

**REQUEST FOR QUALIFICATIONS
TO PROVIDE ARCHITECTURAL/ENGINEERING SERVICES:
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT**

INTRODUCTION

The Salt Lake City Mosquito Abatement District (SLCMAD “the Owner”) is soliciting statements of qualifications from firms to provide architectural and engineering (A/E) services for the design and construction of new facilities for the Salt Lake City Mosquito Abatement District located at 2215 North 2200 West, Salt Lake City, UT 84116. The Owner has contracted with MOCA Systems (MOCA) to serve as the Owner’s Project Manager for this work.

The SLCMAD is an independent local government district that was formed by Salt Lake City in 1924 to perform mosquito control operations covering Salt Lake City. The current District facility was built in 2019. The District has approximately 7 acres of undeveloped land located to the west of its current facilities, which it desires to use for construction of new facilities including a helicopter hangar, helipad, pesticide laboratory, adult mosquito bioassay cages, and larval (juvenile) mosquito bioassay vaults, and related sitework.

The SLCMAD intends to hire an A/E firm to provide the A/E services required to complete the design, permitting coordination, bidding and construction administration of this project. Due to budget constraints, the Owner may execute a Phased contract with the selected firm. The initial Phase will be the Programming/Schematic Design Phase including a construction cost estimate for the project components. This phase will include confirmation of all applicable planning and zoning and FAA application requirements. Based on the construction cost estimates provided, the Owner will then determine the scope of the project moving forward. The Owner will then initiate the second Phase which will include the Design Development, Construction Documents, bidding, and Construction Administration/Project Closeout activities.

1. Scope of the Work

The Owner had MOCA prepare a “Project Overview” document to assist each team in understanding the overall desired scope of the project. This document is being made available to all interested firms as an attachment to this RFQ/RFP.

This project will include A/E services required to complete the planning/zoning coordination, compliance with FAA design requirements, design, permitting coordination, bidding, construction administration and project closeout for the development of approximately 7 acres to include a helicopter hangar, helipad, fuel storage, pesticide lab, adult mosquito bioassay cages, larval (juvenile) mosquito bioassay vaults, and required site improvements.

The scope shall include the A/E providing complete design and engineering services for the completion of the facility. The A/E will be required to provide a set of documents, specifications and estimate of probable cost at the end of each of the following phases of work:

- Schematic Design Phase
- Design Development Phase
- Construction Document Phase

Initial design services will be for the A/E to provide a schematic design package with cost estimate. If schematic design package and cost estimate is acceptable [costs for the entire design fall within their budgetary constraints] by the Owner, a Notice to Proceed will be presented to the A/E firm to proceed with the remaining design scope. If the schematic design package cost estimate is not acceptable by the Owner, the Owner may wish to renegotiate with the A/E on remaining design scope and service base on budget constraints.

The A/E to develop construction documents that incorporate the information that has been reviewed and approved by SLCMAD from the Design Development Documents.

The A/E to coordinate their own consultants work throughout the whole project.

A/E shall utilize SLCMAD consultant's work product, including but not limited to survey, geotechnical, environmental, etc., and shall notify SLCMAD of any additional information requirements needed.

The A/E to administer the Bidding of the project and participate in the review and recommendation of the Bids to the Owner along with MOCA.

The A/E shall provide construction administration services consistent with the work and shall provide project closeout services to the owner.

2. Project Location

The project site is located at about 2215 North 2200 West, Salt Lake City, Utah, west of the existing SLCMAD facilities.

Inquiries

Questions concerning this Request for Qualifications should be directed to Ary Faraji, Executive Director of SLCMAD, at ary@slcmad.org. Questions should be sent via electronic mail message with the subject field to state 'SLCMAD RFQ Question'.

RFQ questions will be accepted by date listed in the schedule section below. No responses will be made to questions received later than 12:00p.m. MST on March 16th, 2023. All questions received prior to the designated "cut off" time and their associated responses will be addressed as an Addendum. The

addendum will be sent out as an electronic mail message. You may also find the addendum posted on SLCMAD's website at: <http://www.slcmad.org/notices.html>

Short-listed firms will be invited to a mandatory pre-proposal meeting on date listed in the schedule section below. During the pre-proposal meeting the owners Master Plan and Guidelines will be distributed to each firm for their use in developing their Project Approach and Management Plan, and fee.

