



Request for Proposals

**San Juan County Public Safety Building
Remodel Project Design and Construction
Administration Services**

San Juan County
117 South Main
PO Box #9
Monticello, Utah 84535

Date of Issue:
January 10, 2024

I. INTRODUCTION

II. SCOPE OF WORK

San Juan County is seeking an individual, team, or company that will satisfy all of the following:

It is anticipated that a full complement of professional services shall be provided by the architect selected for this project. These services shall include, but not necessarily be limited to, those outlined as follows:

- A. Evaluation of San Juan County requirements for programs and services.
- B. Evaluation of Federal, State and local requirements and standards, including Monticello City Code, Zoning and other requirements.
- C. Schematic Design Phase Services:
 - 1. Hold programming meeting to collect complete information derived from the Feasibility Study and any changes regarding desired size, technology focus, function, and aesthetics of spaces.
 - 2. With the assistance of the County Design Team, assist in the development of a construction program and project scope, establishing cost estimates of each desired improvement and be qualified in accordance with Utah Code Title 58 Chapter 3A.
 - 3. Determine the estimated costs of the desired improvements and in sizing the Project.
 - 4. Present Schematic Design to Monticello City for the remodel and possible expansion spaces.
 - 5. Provide meeting minutes of discussions and direction.
- D. Design Development Phase Services:
 - 1. Refine and revise design according to feedback provided from Schematic Design phase. Preliminary Design includes, but not limited to, space planning, and design development.
 - 2. Hold review meeting to review changes with County Design Team to reach consensus on final plans.
 - 3. Provide meeting minutes of discussions and direction.
 - 4. Prepare a construction schedule and prepare appropriate bidding categories and phases.
 - 5. Prepare a new occupancy schedule to be implemented upon completion of construction.
 - 6. Review commissioning options with County Design Team and incorporate appropriate commissioning duties into the plans and specifications.
- E. Preliminary cost estimates:
 - 1. Prepare projected cash flow schedules for all aspects of the Project.
 - 2. Provide necessary cost estimates to: 1) satisfy purchasing requirements, 2) permit the Architect to perform basic services, and 3) ensure the Project does not exceed the fixed budget.
- F. Final Design services:
 - 1. Complete Final Design including, but not limited to, working drawings, specifications, cost estimates, prospective bidders list, approvals (State and Local Authorities), Technical Addenda, clarifications for all elements of each particular project, which may include:
 - i. Landscape/Site Design
 - ii. Structural Design
 - iii. Architectural Design
 - iv. Mechanical Design
 - v. Electrical Design
 - vi. Lighting Design
 - vii. Acoustical Design
 - viii. Technology Design
 - ix. Energy Efficiency Design

2. Additional drawings such as Zoning and code information for permitting, demolition plans, sections, interior and exterior elevations, door and window details, jail controls systems, materials and fixtures lists, construction details and general notes need to also be included.
- G. Preparation of plans and specifications for construction bidding.
- H. Obtain final approval from Monticello City.
- I. Final cost estimate.
- J. Assistance with bidding:
1. Complete bid package of all required construction documents and specifications, including reproduction of the same.
 2. Assist in developing the necessary advertising for bid documentation and distribution.
 3. Assist with creating a list of all possible contractors interested in bidding and performing this work.
 4. Prepare and distribute construction documents to bidders.
 5. Participate in pre-bid conference with all bidders for each division of work.
 6. Assist in evaluating bids in each work category.
 7. Participate in post-bid interviews with apparent low bidders.
 8. Develop award recommendations.
- K. Construction Phase Services:
1. Architect acts as the County's advocate during construction by answering contractor or sub-contractor's questions, interpreting construction documents, and assisting with the final product, material, and color selections.
 2. Assist contractor in obtaining building permit.
 3. Provide on-site observation and supervision of construction including supervision and site visits as necessary during the entire construction period, and to ensure work is being performed in accordance with the Contract Documents.
 4. Continually monitor and update construction, construction draw requests, and occupancy schedules.
 5. Prepare change order requests and receive County approvals.
 6. Review shop drawings and submittals and expedite the review process.
 7. Review payment and cost control procedures, including the following:
 - i. Contractor's Schedule of Values
 - ii. Contractor's Payment Application and Certification
 - iii. Contractor's Sworn Statements and Waivers of Lien, if applicable
 - iv. Purchase Orders and disbursement summaries
 - v. Change Order listings
 - vi. Budget Costs Summary Reports
 8. Participate in progress meetings and provide progress reports.
 - i. As needed, meet with the County Building Inspector to discuss any activities which may affect operations.
 - ii. Weekly meeting with County and trade contractors either in person or virtual.
 - iii. Monthly meetings for planning, coordination, and payments with County which will include status reports on the Project, budget, change orders, and allowances for reimbursable expenses.
 9. Prepare as-built drawings and record and review operating and maintenance manuals, warranties, guarantees, and Project directories.
 10. Ensure that all construction is completed as specified by the construction documents and meets all codes and regulations of agencies having jurisdiction.
 11. Provide review and coordinate Project commissioning, including but not limited to mechanical, electrical, and building envelope of expanded spaces.

