

SSLC Facilities & Parks Professional Services Pool

**CITY OF SOUTH SALT LAKE
NEIGHBORHOODS DEPARTMENT
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I. INTRODUCTION AND BACKGROUND

1. INTRODUCTION

South Salt Lake City is seeking multiple qualified Architectural, Electrical Engineering, Landscape Architecture, and Landscape Engineering firms to form the SSLC Facilities & Parks Professional Services Pool. Qualified firms are requested to submit a Statement of Qualifications (SOQ) and fee schedules to provide the engineering services outlined in the Scope of Work below. The selected firm(s) will work closely with SSLC's Neighborhoods Department. SOQs will be obtained from various firms in order to conduct a fair and extensive evaluation, and the firm(s) that can best achieve the goals and objectives will be selected. Complete and timely submittal of all required proposal documents listed in this RFQ is required for the SOQ to be considered.

2. BACKGROUND AND SCOPE OF WORK

South Salt Lake City intends to create an SSLC Facilities & Parks Professional Services Pool consisting of one or more qualified firms, so as to not have to go through the contracting process whenever the need for small projects, specific trade questions, or general trade services arise. If selected, a firm shall be listed on the City's pool of pre-qualified providers. This pool will expire every 5 years after which the pool will undergo the RFQ process again for pre-qualifying.

In order to ensure fairness in selecting vendors from the pre-qualified pool, the City will employ a rotation system for the pool with the order being randomly generated. These will be smaller scale projects or inquiries, likely to not exceed \$100,000 in design fees per instance.

The scope of services will include but may not be limited to:

All services to include schematic, preliminary and construction design through construction administration and project close-out. Studies, surveys, analysis and reports as requested.

- Architectural Services.
- Electrical Engineering Services – Analysis, design through construction for indoor and outdoor lighting.
- Landscape Architectural Services - Design through construction administration, for parks, building landscapes, irrigation and related services.

Being Selected for the SSLC Facilities & Parks Professional Services Pool does not guarantee the City will use a selected firm during the five-year period for any minimum amount of services. Each firm selected will be expected to sign a Professional Services Agreement with the City, in a form substantially similar to the sample Agreement attached as Exhibit A.

II. PROPOSAL REQUIREMENTS

SOQs shall include a base of four (4) single-sided pages with a minimum 12-point font size. For every additional discipline the firm submits for, one (1) additional page may be submitted, for a maximum of nine (9) pages for any firm submitting for all 6 disciplines. All pages count towards the page total with exception of the cover, introductory letter, rate schedule and an appendix with resumes. SSLC may reject proposals that exceed the maximum page count.

Each SOQ should include the following items:

Letter of Introduction: Describe the firm's areas of expertise and other information that helps to characterize the firm. Provide the name, title, address, and telephone number of the primary contact for this project. List any special considerations that you would like to emphasize to the selection committee as they consider your SOQ. Introductory letters should be no more than one page and will not be counted against the total page count.

Point of Contact (POC): Identify the POC. List the POC's relevant experience and similar work including references. The assigned POC will be made available to present information and coordinate with SSLC, including a reasonable number of meetings, to track progress and assure that the final plans meet owner expectations.

Firm Members: Describe the key personnel, name, and office location of key personnel. Provide an organizational chart with the proposed project team, and organizational structure identifying the key personnel who will be assigned to provide the services required by this RFQ, illustrating the lines of authority, and designating the individual responsible for the completion of each task and deliverable of the RFQ. Provide descriptions of technical expertise and experience. Also describe each team member's availability for the project.

Qualifications of the Firm: Describe related experience that your firm, the proposed project manager, and project team have that is similar to the proposed Scope of Work. Provide phone numbers and locations of client representatives for reference contacts. Two (2) reference letters may be included in the appendix.

Consultant Fees: Provide a fee schedule for the various firm members who will facilitate the requested services. List an hourly rate for each.

III. EVALUATION

All submittals will be evaluated to determine if the submittal is complete, in the required format, and in compliance with all the requirements of the RFQ. SSLC will then evaluate all proposals that meet the minimum requirements based on the following criteria. Each element has an assigned weight which indicates the importance of each. The total weight for the evaluation is 100%.

