



REQUEST FOR QUALIFICATIONS

(RFQu)

OGDEN REGIONAL AIRPORT

Terminal Building Expansion and Improvements Design



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CED / Airport

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REQUEST FOR QUALIFICATIONS

Ogden Regional Airport Terminal Expansion and Improvements Building Expansion and Improvements Design

Ogden City Corporation is requesting statement of qualifications (SOQs) from qualified Architectural firms with knowledge in public building rehabilitation and improvements. Design work includes building rehabilitation and remodeling, as well as, but not limited to seismic, electrical, HVAC, telecommunications, and plumbing updates. Architectural Firm shall also be responsible for specific tenant requested improvement designs and construction documents.

The site is located at Ogden Regional Airport (OGD), 3909 Airport Road, Ogden, Utah 84405

Request for Qualifications: Interested firms may obtain the RFQu packets by downloading from the Ogden City website at <https://www.ogdencity.com/264/Purchasing>

Firms are responsible for securing any and all addenda issued.

A **mandatory** meeting will be held on **June 8, 2021 at 10:30 AM** at the Airport Terminal Building, 3909 Airport Road, Ogden, Utah 84405. All firms intending to submit a proposal are **REQUIRED** to attend and obtain relevant information concerning the project and to conduct a site visit with City representative.

SOQs Due: Statement of Qualifications shall be submitted to the office of the City Purchasing Agent, c/o the 1st Floor Information Desk at 2549 Washington Boulevard, Suite 510, Ogden, Utah, **no later than 1 PM, June 17, 2021. LATE SUBMITTALS WILL NOT BE ACCEPTED.**

The City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City. The City reserves the right to issue contracts to multiple vendors.

Ogden City encourages and welcomes responses from local, women and minority owned businesses and other disadvantaged business enterprises.

Published: May 29 & June 5, 2021

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Ogden Regional Airport Terminal Expansion and Improvements Building Expansion and Improvements Design

I. INTRODUCTION

The Ogden City Airport Terminal was constructed in the 1940's, in an art modern style and has been updated over the years but has remained functional as the airport terminal for the Ogden Regional Airport. For much of the past, the airport has been a significant private plane base along with flight training and many private hangars. Over the past decade, the airport has introduced commercial airline service through one carrier and has now added a second commercial carrier. The upgrades in this project will allow the terminal to be expanded to accommodate additional commercial service and update the terminal for improved functionality and continued use into the future. A phased approach to construction will allow for continued operation through the construction process. Ogden City Corporation is requesting sealed proposals from qualified Architectural firms knowledgeable in public buildings, airport facilities and tenant improvements.

Project delivery: Design/Bid/Build

II. SCOPE OF WORK - See *Exhibit A*

III. STATEMENT OF QUALIFICATIONS

The SOQ must include, as a minimum the following information:

A. Executive Summary

A one-page executive summary that highlights the major features of the proposal. Must indicate any requirements that cannot be met by your firm.

B. Firm Information & Experience

Name of firm, location of its office and firm size. List of relevant projects the firm has completed. Org chart of firm and assigned personnel. Design schedule for this project.

C. Individual Experience

Provide the names of assigned staff and their respective qualifications and experience.

D. Design Process

Describe your firm's design process used to ensure project requirements are met and delivered timely. Describe your method to determine that the various programmatic requirements and code requirements are satisfied with your construction document deliverable. Describe your method for coordination of plans and specifications from the various consultants so that the contractors have a clear understanding of defined scope.

E. References

Provide the names and phone numbers and e-mail addresses for (3) clients for completed work, that may be contacted for verification of your past performance.

F. Notes:

- For City record-keeping purposes, please do not use spiral or wire binding methods. The following methods will be accepted:
 - a. Submitted as loose leaf with binder clip
 - b. Submitted in a regular 3-ring binder
- SOQs submitted to Ogden City are considered public records, unless protected within [Utah Code 63G-2-1](#).

IV. EVALUATION OF SUBMITTALS

A team consisting of three or more representatives from Ogden City will perform evaluations of SOQs. Evaluation will be based on Best Value.

- Responsiveness – 10% Provide all information required by the RFP.
- Firm Experience – 20% Types of work the firm considers themselves most qualified.
- Individual Experience – 20% Experience of personnel that will be assigned to this project.
- Design Ability – 20% Firm’s capability of meeting schedule commitments, coordination with consultants and quality of deliverables. Provide a preliminary design schedule for this project.
- References – 10% Provide names of (3) clients who may be contacted regarding work done in the last 5 years.
- Consultants – 20% Provide names, qualifications, and experience of the consultants that your firm plans to use for this project.