- 12. Provide corrective or completion punch lists, coordinate final inspections, and recommend acceptance and occupancy.
- L. Assist County with selection and procurement of furniture, fixtures, and equipment.
- M. Post-construction Phase Services:
 - 1. Assist in facilitating/requiring training sessions for appropriate employees regarding the operation and maintenance of technical equipment.
 - 2. Provide follow-up and call-back services for the duration of the longest warranty period covered by a contractor on the Project.
 - 3. Conduct a post-occupancy walk-through appropriately at times to address Project issues prior to expiration of applicable warranties.
 - 4. Ensure that a digital and hard copy of As-Built drawings are delivered to the owner within 60 days of project completion.
 - 5. Provide Digital Copy of digital files and all construction documentation including submittals, meeting minutes, warranties, and operation and maintenance manuals.

III. COSTS/FEES

The maximum fee for the services sought through this RFP will be the selected Vendor’s¹ proposal price. Vendors shall submit a fee proposal similar to the Form Fee Proposal below. Vendors shall also submit a rate schedule (similar to the Form Rate Schedule below) for all individuals that the Vendor anticipates will provide services in connection with this RFP. Fees should be based on the anticipated 42,633 square foot feasibility study suggestions. This square footage total may increase or be reduced based on recommendations determined during the Schematic, Development Design and Final Design phases in order to maintain final fixed costs of the project.

<u>Form Fee Proposal</u>	
	<u>Total Cost</u>
Schematic Design Phase Services	
Design Development Phase Services	
Final Design Phase Services	
Bidding and Award	
Construction Administration	
Grand Totals:	

<u>Form Rate Schedule</u>	
	<u>Hourly Rate</u>
Name of Employee #1	
Name of Employee #2	
Name of Employee #3	
Name of Employee #4	
Name of Employee #5	

¹ The term “Vendor,” as used in this RFP, means an individual or entity who is seeking to enter into a contract with San Juan County to provide San Juan County with services, including but not limited to, an individual or entity who submits a proposal in response to this RFP.

Continue naming all employees that Vendor anticipates will provide services regarding this RFP	
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Failure by a Vendor to comply with any requirement of this Section may result in rejection of the Vendor’s proposal.

The price proposal for this Project shall be submitted on the “Attachment B” provided in this RFP. This price shall include all fees and costs as a maximum fee for the provisions indicated in the Project Scope of Work as described above, including preliminary design services, preliminary cost estimates necessary to determine construction estimates and budgets, final design services, preparation of plans and specifications to be used in construction bidding, preparation of final cost estimates, assistance with bidding, construction management and post-construction services.

Please submit an hourly rate schedule using the form above which will be utilized for changes in the scope of services approved by San Juan County.

IV. PROPOSAL SUBMISSION REQUIREMENTS

All proposals submitted for evaluation should include, but are not limited to, the following:

- A. San Juan County RFP Form: The County’s Request for Proposal form completed and included as page 1 in the bid packet. (Attachment B)
- B. Introduction: This section consisting of a cover letter, an executive summary (two pages maximum) and an organizational chart showing the team involved including individual members, all organizations, relationships and a breakdown of responsibilities including a biography and resume of key members who will be involved in the project. Resumes of Principals shall be included. Provide a minimum of three references, including name, address and telephone number of persons who can attest to the performance, qualifications, and experience on like projects specifically a CM/GC construction process.
- C. A list and explanation of each Jail or Prison remodel and expansion project performed by Vendor that is similar to the services sought through this RFP.
- D. Vendor Qualifications and Experience: A narrative that specifically addresses the firm’s or individual’s experience in designing County government public building remodels preferably County or State Jails with the capability to successfully perform the required services requested in the RFP’s scope of work, a description demonstrating involvement on similar projects and the specific project described. Project information such as photographs and 11x17 floor plans for the identified projects should be briefly included. A demonstrated experience performing architectural services in remote rural Counties, specifically San Juan County, is preferred.
- E. Proposal: This section should cover such things as the approach to the RFP’s scope of work; the proposed schedule of the work to include a project timeline with availability; project strategy; methodology used to control costs, maximize construction economy, and ensure operational effectiveness; identify outputs to be delivered; and identify advantages of the proposal to San Juan County.
- F. Fee Schedule: A detailed fee schedule proposed to be charged for the services to be performed.

