



Request for Proposal for Architectural Services for the Police Campus Project 24-152

Date Issued: October 14, 2024

Submission Deadline: October 24, 2024

1. Introduction

The City of St. George invites qualified architectural firms to submit proposals for the design and oversight of The Police Campus Project 24-152. The project will remodel and expand two current City buildings, 175 E. 200 N. and 265 N. 200 E. and secure the site as one campus.

Local knowledge and accessibility are critical for the success of this project. Preference will be given to firms or teams that demonstrate availability for on-site meetings, familiarity with local regulations, and an understanding of regional design standards and conditions.

2. Project Overview

Project Name: Police Campus Project 24-152

Location: 175 E 200 N

Design Timeline: October 2024 – September 2025

Scope of Work:

- Remodel the Current City Hall building, 34,150 sq. ft., to suit the Police Department requirements.
- Remodel and expand the current Police department building of 19,500 sq. ft.
- Secure the site with new access-controlled gates.

3. Scope of Services

The selected firm will provide complete architectural services, including:

1. **Conceptual Design:** Develop concepts reflecting community needs and local aesthetics.
2. **Design Development:** Work closely with City of St. George representatives and the Police Department to finalize designs.
3. **Regulatory Compliance:**

- Secure necessary permits through coordination with local agencies.
 - Ensure compliance with **zoning laws, environmental codes, and regional construction standards**.
4. **Construction Documentation:** Prepare detailed technical drawings and material specifications.
 5. **Bidding and Contractor Negotiation:** Help select contractors
 6. **Construction Administration:** Conduct **regular on-site visits** and meetings to promptly monitor progress and resolve issues.
 7. **Project Closeout:** Complete final inspections, provide as-built documentation, and ensure a smooth handoff to the client.

4. Submission Requirements

Firms must submit the following:

1. **Firm Information:**
 - Company name, address, phone, email, and website.
 - Primary contact details for this proposal.
 - Description of the firm's local office or presence.
2. **Project Understanding and Approach:**
 - Describe how your firm will meet the requirements for local availability.
 - Explain your strategy to coordinate with local authorities, stakeholders, and trades.
3. **Key Personnel:**
 - Resumes of key team members assigned to the project.
 - Indicate which team members will work locally and their availability for site visits or meetings.
4. **Relevant Experience:**
 - Provide at least three similar projects.
5. **Proposed Timeline:**
 - Outline your approach to meeting the project schedule, including milestones.
6. **Fee Proposal:**
 - Provide a detailed fee structure, including hourly rates or percentage-based fees.
 - List any anticipated reimbursable expenses (e.g., travel or lodging).
 - Preference will be given to firms that can minimize travel costs through local availability.
7. **Legal and Insurance Requirements:**

- Confirm local licensing compliance.
- Provide proof of professional liability insurance.

5. Selection Criteria

Proposals will be evaluated on the following:

- Local availability and accessibility for regular coordination and site visits.
- Experience with similar projects in the region.
- Familiarity with local permitting and zoning requirements.
- Design approach and alignment with project goals.
- Qualifications of proposed team members.
- Fee structure and cost-efficiency.
- References and demonstrated success on prior projects.

6. Timeline and Submission Process

- **RFP Issued:** October 14, 2024
- **Questions Due:** October 21, 2024
- **Proposal Submission Deadline:** October 24, 2024, at 2:00 pm.
- **Interviews/Presentations:** October 30, 2024
- **Final Selection Notification:** November 11, 2024

Submission Format:

- Proposals must be submitted in electronic format.
- Email to: **carlos.robles@sgcity.org**

7. Local Availability Requirements

Given the importance of on-site collaboration and regional insight, the following points are essential:

- The firm must demonstrate availability for site visits and stakeholder meetings throughout the project lifecycle.
- Preference will be given to firms with local offices, team members residing within the region, or strong partnerships with regional contractors.
- Knowledge of local construction markets, weather conditions, and environmental factors will be considered an advantage.
- Proposals should outline how the firm plans to coordinate locally and manage the project efficiently with minimal travel disruptions.



8. Terms and Conditions

- The City of St. George reserves the right to reject any or all proposals.
- Late submissions will not be considered.
- This RFP does not constitute a binding contract.
- The selected firm will be required to enter into a formal agreement.
- Any costs associated with proposal preparation will not be reimbursed.

