

# Emery County Local Building Authority

## REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ARCHITECTURAL & ENGINEERING SERVICES

**Deadline for all Submittals is February 6, 2023 - 12:00 p.m.**

### **Introduction**

The Emery County Local Building Authority (ECLBA) is soliciting proposals from qualified firms which have experience in providing planning, architecture, design and construction engineering, and funding procurement services for a new Senior Citizen Center.

### **Background**

The ECLBA intends to select a consultant to provide professional services related to the design and construction of phases of a new Senior Citizen Center (SCC) in Huntington, UT. The facility will include the new structure, site improvements, and related appurtenances.

### **Scope of Services**

At the direction of the ECLBA, the successful architecture and engineering firm will provide specified professional services to the ECLBA. The firm shall include a licensed professional engineer and a licensed architect with the state of Utah. Such services may include, but are not limited to:

- Planning, programming, architecture
- Environmental permitting
- Structural engineering
- Mechanical, plumbing, and electrical engineering
- Site engineering
- Land acquisition support
- Construction administration and engineering
- Construction staking
- Support of the public funding procurement process (CIB)
- Budget tracking assistance

### **Proposal Requirements**

The ECLBA will review each of the submitted proposals and select a firm or team based on the following selection criteria. The proposals and the performance data should include the following items:

1. Letter of Interest. The principal in charge and the project manager must be identified. The project manager is the firm's representative who will have full responsibility for the planning, technical coordination, design architecture and engineering, construction management, and surveying of the project.
2. Name of firm and the location of the firm's offices and the office where the majority of the work will be performed. The age of the firm and the average number of employees of the firm over the past five years.
3. The education, training, and qualifications of key members of the firm and key employees to be assigned to this project. Subconsultant firms on the team should be identified.
4. Recent successful projects completed by the firm which are similar in scope and size to this project. The descriptions should indicate the technical experience and experience of the personnel with regard to this type of project.
5. Projects previously completed by the engineering firm for the ECLBA and familiarity with ECLBA processes, standards, and preferences.
6. References for the firm and identified individuals involved in the project. References should include contact information.
7. Cost control and tracking plan for design, construction, and related project costs.
8. A detailed communication plan describing firm's plan of communicating in a timely and effective manner with ECLBA officials, funding agencies, contractors, and other involved parties throughout the project(s.)

### **Submittal Instructions**

Proposals will be received via Email/Electronic Submission until 12:00 p.m. on February 6, 2023. A PDF file of the proposal is required and the number of pages of the proposal is to be limited to no more than twelve (12). Resumes are not included in the page limit.

Correspondence, questions and/or clarifications of the proposal procedure should be directed to Maegan Crosland, Commission Executive Assistant, at [maeganc@emery.utah.gov](mailto:maeganc@emery.utah.gov) or 435-381-3570. Statements of Qualifications should be emailed to Brenda Tuttle, Emery County Clerk, at [brendat@emery.utah.gov](mailto:brendat@emery.utah.gov) prior to the submission deadline.

### **Selection Criteria**

The ECLBA will utilize the following criteria in selecting the firm for the new SCC:

- Competence to perform the services as reflected by technical training and education, engineering experience and direct experience in providing the applicable design services to local government entities as outlined. (up to 20 points)
- The firm's history of effective public funding procurement, budget control, and schedule management for similar local government projects including accurate cost analysis and tracking. (up to 30 points)
- Familiarity with the ECLBA, project vision, and prior similar local government project experience and key relationships. (up to 30 points)
- The ability to perform the services as reflected by workload and the availability of adequate personnel, equipment, and facilities to perform the services in a timely manner when requested. (up to 10 points)
- Evidence of competent planning, design, and construction management services (references). (up to 10 points)

Upon selection of the most qualified firm (highest score out of 100 total points), the ECLBA and selected firm will enter into contract and fee negotiations. If negotiations with that firm are unsuccessful, the ECLBA may begin negotiations with the next most-qualified firm. The right is reserved by the ECLBA to reject any and all statements of qualifications.