Proposals in non-standard formats cannot be evaluated without considerable analysis. Failure to follow the prescribed format may result in rejection of the proposal.

V. SAN JUAN COUNTY’S REQUEST FOR PROPOSALS POLICY

Each Vendor who submits a proposal in response to this RFP agrees to comply with and be bound by San Juan County’s Request for Proposals policy that is in place at the time that this RFP was issued. Each Vendor may request and receive a copy of San Juan County’s Request for Proposals policy by sending an email to Purchasing Manager Mack McDonald at mmcdonald@sanjuancounty.org and requesting a copy of San Juan County’s Request for proposals policy found within the Purchasing Policy. This can also be found online at sanjuancounty.org.

VI. EVALUATION CRITERIA

Submitted Proposals will be evaluated and scored by the selection committee based on the following criteria:

Evaluation Criteria			
<u>Primary Criteria</u>		<u>Primary Criteria % of Overall Evaluation Score</u>	
Qualification and Experience	<i>Sub-Criteria</i>	30%	<i>Sub-Criteria % of Primary Criteria Evaluation Score</i>
	<ul style="list-style-type: none"> Experience level of key Architectural personnel relating to County public buildings remodels preferably County or State Jails design and construction management with a CM/GC process. Quality of response to RFP connecting directly to related experience in firm’s or individual’s experience in designing County government public buildings preferably County or State Jails or Prisons with the capability to successfully perform the required services. Expertise and experience as an architectural firm performing architectural services with a demonstrated experience working in remote rural Counties specifically San Juan County is preferred. 		<p>10%</p> <p>10%</p> <p>10%</p>
Technical Approach	<i>Sub-Criteria</i>	30%	<i>Sub-Criteria % of Primary Criteria Evaluation Score</i>
	<ul style="list-style-type: none"> Scope of Work Detail of submitted work plan, schedule and proposed project approach 		<p>15%</p> <p>15%</p>

Fee Schedule	<i>Sub-Criteria</i>	30%	<i>Sub-Criteria % of Primary Criteria Evaluation Score</i>
	<ul style="list-style-type: none"> • Grand Total • Rate Schedule 		<p>15%</p> <p>15%</p>
Introduction		10%	
	<i>Sub-Criteria</i>		<i>Sub-Criteria % of Primary Criteria Evaluation Score</i>
	<ul style="list-style-type: none"> • Firm’s organization • Professionalism and strength of team including references 		<p>5%</p> <p>5%</p>

VII. PROJECTED SCHEDULE FOR THE RFP PROCESS

The County reserves the right to modify this schedule at its sole discretion.

<u>Activity</u>	<u>Date</u>
Request for Proposal Issued	December 28, 2023
Initial Question and Answer Meeting	January 4, 2024
Last day to submit questions via e-mail	January 16, 2024
Proposal Due Date	January 18, 2024
Notice of Award	February 6, 2024

Final selection may require a final in-person presentation and interview, if necessary, depending on the evaluation team’s recommendation.

VIII. QUESTION AND ANSWER MEETING

Interested firms wishing to submit a proposal are encouraged to attend a question, answer, and introduction virtual meeting on January 4, 2024 at 3:00 pm, MST accessed by the following Google Meet video call link: <https://meet.google.com/suz-ixvv-jtn> Or dial: (US) +1 802-560-5898 PIN: 540 400 889#. It is critical that interested parties are on time for the meeting. **This is the only date and time for a virtual face to face with County employees for the proposal.**

IX. WRITTEN CONTRACT REQUIRED

The selected party must be willing to enter into a written contract with San Juan County. A binding agreement between San Juan County and the selected party is dependent upon the negotiation, preparation, and execution of a formal contract. At any time prior to the execution of a binding agreement executed by both parties, San Juan County may, in its sole discretion, stop the selection process and decline to enter into an agreement for the subject matter herein.

X. INQUIRIES

All inquiries relating to the specifications or proposal procedure should be directed in writing through e-mail to the Purchasing Agent, Mack McDonald at mmcdonald@sanjuancounty.org. The last day and time to submit

questions will be 4:30 p.m. on January 16, 2024. **Please do not contact the agency, division, department, or other County officers or employees.**

XI. REQUEST FOR FINAL AND BEST OFFERS

Among other options at San Juan County’s disposal, San Juan County may request a final and best offer at any time during the RFP process. If San Juan County exercises this option, the interested party shall respond prior to the deadline established by San Juan County when the option is exercised. If the interested party fails to timely provide a final and best offer, the best offer made by the interested party prior to the exercise of this option will be considered by San Juan County as the final offer of the interested party.