Incorrect information or reference will be taken into consideration when proposals are evaluated.

The selection committee will primarily be composed of City employees. On occasion, consultants may be invited to participate in the review.

Note that submittals that are received after the deadline or not conforming to the RFQu requirements may be deemed non-responsive and eliminated. Each firm bears sole responsibility for the items included or not included in the response submitted by that firm.

SOQs will be evaluated in a manner consistent with the Ogden City policies and procedures. Ogden City reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFQu.

In the initial phase of the evaluation process, the selection committee will review all responsive proposals in a cursory manner to eliminate from further consideration proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration.

At the conclusion of this initial phase, finalists will be selected for detailed review and evaluation.

Ogden City may require an in-person presentation by the firm to supplement their written SOQ.

Being selected and entering into an agreement does not guarantee the offeror will be extended any specific amount of work.

V. Insurance Requirements.

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. The Contractor shall pay the cost of such insurance.

- a. The amount of insurance shall not be less than:
 - i) Commercial General Liability: Minimum of \$3,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.
 - ii) Business Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.

- iii) Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.
 - iv) Professional Liability: Minimum of \$1,000,000 aggregate with \$500,000 per occurrence
- b. Each insurance policy required by this Agreement shall contain the following clauses:
- i) "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation".
 - ii) "It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy."
- c. Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause in a separate endorsement:
- i) "Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation."
- d. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Contractor's insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew

coverage or to provide evidence of renewal will be treated as a material breach of contract.

- e. City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the City before work begins on the premises.
- f. City reserves the right to require complete, certified copies of all required insurance policies at any time.
- g. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- h. Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for Contractor's contractors shall be subject to all of the requirements stated herein.
- i. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees, or contractors upon the Premises during the License Period.

VI. ADDITIONAL INFORMATION

Equal Opportunity - Ogden City will make every effort to ensure all offerors 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.

Cost of Developing Submittals - All costs related to the preparation of the SOQ and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.

Submittal Ownership – Once submitted, the SOQ including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.

Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.

Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit or cost estimate of any proposed price.

Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. The selected company shall enter into a written agreement with Ogden City. Ogden City reserves the right to cancel this RFQul. Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter into contracts with more than one vendor.

Confidentiality – To request a confidential bid, a request for business confidentiality must be submitted to the Ogden City Records Office at the time of bid submission.

VII. GOVERNING INSTRUCTIONS

This Request for Qualifications will constitute the governing document for submitting SOQs and will take precedent over any oral representations.

VIII. CONTACT PERSON

For any questions related to this RFQu, please contact the Ogden City Purchasing office via email purchasing@ogdencity.com or at (801) 629-8742.

The question-and-answer period ends at 3 PM on June 14, 2021.

IX. MANDATORY MEETING

A **mandatory** meeting will be held on **June 8, 2021 at 10:30 AM** at the Ogden Airport Terminal Building at 3909 Airport Road, Ogden, Utah 84405. All firms intending to submit a response are **REQUIRED** to attend and obtain relevant information concerning the project and to conduct a site visit with City representative.

X. SUBMISSION OF PROPOSALS

Firms shall submit five (5) copies of the SOQ in a sealed envelope to the office of the City Purchasing Agent, c/o 1st Floor Information Desk at 2549 Washington Blvd, Suite 510, Ogden UT 84401 **no later than 1 PM, June 17, 2021**.

If the SOQ is submitted by mail or other delivery service, it must be addressed to the Purchasing Office, 2549 Washington Blvd, Suite 510, Ogden UT 84401, and it must be received prior to the submission deadline.

The SOQ may also be hand-carried to the 1st Floor Information Desk (west entrance of the building) at the same address.

No facsimile or email submittals will be accepted.

It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location and in compliance with the stated date and time.

City offices are closed on holidays.

LATE SUBMITTALS WILL NOT BE ACCEPTED.

Ogden reserves the right to accept or reject any submittal as it best serves convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes bids from local, women and minority owned businesses and other disadvantaged business enterprises.

XI. AWARD/FEE DETERMINATION

The firm with the highest score from the selection committee will be awarded the project. The selection committee will provide a single scorecard for each proposer, which represents the unified determination of the selection committee. Scoring information for each proposer will be available to each proposer following award. **See Exhibit B for scorecard.**

Ogden City Corporation will enter fee negotiation with the selected firm. If fair and reasonable, compensation, contract requirements, and contract documents cannot be agreed upon with the selected firm, Ogden City Corporation shall advise the firm in writing of the termination of negotiations. Upon the failure of negotiations, Ogden City Corporation will enter negotiations with the next qualified firm.

