



REQUEST FOR PROPOSAL

Fire Station #4

Building Seismic Upgrade and Tenant Improvements Design



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Fleet & Facilities

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Request for Proposal

Fire Station #4

Building Seismic Upgrade and Tenant Improvements Design

Ogden City Corporation is requesting proposals from a qualified Architectural firm knowledgeable in building rehabilitation and tenant improvements. Design work includes building rehabilitation and remodeling as well as, but not limited to seismic, electrical, HVAC, and plumbing updates. Architectural Firm shall also be responsible for specific tenant improvement designs and specifications.

The site is located at Ogden City Fire Station #4, 730 W 24th Street, Ogden, Utah 84401

Proposal packets are available and may be obtained from Ogden City Purchasing, 2549 Washington Blvd., Suite 510, Ogden, Utah, or by downloading from the Ogden City website at <http://ogdencity.com/264/Purchasing>.

Bidders are responsible for securing any and all addenda issued.

A **mandatory** pre-bid conference will be held on **February 6, 2019 at 2:30 PM** at the Municipal Building 7th floor conference room located at 2549 Washington Blvd., Suite 710, Ogden, Utah 84401. 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. Please allow at least 1 hour for this meeting and have transportation to travel to Fire Station #4.

Responses to this Request for Proposal shall be submitted to the office of the City Purchasing Agent, 2549 Washington Boulevard, Suite 510 (5th Floor) Ogden, Utah, **no later than 3 PM, February 20, 2019. LATE PROPOSALS 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 bids from women and minority owned businesses.

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Fire Station #4
Building Seismic Upgrade and Tenant Improvements Design

I. INTRODUCTION

The Ogden City Fire Station #4 was constructed in the late 1960's, allowing fire and medical personnel to successfully serve the residents of west Ogden for the past 50 years. As with all facilities, the time has come to modernize the building to provide a safe, efficient and comfortable home for the fire and medical personnel within Station #4. Ogden City Corporation is requesting sealed proposals from qualified Architectural firms knowledgeable in building, seismic upgrade for critical facilities and tenant improvements. It is the intent of Ogden City to remodel and bring the fire station up to current State and local building codes, modernize for today's fire service needs, incorporate new technology regarding energy and information technology efficiency, firefighter alarm notification, fire suppression system, and adjacent work flow efficiencies. Goals to improve current storage and cleaning of firefighter protective gear, personal belongings are desired. This would include in areas of the apparatus bays, sleeping quarters, restrooms, kitchen, training and office areas. Energy efficiency improvements would relate to HVAC, plumbing, electrical with on-site back-up generator power, information technology, insulation, windows, and doors.

Design work includes building remodel as well as, but not limited to seismic, electrical, backup power, HVAC, plumbing, windows, doors, station alarm notification, fire suppression system, and facility security updates. The project is located at 730 W 24th Street, Ogden, Utah 84401.

II. SCOPE OF WORK

See Exhibit A

III. RESPONSE TO REQUEST FOR PROPOSAL

Company Information

The City will accept proposals from firms that are capable of providing all of the work described in the attached Scope of Work including Attachments. Applicants shall include qualifications for work set forth in the Scope of Work for which it proposes to provide services.

Each Proposal must include, as a minimum, the following information:

1. Name, address, email and telephone number of company submitting the proposal;
 - a. Include the name and contact information of the person designated as the firm's representative.
2. Evidence of Insurability;
3. Completed form (Exhibit B)
4. List experience and qualifications of the Firm and the project team; Provide sample work product
5. List additional highlights of submitting firm
6. Explain the management tools, techniques and procedures your team uses to maintain the programming, planning, and design phase schedule
7. Explain your team's procedures for documenting quality control and coordination of the various disciplines of work in overseeing the construction phase of the project
8. Explain how your team will control project cost to assure the project budget is not exceeded
9. Acknowledgment of receipt of addenda (if any).
10. References – Provide at least three (3)

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

Proposals are to be no longer than 10 pages. Double-sided pages count as two pages.

IV. EVALUATION OF PROPOSALS

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

- Pricing – 50%
- Ability to meet requirements as specified in the scope of work – 30%
- Company Credentials – 20%

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

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 \$2,000,000 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 Proposals - All costs related to the preparation of proposals 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.

Proposal Ownership – Once submitted, all proposals, 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 proposal 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 Request for Proposal. 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 Proposal will constitute the governing document for submitting Proposals, and will take precedent over any oral representations.

VIII. CONTACT PERSON

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

IX. PRE-BID CONFERENCE

- X. A **mandatory** pre-bid conference will be held on **February 6, 2019 at 2:30 PM** at the Municipal Building 7th floor conference room located at 2549 Washington Blvd., Suite 710, Ogden, Utah 84401. 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. Please allow at least 1 hour for this meeting and have transportation to travel to Fire Station #4.

XI. SUBMISSION OF PROPOSALS

Firms shall submit five (5) sealed Proposals to the office of the City Purchasing Agent, 2549 Washington Blvd, Suite 510, Ogden UT 84401 or deliver package to the 2nd Floor information desk at the same address **no later than 3PM on February 20, 2019. LATE PROPOSALS WILL NOT BE ACCEPTED.** No facsimile transmittals will be accepted.

All submittals must either be hand carried or delivered by the mail or other delivery service. It is the sole responsibility of those responding to this Request for Proposal 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.

The City 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 women and minority owned businesses.

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, 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.

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, 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

Bid Schedule #1

Total All-Inclusive Project Bid: \$ _____

Bid Schedule #2

If the city determines to use this company for projects outside of the scope of work for this project, please provide quotes for the following:

Hourly Rate:

Principle Architect \$ _____

Staff Architect/Interior Design \$ _____

Technical Staff \$ _____

Administrative Staff \$ _____

Mark up for Engineering Services \$ _____

Other _____ \$ _____

(Please specify)

Other _____ \$ _____

(Please specify)

Have reviewed all Addenda _____

(Printed Name & Signature)