XII. PROTESTS

As further described in San Juan County’s Request for Proposals policy, which is incorporated herein by this reference, any proposer who submitted a timely filed proposal that was not rejected by either the evaluation committee or the Purchasing Agent may file a protest. In order to be timely, a protest must be submitted, in writing, to the San Juan County Board of County Commissioners no later than six calendar days after the date that the *Notice of Intent to Engage in Contract Negotiations* was sent by the Purchasing Agent to the applicable Vendor. Protests that are not submitted in a timely manner to the San Juan County Board of County Commissioners shall be rejected by San Juan County.

XIII. SAN JUAN COUNTY MAY TERMINATE THE RFP PROCESS OR DECIDE NOT TO ENTER INTO A CONTRACT

As further described in San Juan County’s Request for Proposals policy, which is incorporated herein by this reference, San Juan County may terminate the RFP process regarding this RFP for any reason and at any time prior to the execution of a contract by a proposer and San Juan County regarding the services sought through this RFP. Moreover, San Juan County may decide not to enter into a contract with any proposer to provide the services sought through this RFP.

XIV. CONTRACT AND PROPOSAL INFORMATION

All proposers who submit a proposal in response to this RFP acknowledge that they have each read and understand this RFP and agree to be bound by the terms and provisions of this RFP, including, but not limited to, the following:

- A. Firm Pricing: All prices, quotes, or proposals shall remain firm for the duration of the RFP process regarding this RFP and until a contract regarding this RFP is executed by San Juan County and a Vendor or San Juan County decides not to enter into a contract with any Vendor to provide the services sought through this RFP. A Vendor’s failure to comply with this provisions may result in the rejection of the Vendor’s proposal.
- B. Governing Law and Exclusive Jurisdiction and Venue: Any contract between San Juan County and a Vendor regarding this RFP will be interpreted, construed, and given effect according to the laws of the state of Utah and the ordinances of San Juan County, and the courts within San Juan County, Utah shall have the sole and exclusive jurisdiction and venue regarding any such contract. No contract will be assigned, in whole or in part, without the written consent of San Juan County.
- C. Licensing: The selected Vendor shall obtain all applicable federal, state, and local licenses before any contract between San Juan County and the Vendor regarding this RFP is executed. The selected Vendor

must maintain for the duration of the contract between San Juan County and the Vendor regarding this RFP.

- D. Registration: All Vendors shall be registered with the Utah State Division of Corporations and Commercial Code to perform business in the state of Utah. NOTE: Forms and information on registration may be obtained by calling (801) 530-4849, or toll free at 877-526-3994 or by accessing: www.commerce.utah.gov.
- E. Public Domain: Interested Parties are advised that Utah law and San Juan County ordinances provide that, upon the full execution of a contract subsequent to an RFP, the contents of a selected proposal relating to this RFP may be placed in the public domain and become public records subject to examination by any interested parties in accordance to the Government Records Access Management Act (GRAMA), Utah Code Ann. 63G-2-101 et seq. and County ordinance. Please refer to Section XVI below for specific details regarding the protection of certain information.
- F. Modifying or Withdrawing Proposals: Interested parties may modify or withdraw their proposals at any time prior to the proposal due date. Interested parties may withdraw their proposals if San Juan County and the selected interested party cannot agree on contract terms.
- G. Independent Contractors: Interested party agrees that if he/she/it enters into a contract with San Juan County, he/she/it will be an independent contractor and have no authority, express or implied, to bind San Juan County to any agreements, settlements, liability, or understanding whatsoever with any third party and will have no interest in any benefits provided by San Juan County to its employees.
- H. Free and Competitive Bidding: Any agreement or collusion among prospective interested parties to fix a price or limit competition shall render the proposal void and such conduct shall be unlawful and subject to criminal sanction.
- I. Insurance: If awarded the contract, an interested party will, at its sole cost and expense, secure and maintain both prior to the commencement of the term of the contract and for the duration of the contract, insurance coverage as follows:
 - (1) General Liability Insurance as follows: Occurrence form commercial general liability insurance with the following minimum limits:
 - (a) Each Occurrence - \$1,000,000.00;
 - (b) Damage to Rented Premises – \$50,000.00;
 - (c) Med. Exp. (Any one person) – \$5,000.00;
 - (d) Personal & Adv. Injury – 2,000,000.00;
 - (e) General Aggregate - \$2,000,000.00;
 - (f) Products – Comp/Op Agg. - \$2,000,000.00; and
 - (g) Other – N/A;
 - (2) Automobile Liability Insurance: With minimums to satisfy the state of Utah’s requirements;
 - (3) Workers Compensation and Employers’ Liability: With minimums to satisfy the state of Utah’s requirements or a valid waiver issued by the appropriate department of the state of Utah; and
- J. Indemnification: If awarded a contract and consistent with the terms and provisions of the written contract between San Juan County and the selected party, the selected party, for itself, and on behalf of its representatives, among others, shall agree and promise to indemnify, defend, save and hold harmless San Juan County, and San Juan County’s representatives, among others, from any and all claims, among other things.