XII. MISCELLANEOUS

Any additional information that the Architect wishes to submit may be attached to its response to the Request in the form of appendices. Statements should be complete but as brief as possible.

Prospective Architects are urged to consider the Supplemental Exhibits and all other documents relating to this Project.

EXHIBIT A

REQUIRED DESIGN OBJECTIVES

The Seismic upgrade and tenant improvement design will be expected to include all necessary architectural services and if relevant, any other systems to be incorporated in the project. The process will need to include HVAC, electrical, plumbing, exterior and interior appearance, as well as structural modifications. Below is a sample scope of work. The Architect is required to take all steps necessary to ensure all required architectural, electrical, mechanical and structural engineering services are included in the proposal.

Ogden City wishes to obtain the services of a qualified architectural firm in preparing the plans, construction documents, engineering, preliminary site plan(s), colored renderings for front elevation and site plan, etc. necessary for the accomplishment of this project.

The Ogden City Engineering Division will prepare the site plan for the final layout, grading, and utilities (water, sewer, natural gas, telecommunications, and storm water) related to the project. Coordination between the architect and the City must be included as part of this item. Architect will provide the initial review of the site, finished floor elevation, location of utility connections along with elevations, and work with third party utility companies for all additional connections. Geotechnical report to be provided by the architect and copies distributed to the Engineering group.

The project will be performed as per the following sections:

SECTION 1: DEVELOP WORK SCHEDULE & IDENTIFY KEY CONSULTANTS

1. The selected Architect will submit to Ogden City project manager a final work plan, which includes the following:
 - a. The consultant's names and titles of personnel assigned to the project.

- b. The project breakdown showing subprojects, activities and tasks.
- c. The time-phased plan for completing the project.

SECTION 2: REVIEW OF EXISTING DOCUMENTS/PLANS

1. Review the existing materials, reports, etc., provided by Ogden City.
2. Review any plans/drawings of existing infrastructure in the building. Of particular interest will be the condition and location of existing mechanical equipment and distribution systems.
3. Verify components that are obsolete and should be removed.
4. Review asbestos records and make recommendation for testing and abatement.

SECTION 3: VERIFICATION OF EXISTING FIELD CONDITIONS

In this section, the selected Architect will be responsible to field verify all major building systems; both locations and general condition of the systems. Any existing documents will be supplied to aid in the verification process. The Architect will be responsible to identify any deficient systems within the building including, but not limited to, any seismic or structural conditions, roofing, HVAC, electrical, and plumbing issues that may exist. Once specific deficiencies have been identified, the Architect shall present a design that will bring the building up to current specifications and code.

SECTION 4: FINAL PLANS. SPECIFICATIONS AND BIDDING DOCUMENTS

In this section, the selected Architect will prepare final plans, specifications and bidding documents for renovation of the building as well as detailed tenant improvements. In addition, a final cost estimate will be prepared prior to publishing the project for bid. The selected Architect will be required to work closely with Ogden City staff in preparing suitable plans, specifications and

bidding documents. Publishing the project for bid, along with advertising, will be the responsibility of Ogden City. The selected Architect will be responsible for providing reproducible copies of the bidding documents (plans, specifications, etc.). The Architect will not be responsible for reproduction of the bidding documents. All documents are the property of Ogden City.

SECTION 5: CONSTRUCTION ADMINISTRATION

In this section, the selected Architect will assist Ogden City in overseeing the construction phase of the project. This will be required during the entire duration of the construction phase of the project. This will include reviewing, investigating, and answering, requests for clarification, submittals, pay applications, schedule reviews, project/product issues or changes, and closeout documents. The selected Architect will also attend weekly project meetings with the contractor. The selected Architect will be required to sign the **CONTRACT FOR ARCHITECTURAL SERVICES BETWEEN OWNER AND ARCHITECT** document.

EXHIBIT B
SCORE CARD

Firm's Name _____

	Points Possible	Score (0-5)	Weight	Points
Responsiveness	10		X2	
Firm Experience	20		X4	
Individual Experience	20		X4	
Design Ability	20		X4	
References	10		X2	
Consultants	20		X4	
TOTAL POINTS	100 Points Possible			

Scoring as follows:

- 0 = No response
- 1 = Poor, does not meet requirements
- 2 = Partially responsive
- 3 = Average response
- 4 = Above average
- 5 = Excellent