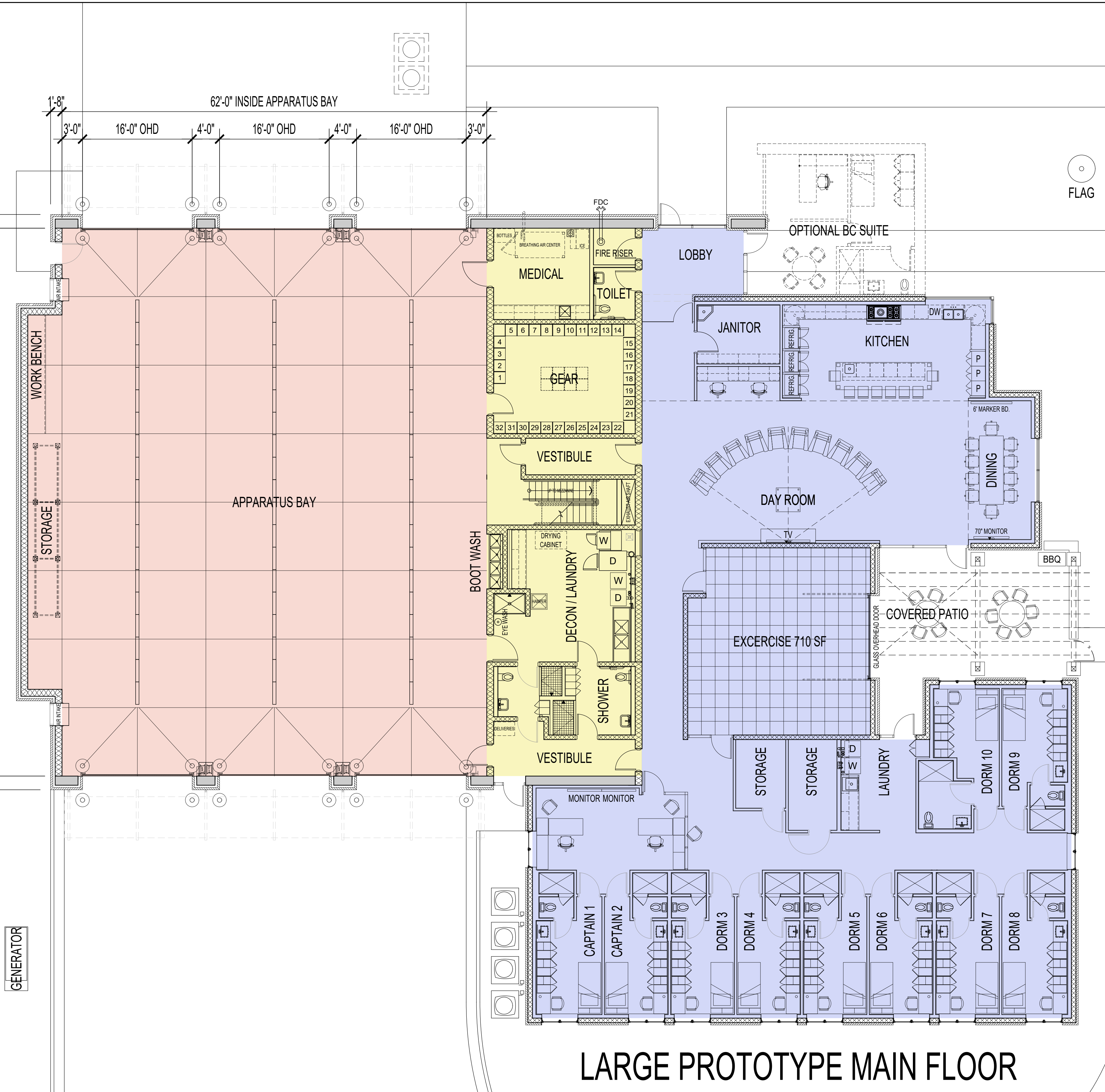


BAR SCALE





80'-0" INSIDE APPARATUS BAY



13

LARGE PROTOTYPE MEZZANINE

BUILDING INFORMATION

AREA SIZES

APPARATUS BAY (3 BAYS w/ 16' WIDE DOORS)	5,638 SF
APPARATUS SUPPORT (DECON, GEAR, MED.,)	1,890 SF
LIVING SPACE (INCLUDING 710 SF EXERCISE)	6,679 SF
TOTAL MAIN FLOOR	14,207 SF
MEZZANINE	1,733 SF
TOTAL ALL FLOORS	15,940 SF
OPTIONAL BC SUITE	542 SF

APPROXIMATE SITE NEEDED: 232'x250' = 58,000 SF or 1.33 ACRES

LARGE PROTOTYPE MAIN FLOOR

LARGE PROTOTYPE FLOOR PLAN

UNIFIED FIRE AUTHORITY • LARGE STATION PROTOTYPE • AUGUST 18, 2020

