



**REQUEST FOR QUALIFICATIONS**

**(RFQ)**

**Design Consultant**

**Ogden East Temple Project Area**



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CED / Community Development

April 27, 2023

# REQUEST FOR QUALIFICATIONS

## Design Consultant

### Ogden East Temple Area

The Ogden City Redevelopment Agency is requesting statement of qualifications (SOQs) from qualified land planning design consultants to provide services regarding a masterplan and study of a specific project area within Ogden City's central downtown neighborhood. Design work to include creation of preliminary and final conceptual designs including photo quality renderings. Design to also incorporate broad level feasibility analysis.

The study area is bound by 22<sup>nd</sup> Street, Washington Blvd, 21<sup>st</sup> Street, and Adams Avenue.

**Request for Qualifications:** Interested firms may obtain the RFQ 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.

**SOQs Due:** Statement of Qualifications shall be submitted to the office of the City Purchasing Agent, c/o the 1<sup>st</sup> Floor Information / Constable Desk at 2549 Washington Blvd., Ogden, UT, **no later than 1 PM, May 18, 2023. LATE SUBMITTALS WILL NOT BE ACCEPTED.**

The Ogden City RDA 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 RDA. The RDA reserves the right to issue contracts to multiple vendors.

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

**Published:** April 29 & May 6, 2023

# REQUEST FOR QUALIFICATIONS

## Design Consultant

## Ogden East Temple

### I. INTRODUCTION

The Ogden City Redevelopment Agency (RDA) is seeking proposals from qualified land planning design consultants to provide services regarding overall masterplan and study area of the area located between 22<sup>nd</sup> Street, Washington Blvd, 21<sup>st</sup> Street, and Adams Avenue.

### II. INTENDED SCOPE OF WORK

- Initial Kickoff Meeting: Conference call with stakeholders to review site, previous plan concepts and review the vision of the area.
  - Deliverables:
    - Preliminary Drafts: Utilize input from initial meeting to create a minimum of two conceptual drafts of the project area.
    - Preliminary land use study: Analysis demonstrating typical end use sizing and capacity of each proposed structure, including residential and commercial unit counts.
    - Feasibility Analysis: Initial analysis verifying the following considerations are included in the design process: financial sustainability, site topography, existing infrastructure, parking needs, site connectivity, site theming, surrounding neighborhood, and determination of the appropriate market based mix of uses.
- Draft Review: In person meeting to discuss drafts.
  - Deliverables:
    - Use input from draft review meeting to create more detailed conceptual of preferred plan.

- Finalize Plan: Prepare final document that illustrates the preferred master plan design.
  - Deliverables:
    - Illustrative plan of final proposed concept
    - 3D Massing Model – Including views demonstrating building massing.
- Final land use study: Analysis demonstrating the end use sizing and capacity of each proposed structure, including residential and commercial unit counts.

### 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. 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 sub-consultants.

#### **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 Ogden City RDA 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 RDA 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 – 20%      Provide all information required by the RFQ.
- 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 – 30%      Firm’s capability of meeting schedule commitments, coordination with consultants and quality of deliverables. Provide a preliminary schedule for this project.
- References – 10%      Provide names of (3) clients who may be contacted regarding work done in the last 5 years.

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 RFQ 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 RFQ.

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 RDA 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 respondent will be extended any specific amount of work.

## **V. Insurance Requirements.**

The selected respondent shall be required to 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 Consultant shall pay the cost of such insurance.

- a. The amount of insurance shall not be less than:
  - i) Commercial General Liability: Minimum of \$4,000,000 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 RDA".
  - ii) "It is agreed that any insurance or self-insurance maintained by Ogden City RDA, its elected or appointed officials, employees, agents and volunteers shall be excess of Consultant'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 RDA, 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 RDA."
- d. Insurance is to be placed with insurers acceptable to and approved by Ogden City RDA. Consultant'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 RDA. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract.
- e. Ogden City RDA 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 RDA before work begins on the premises.
- f. Ogden City RDA 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 RDA. At the option of the RDA, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the RDA, their elected and appointed officials, employees, agents and volunteers; or Consultant shall provide a financial guarantee satisfactory to the RDA guaranteeing payment of losses and related investigations, claim administration and defense expenses.



- h. Consultant shall include all of its sub-consultants as insured under its policies or shall furnish separate certificates and endorsements for each sub-consultant. All coverages for Consultant's sub-consultants 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 Consultant may be held responsible for payments of damages to persons or property resulting from the activities of Consultant or its agents, employees, invitees, or contractors upon the Premises during the License Period.

## **VI. ADDITIONAL INFORMATION**

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

Cost of Developing Submittals - All costs related to the preparation of the SOQ and any related activities are the sole responsibility of the respondent. Ogden City assumes no liability for any costs incurred by respondents 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 respondent.

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 respondent guarantees the proposal is not a product of collusion with any other respondent and no effort has been made to fix the

proposal price or any respondent or to fix any overhead, profit of 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 the Ogden City RDA. Ogden City RDA reserves the right to cancel this RFQ. Ogden City RDA reserves the right to reject any or all proposals received. Furthermore, Ogden City RDA shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City RDA. Ogden City RDA 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 RFQ, please contact the Ogden City Purchasing office via email [purchasing@ogdencity.com](mailto:purchasing@ogdencity.com) or at (801) 629-8742.

The question-and-answer period ends at 3 PM on May 12, 2022.

## **IX. SUBMISSION OF STATEMENT OF QUALIFICATION (SOQ)**

**No later than 1 PM, May 18, 2023**, firms shall submit **five (5) copies** of the SOQ in a sealed envelope.

On the envelope, indicate your company's name and the project name.

**Submit To:**

Ogden City Corporation

ATTN: Purchasing Office

c/o 1<sup>st</sup> Floor Information / Constable Desk

**“East Temple Master Plan”**

2549 Washington Blvd.

Ogden, UT 84401

**LATE SUBMITTALS WILL NOT BE ACCEPTED.**

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.

Ogden City RDA 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 RDA.

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

**X. AWARD/FEE DETERMINATION**

The firm with the highest score from the selection committee will be eligible for award of 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 A for scorecard.**

Ogden City RDA 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 RDA shall advise the firm in writing of the termination of negotiations. Upon the failure of negotiations, Ogden City RDA will enter negotiations with the next qualified firm.

## **XI. MISCELLANEOUS**

Any additional information from respondents may be attached to their response to the Request in the form of appendices. Statements should be complete but as brief as possible.

**EXHIBIT A  
SCORE CARD**

**Firm's Name** \_\_\_\_\_

	Points Possible	Score (0-5)	Weight	Points
Responsiveness	20		X2	
Firm Experience	20		X4	
Individual Experience	20		X4	
Design Ability	30		X4	
References	10		X2	
<b>TOTAL POINTS</b>	<b>100 Points Possible</b>			

**Scoring as follows:**

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