



REQUEST FOR QUALIFICATIONS AND REQUEST FOR PROPOSAL

POLICE STATION AND COURT BUILDING

CITY OF SPANISH FORK, UTAH
40 SOUTH MAIN STREET
SPANISH FORK, UTAH 84660

PRE-RFQ SUBMITTAL CONFERENCE: Wednesday, May 17, 2006, 2:00 P.M. in the Council Chambers, 40 South Main Street, Spanish Fork, Utah.

RFQ-RFP Submittal Deadline: Tuesday, May 23, 2006 at 2:00 PM.

May 9, 2006

TO WHOM IT MAY CONCERN:

The City of Spanish Fork, Utah is accepting **Request for Qualifications (RFQ)** and a **Request for Proposals (RFP)** from Architectural and Engineering Firms (A/E) interested in submitting qualifications and proposals to design and manage construction of a new Police Station and Court Facility.

The City of Spanish Fork will make the RFQ/RFP available to any interested parties at the following address:

City of Spanish Fork Engineering Department
40 South Main Street Suite 230
Spanish Fork, UT 4660

The RFQ/RFP is also published on the following website: <http://www.spanishfork.org>
Interested parties are responsible for monitoring the website for information concerning the RFP/RFQ and any addenda issued.

The City of Spanish Fork will not accept any RFQ/RFP submittal by facsimile, electronic transmission or any method other that stated in the RFQ/RFP.

The City of Spanish Fork reserves the right not to issue a RFQ/RFP and to cancel or modify this solicitation at any time if it deems, in its sole discretion, that such measures are in Spanish Fork's best interest.

The City of Spanish Fork looks forward to reviewing your RFQ/RFP submittal and working with the selected team in a successful development of this project.

Sincerely,

Richard J. Heap, P.,E.
Public Works Director

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1. INTRODUCTION

Spanish Fork City is a growing community in South Utah Valley which is need of a new Police Station and Court facility. It is anticipated that the Police Facility will be built to include approximately 28,000 s. f. and house 60-65 police officers plus support staff and facilities, including an evidence room and file storage facilities. Spanish Fork City is a progressive community and all new facilities will facilitate new technology including broadband and computer networking.

The court facility will house Fourth District Court of the State of Utah. The architectural services selection process will include the State of Utah Administrative Office of the Court. The court facility will be designed to house two court rooms with all support facilities. It is anticipated that the court facility will include about 30,000 square feet with the present project will the ability to expand.

2. BACKGROUND

The existing police station is located in a facility located at 800 North Main Street, Spanish Fork, Utah. This facility was originally built as a medical facility and later purchased by Spanish Fork City and remodeled to house the Police Department. It is currently bursting at the seams and very inadequate.

The present court facility is located at 40 South Main Street, Spanish Fork, Utah, and was originally an old school facility built around the turn of the century and the building was purchased by Spanish Fork City and remodeled to house the City Office and the District Court in 1985. These facilities are now inadequate. There is only one court room and security does not comply with current court standards.

3. SCOPE OF PROJECT

Spanish Fork City is accepting proposals from qualified architectural/engineering firms to prepare bid-ready design and specifications documents for the construction of a new police station and court facility.

The architect will be responsible for providing all consultant services including but not limited to architectural and engineering in the fields of civil, mechanical, electrical and structural services as necessary. Geotechnical and site survey information will be provided by the owner. The planned use includes the police station and court facility. The location of the new facility is being determined in the near future.

The work will proceed in phases, as outlined below:

Phase I – Pre-Design Services

The initial phase will include a space needs assessment for both the court and police facility. There will also be an assessment and recommendations evaluating how long these proposed facilities (two court rooms) can meet the court space needs.

The firm chosen for this work will evaluate and give recommendations on new building costs and costs for additions at a later date. It will evaluate costs associated with parking, site development, and furnishings. In arriving at these costs, current Utah Judicial Council Facility Master Plan Design Guidelines and Space Standards will be used.

Phase II – Design and Construction Documents

The second phase will be to design the facility using all applicable codes and design criteria. These will include Mechanical, Electrical, structural, and building code requirements (including seismic and safety codes). The Spanish Fork City Building Inspection Department and the Utah Division of Facilities Construction and Management (DFCM) maintenance staff will be consulted on code before the documents are finalized.

The facility design will include careful consideration to allow ease of maintenance and a cost effective sustainable operation.

Phase III – Bid and Award

The third phase will include the bidding process including the evaluation of the low bidder and their ability to perform the work required. A recommendation will be submitted by the A/E firm and presented to the Mayor and City Council.

Phase IV – Construction

The fourth phase will be Construction Management including monitoring of construction to see that the building is built to plans and specifications. It will include review and recommendation on pay requests and monitoring of the work to verify that the contractor stays within budget.

4. QUALIFICATION CONTENT REQUIREMENTS

The proposal will include the following items:

- Letter of Interest
- Estimate of Proposed fee based on each of the four Phases outlined above.
- Identification and resumes of personnel to be directly involved in this project, including principal, project architect, and construction administration staff.

- Experience of the architectural project team members with this type of building design. Experience with police and court facilities must be listed with each team member.
- The architect's designated project team's record of meeting estimated budgets and schedules for projects of similar scope, budget and schedule.
- The percentage of a full-time commitment each project team member will have to the project by design and construction phases.
- A description of the firm's design and project management philosophy and approach to the project.
- Identification of and a description of the project team's approach to design challenges of the assignment.
- References for the project principal, project architect and construction administration staff from recent similar projects. Reference sources to included: key owner personnel, sub-consultants and the contractor's project manager. Please include at least one reference for each person identified as part of the proposed team.
- A list of similar projects completed by the project team.
- Current firm workload and projected workload over the anticipated project schedule.

5. ANTICIPATED SCHEDULE

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| RFP submittal | May 23, 2006 |
| RFP review | May 23-31, 2006 |
| Selection of Architect by City Council | June 6, 2006 |
| Design Completion and bid project | December 2006 |
| Construction Complete | December 2007 |

6. PROPOSAL REQUIREMENTS

Proposals must be submitted on hard copies. Twelve (12) copies must be submitted to Spanish Fork City, in care of Richard J. Heap, Public Works Director, 40 South Main Street, Spanish Fork, Utah 84660.

Submittals must be received by 2:00 PM , Tuesday, May 23, 2005.

7. CRITERIA FOR SELECTION

Proposals will be evaluated and a shortlist established using the following criteria:

- Experience with court and police type building design.
- History of effective schedule and budget management for projects of similar scale and budget.
- Qualifications of assigned staff; experience with similar projects; successful teamwork on complex projects.
- Availability of staff to meet the design schedule.
- Work plan identifying staff and schedule
- Experience working effectively with client groups to design and plan similar facilities.
- Evidence of competent design work plan attractive and functional work places and public spaces.
- The fee schedule is not a selection factor. The City is interested in determining the most qualified firm for this project.

The proposals will be reviewed by the Spanish Fork City Building Committee who will present their recommendation to the Mayor and City Council. Others reviewing the proposals will include the Police Chief, Court Personnel, City Attorney, City Manager and Public Works Director.