- K. Infringement: An interested party shall not infringe on patents, copyrights, trademarks, or intellectual property rights. The consequences from violation, including costs of defending a claim and indemnification from an action of claim by a third party, shall be borne by the selected party.
- L. Warranties. If products, goods, or otherwise will be supplied or provided by the selected party, the selected party shall agree to the specific warranty provisions that will be set forth in the written contract entered into between San Juan County and the selected party.
- M. Conflicting Terms of Provisions: If any portion of this RFP conflicts in whole or in part with a written agreement entered into between the selected party and San Juan County subsequent to the issuance of this RFP, the subsequent written agreement between the selected party and San Juan County shall control.

XV. RFP SUBMISSION REQUIREMENTS AND NOTICE TO INTERESTED PARTIES ON HOW TO POTENTIALLY PROTECT CERTAIN PORTIONS OF THEIR PROPOSALS

All interested parties shall submit **five (5)** copies of their proposal to San Juan County along with the completed form attached as “Attachment A” hereto. Four copies of the interested party’s proposal shall be a full and complete copies and shall be submitted in hard copy form by either mailing or hand delivering such copy as follows:

If Provided by Mail:

San Juan County
Attn: Purchasing Agent
117 South Main Street
PO Box 9
Monticello, Utah 84535

If Provided by Hand Delivery:

San Juan County
Attn: Purchasing Agent
117 South Main Street, Room #202
Monticello, Utah 84535

The fifth copy shall be submitted in “PDF” form. This copy may be submitted on a CD, flash drive, or other electronic storage medium and provided, along with the first copy, either by email, mail or by hand delivery.

If the interested party’s proposal either does not contain information that may be protected under Section 63G-2-305(1) or (2) of the Utah Code or the interested party does not want to protect information that could be protected under Section 63G-2-305(1) or (2) of the Utah Code, then the interested party’s second copy of its proposal, provided in “PDF” form, shall be a full and complete copy of the interested party’s proposal.

If, however, the interested party’s proposal does contain information that may be protected under Section 63G-2-305(1) and/or (2) of the Utah Code, and the interested party would like to protect such information in its proposal, then the interested party shall comply with Section 63G-2-309 of the Utah Code.

If the interested party does not strictly comply with all of the foregoing provisions of this section, San Juan County, upon receiving a GRAMA request for the interested party’s proposal, will release a full and complete copy of the interested party’s proposal.

All costs associated with the preparation of the proposal, as well as any other related materials, will be the sole responsibility of the interested party. All proposals become the property of San Juan County upon submission. San Juan County reserves the right, but is not obligated, to reject any or all proposals submitted.

All project specifications, manuals, preliminary drawings, and construction drawings, whether digital or hard copies will all be tied directly to this project and shall be provided to and owned by San Juan County.

Further submission requirements are set forth in the Attachment B sections below:

Attachment A
Feasibility Study

Attachment B

San Juan County RFP Form

Respondent Information: Provide the following information about yourself and your company.

Respondent Name: _____
(Note: give exact legal name as it will appear on the contract, if awarded)

Address: _____

City: _____ State: _____ Zip: _____

Business Structure:

- _____ Individual or Sole Proprietorship
- _____ Partnership
- _____ Corporation
- _____ Limited Liability Company
- _____ Other, list business structure _____

Insurance Certificate: _____ Copy of insurance certificate, or _____ You are willing to get the proper insurance requirements if awarded the contract during contract negotiation.

Contact Information: List the one person who San Juan County or their representative may contact concerning your proposal.

Name: _____
Telephone Number: _____
E-Mail: _____

Final Bid/Pricing Structure:

By submitting this proposal, _____ hereby certifies our willingness to enter into a contract with San Juan County, if selected.

Signature _____ Date _____