- 1) Project Manager/Point of Contact (25%)
- 2) Project Team (25%)
- 3) Qualifications (25%)
- 4) Consultant Fees (25%)

Submit SOQs in accordance with the instructions listed herein regarding time, place and date required. SOQs received after the time requirement will NOT be accepted and will NOT be considered for award. It is the sole responsibility of the proposer to be sure his/her response is in the hands of the City Recorder by the required time and date. SSLC will not be responsible for any proposal delivered incorrectly or to the wrong address or location. Failure to read the Request for Qualifications and comply with its instructions will be at the consultant's risk. Corrections and/or modifications received after the closing time specified in the RFQ will not be accepted. The SOQ must be signed by the appropriate representative or officer authorized to contractually obligate the firm.

IV. RESPONSE DEADLINE, SUBMITTAL, AND INQUIRIES

All submissions can be made through the Utah Public Procurement Place website (SciQuest), or be submitted in person to the City Records office at South Salt Lake City Hall (220 E Morris Ave.), or by email at aandrus@sslc.gov. All submissions must consist of one combined PDF.

Proposals must be submitted by **2:00 p.m. Mountain Time, October 29th, 2024**. The City will not consider responses received after that date and time.

It is the intent of this RFQ to make the proposal process easy and efficient for all interested parties by giving them ample opportunity to highlight their services, technical abilities, financial strength and organizational structure. The evaluation process, however, must also be manageable and efficient.

Inquiries regarding the RFQ should be directed to the City Recorder: Ariel Andrus (801) 483-6019 or email: aandrus@sslc.gov. Inquiries must be received at least 48 hours prior to submittal deadline.

V. REQUEST FOR QUALIFICATIONS TIMELINE

Complete and timely submittal of all required documents is required for the SOQ to be considered. The consultant selection process will proceed according to the following proposed schedule.

- ☐ All SOQs are due no later than **October 29th, 2024, at 2:00 p.m. MST**.
- ☐ Evaluation of proposals will be conducted from **October 29th to November 5th, 2024**.
- ☐ The selection decision for the winning consultant(s) will be made no later than **November 8th, 2024**.

- ☐ Upon notification, the contract negotiation with the winning consultant(s) will begin immediately.
- ☐ Notifications to consultants who were not selected will be completed by **November 15th, 2024**.

VI. DISPOSITION OF PROPOSALS, STATEMENTS, AND NEGOTIATIONS

1. DISPOSITION OF PROPOSALS – PUBLIC RECORDS

All materials submitted in response to this RFQ will become the property of SSLC. One (1) copy of each proposal shall be retained for official files and will become a public record after the award and open to public inspection. It is understood that the proposal will become part of the official file on this matter without obligation on the part of the City of South Salt Lake.

2. VERBAL STATEMENTS OR AGREEMENTS

No verbal agreement or conversation with any officer, agent, or employee of SSLC, either before or after execution of the contract, shall affect or modify any of the terms or obligations contained in the contract. Any such verbal agreement or conversation shall be considered as unofficial information and in no way binding upon SSLC or the Contractor.

3. NEGOTIATIONS

SSLC reserves the right to reject or to waive any or all SOQ's. After SSLC has identified the best qualified candidate(s), the Parties shall have the right to negotiate with the respondent over the final terms and conditions of the contract. These negotiations may include bargaining; however, by submitting a SOQ, a firm acknowledges that it has reviewed the sample Agreement in Exhibit A and is prepared to sign a substantially similar agreement with the City. The primary objective of the negotiations is the evaluation factors set forth in the RFQ. If an agreement cannot be reached, the negotiation will be terminated.

VII. EXHIBIT A – INSURANCE REQUIREMENTS.

By submitting a proposal in response to this RFQ, the Proponent(s) certifies that, if awarded the contract, it will have the insurance coverage required for performance of the Services, if any, at the time the work commences. Additionally, the Proponent(s) certifies that it will maintain this insurance coverage throughout the entire term of the contract and that all insurance coverage shall be provided by insurance companies authorized to sell insurance in Utah. During the term of the contract, City reserves the right to require the successful Proponent(s) to furnish certificates of any required insurance for the coverage required by City, if any is required.

VIII. EXHIBIT B – PROFESSIONAL SERVICES AGREEMENT SAMPLE