Questions from the short-listed firms will be accepted by date listed in the schedule section below. No responses will be made to questions received later than 12:00p.m. MST on April 13th, 2023. All questions received prior to the designated "cut off" time and their associated responses will be addressed as an Addendum. The addendum will be sent out to all short-listed firms that attended the mandatory pre-proposal meeting, as an electronic mail message. You may also find the addendum posted on SLCMAD's website at: <http://www.slcmad.org/notices.html>

3. Basis for Selection

The District intends to select an A/E firm that exhibits the strongest ability to assist the District in achieving its overall goals. A/E fees, although important, will not be the primary factor in the District's selection. The District reserves the right to reject any or all submittals for any reason deemed in the District's best interest. The District retains sole discretion in this decision.

4. Selection Process

The selection process will be conducted in four stages: 1) Short-listing of up to three highly qualified and responsible A/E firms based on the submission of a Request for Qualifications; 2) Pre-proposal mandatory meeting for the short-listed applicants; 3) Interview of the shortlisted applicants, and 4) contract and fee negotiations.

At the conclusion of this initial RFQ evaluation phase, responses will be evaluated based on the evaluation criteria outlined in Section 7. Based on these criteria, the selection committee will shortlist the finalists. Respondents will be notified as to whether or not they have been short-listed at this time.

Each of the short-listed finalist will be provided instructions to respond to a Request for Proposal (RFP). The RFP will require the finalists to provide a project approach and management plan, a proposed design schedule, and proposed fee.

5. Statements of Qualifications

Submission of Qualifications

Each responding firm must submit five (5) copies of its submission no later than 3:30 p.m. on March 23rd, 2023, to the office of Ary Faraji, Salt Lake City Mosquito Abatement District, 2215 North 2200 West , Salt Lake City, Utah 84116. No submissions will be accepted after this time.

6. Qualifications Content

Each respondent should set forth its most compelling case for being selected for A/E Services. As part of that case, each applicant should provide the following information:

Each SOQ must be concise and in outline format. Pertinent supplemental information should be referenced and included as attachments. All submissions must be organized in the following sections:

Cover Letter - A letter of introduction to the A/E's firm and its team, including the following information:

General Offeror Information

- A reference to the name of the project.
- Offeror's name and date of incorporation.
- Whether the Offeror is legally authorized/licensed to conduct business in Utah (mandatory requirement).
- Offeror's contact person, including phone number, e-mail address and other relevant contact information.
- Offeror's business address and contact information, including email address.
- Number of years in the Architectural Business.
- A/E License Information
 - State of Utah License Number and date issued (mandatory requirement)
 - License Holder
- State and explain any disciplinary actions taken by any agency of the State of Utah to revoke or suspend the above license or attempts to investigate the license holder for business or industry related reasons.

No Conflict Statement - Provide a statement that no conflict-of-interest issues exist at the time of submission of the SOQ, signed by an officer of the company who is authorized to bind the firm. In addition, no-conflict of interest statements must also be provided by any identified subcontractor. The statement shall state:

“To the best of our knowledge, at the time of the submission of this SOQ, (Submitting firm) has no conflict-of-interest issues with the Salt Lake City Mosquito Abatement District or its trustees, consultants or employees.”

Detailed Discussion – This section should constitute the major portion of the SOQ and must contain a specific response in outline form to each section of this RFQ. Outline numbers should correspond to the section numbers contained in this RFQ. Failure to provide a written response to any item indicated in this RFQ may be interpreted by Owner as an inability by the A/E to provide the requested service. The detailed discussion should include the following:

- A. **Firm Qualifications:** Basic information about and a brief description of your firm's historical background, focus, and the scope and nature of services. Highlight your experience with the design of facilities similar to this project.
- B. **Relevant Experience with references:** Include a detailed discussion demonstrating your firm's experience with at least three projects of similar use, size, and budget with the following information (please make sure the contact information is correct. Each reference may be contacted. If the information is incomplete, or no longer valid, it may result in a lower score):
 - a. Name of project.