9. Contact Information

All inquiries regarding this RFP must be directed to:

Name: Carlos Robles

Title: Assistant Operations Director / Facilities

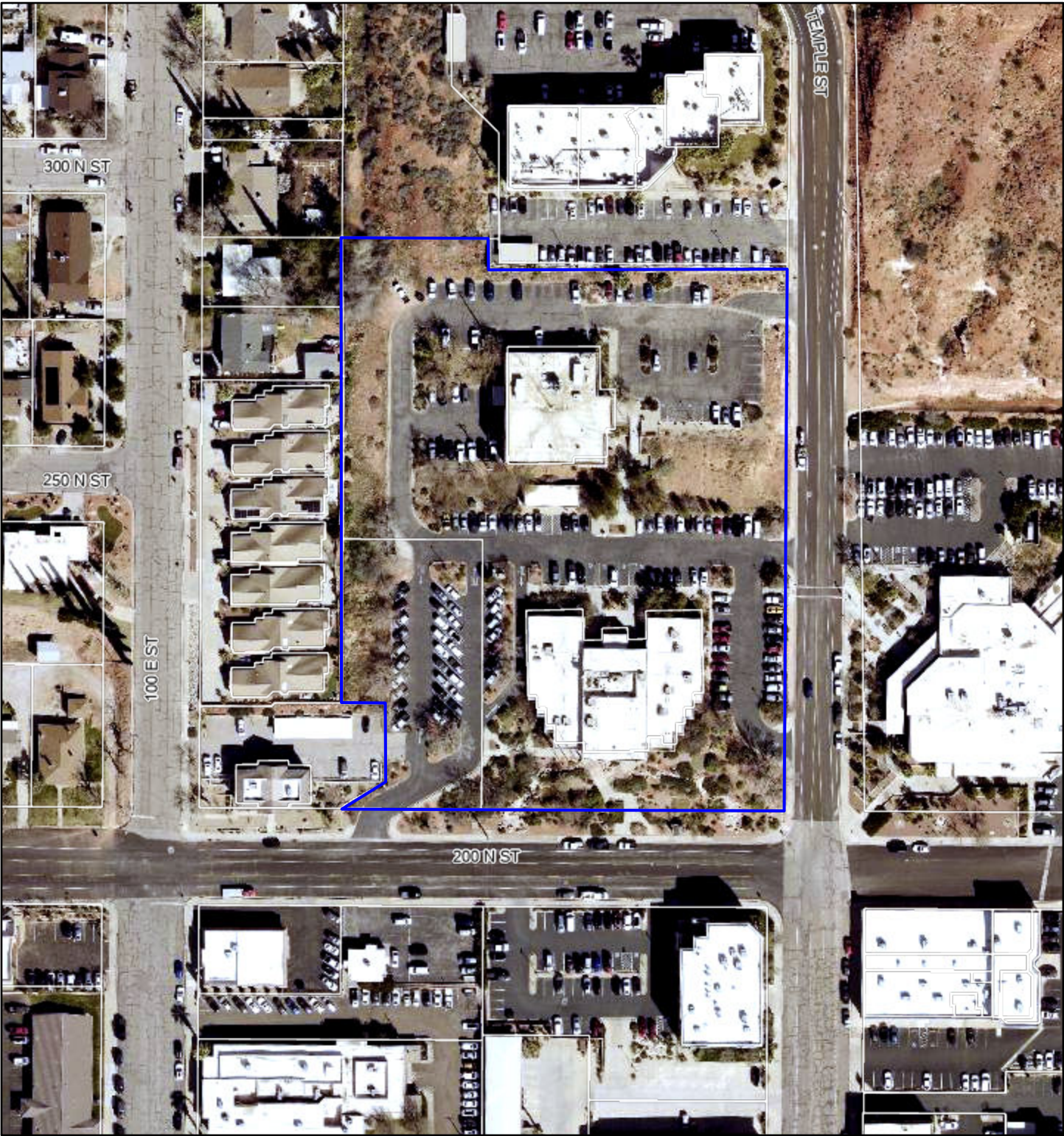
Phone: (435) 627-4126

Email: carlos.robles@sgcity.org

We look forward to reviewing your proposal.

Sincerely,
Carlos Robles

Police Campus Project



October 14, 2024