- b. Name of client.
 - c. Name, telephone number, and email address of project owner representative.
 - d. Total construction cost.
 - e. Total number and dollar value of change orders (identify, where appropriate, owner-requested change orders).
 - f. Type of facility or building.
 - g. Brief description of your firm's role on the project.
 - h. Date of project completion.
 - i. Any other pertinent information regarding the Offeror's relevant experience.
- C. **Key Personnel:** Specifically identify key personnel and consultant personnel who may be assigned to the project, including qualifications, experience and background. Provide resumes of key individuals who will be involved in the project. By listing the individuals in this submission, your firm is making a commitment that, barring unforeseen circumstances, they are the personnel who will be assigned to the project. Key personnel and consultants identified in a Statement of Qualifications may not be changed without the advance written approval of the Owner. Changing key personnel after the submittal without Owner's prior approval may be grounds for rejection.
- D. **Statement of ability to meet and provide insurance coverage as required by SLCMAD**

SLCMAD Insurance requirements per the amounts listed below:

General Liability:

- Each Occurrence \$1,000,000
- General Aggregate \$2,000,000
- Products/Complete Operations Aggregate \$2,000,000
- Personal & Adv. Injury \$1,000,000
- Fire Damage (Any one fire) \$300,000
- Medical Expenses (Any one person) \$10,000

Automotive Liability:

- Combined Single Limit \$2,000,000

Workers' Compensation:

- Statutory

E. **Proprietary Information:**

Please mark any specific information contained in your firm's response that is not to be disclosed to the public or used for purposes other than the evaluation of the response. All material becomes the property of the SLCMAD and may be returned only at the SLCMAD's option. Responses submitted may be reviewed and evaluated by other persons at the sole discretion of the Issuer.

7. **Qualifications Evaluation**

The SLCMAD will use a Selection Committee that may be composed of up to two Trustees, the District's Executive Director, Assistant Director, Civil Engineer, and MOCA employees to evaluate all properly submitted SOQ's. Evaluations will be based on the following criteria:

- Ability to provide required Insurance – Pass/Fail
- Firm Qualifications – 20 points
- Relevant Experience w/References – 30 points

- Key Personnel – 35 points
- Design Schedule Management - 15 points
 - Total Points = 100

8. Mandatory Pre-Proposal Meeting

A pre-proposal conference meeting will be held in SLCMAD main conference room at the Salt Lake City Mosquito Abatement District administration building on date listed below in the schedule section. The scope of the Project will be discussed during the meeting. This meeting is mandatory, who do not attend will be disqualified from submitting project approach, management plan and fee proposal or attending scheduled interviews.

9. Interview and Fee Proposal

Firms will be ranked based on the Selection Committee’s scorecard rankings. At the SLCMAD’s option, interviews may be conducted of up to the three highest ranked firms. Dates and times for those interviews will be established to coincide with the Selection Committee members’ schedules.

Prior to the interview process, the short-listed firms will be required to submit their Project Approach and Management Plan to SLCMAD by the date listed in the schedule section below. The Project Approach and Management Plan should demonstrate your understanding of the project and your plan for execution based on the Project Overview and Guidelines to:

- a. Develop a schematic design and cost estimate
- b. Approach to designing projects within a constrained budget.
- c. Explain your QA/QC process during design.
 - i. Minimize change orders
 - ii. Minimize errors and omissions
- d. Approach to design schedule management
- e. Construction Administration Process
 - i. Processing submittals
 - ii. Processing RFIs
 - iii. Field observations/Quality Assurance process

Interviews, not to exceed fifty minutes. Interview to include a presentation of the project approach by each firm on how their firm. Each firm will have twenty minutes to present their Project Approach and Management Plan, twenty minutes for Q&A and ten minutes for wrap-up and summary.

One copy of the firm’s fee proposal shall be submitted along with the Project Approach and Management Plan. The fee proposal shall be in two parts. The first shall be for the complete architectural and engineering fee for project. Second provide a breakdown of the complete fee within the following phases of work, Schematic Design, Design Development, Construction Documents, Bidding and Construction Administration. A cost estimate should be provided after each design phase and submitted to owner for review.

From the presentation and fee submittal the firms will be ranked according to the following criteria:

- | | |
|---|-----|
| 1. Project Approach and Management Plan | 50% |
| 2. Interview | 30% |
| 3. Fee | 20% |

Fee Proposal

The pricing proposal will be reviewed separately using a scale of 0-20. The points assigned to the pricing proposal will be based on the lowest proposed price. The Proposer with the lowest proposed price will receive 100% of the pricing points. All other Proposers will receive a portion of the total pricing points based the lowest price divided by the Proposer's price multiplied by the total possible points.

L - Lowest Price

P - Proposer Price

T - Total Possible Points for Pricing

Score = $L/P * T$

Proposed Pricing/Costs/Fees. The proposal must include pricing for each of the tasks stated under scope of work and any additional tasks your firm recommends. The proposal must include a total “not-to-exceed” price for the delivery to SLCMAD of all services required herein which includes: any and all professional fees; and any and all costs the Proposer may incur, including any costs for transportation, lodging, communication, printing, etc. The proposal must also include an hourly rate for each staff member who the Proposer plans to utilize in completion of the service. SLCMAD is not willing to pay an hourly fee for travel time. No additional reimbursement beyond the “not to exceed” price will be considered.

10. Final Selection and Contract Execution

- a. The Selection Committee may choose to forego the interview process and proceed directly to contract negotiations. In either case the SLCMAD Selection Committee shall recommend to the SLCMAD Board of Trustees the award of a contract to a qualified firm at compensation that the selection committee determines, in writing, to be fair and reasonable to the SLCMAD.
- b. If the Selection Committee is unable to agree to a satisfactory contract with the highest ranked firm, at a price the selection committee determines to be fair and reasonable to the SLCMAD, the Selection Committee shall:
 - i. formally terminate discussions with that firm; and
 - ii. undertake discussions with a second qualified firm.
- c. If the Selection Committee is unable to agree to a satisfactory contract with the second firm selected, at a price the Selection Committee determines to be fair and reasonable to the SLCMAD, the selection committee shall:
 - i. formally terminate discussions with that firm; and
 - ii. undertake discussions with a third qualified firm.
- d. If the Selection Committee is unable to award a contract at a fair and reasonable price to any of the selected firms, the Selection Committee shall:
 - i. select additional firms; and
 - ii. continue discussions in accordance with this part until an agreement is reached.

11. Schedule:

- a. Issue RFQ: March 8th, 2023
- b. Last day for questions: March 16th, 2023
- c. Issue Addendum, if required: March 20th, 2023
- d. SOQs due: March 23rd, 2023
- e. Shortlist firms notified: March 29th, 2023.

- f. Pre-proposal meeting: April 6th, 2023
- g. Last day for questions: April 13th, 2023
- h. Issue Addendum, if required: April 18th, 2023
- i. Submission of Management Plan & Project Approach: April 25th, 2023
- j. Interviews & Submission of fees (if required): May 2nd, 2023, times TBD
- k. Notification of intent to award: May 8th, 2023

12. Confidentiality:

Please note, that all responses, inquiries, and correspondence relating to this RFQ and all reports, charts, displays, schedules, exhibits, and other documentation produced by the proposer that is submitted to SLCMAD, as part of the proposal or otherwise, shall become the property of SLCMAD when received by SLCMAD and may be considered public information under applicable law. SLCMAD is subject to the disclosure requirements of the *Government Records Access and Management Act*, (GRAMA) Title 63, Chapter 2, Utah Code Annotated. SLCMAD generally considers proposals and all accompanying material to be public and subject to disclosure after award of project. Any material considered by the proposer to be proprietary must be accompanied by a written claim of confidentiality and a concise written statement of reasons supporting the claim as required by GRAMA §§63-2-304 and 308. Blanket claims that the entire RFP is confidential will be denied.

SLCMAD cannot guarantee that any information will be held confidential. If the proposer makes a claim of confidentiality, SLCMAD, upon receipt of a request for disclosure, will determine whether the material should be classified as public or protected, and will notify the proposer of such determination. The proposer is entitled under GRAMA to appeal an adverse determination. SLCMAD is not obligated to notify the proposer of a request, and will not consider a claim of confidentiality, unless the proposer's claim of confidentiality is made in a timely basis and in accordance with GRAMA.

For additional information regarding this solicitation please submit your questions to U3P or email:

Salt Lake City Mosquito Abatement District
Attn: Dr. Ary Faraji
2215 North 2200 West, Salt Lake City, UT 84116
ary@slcmad.org