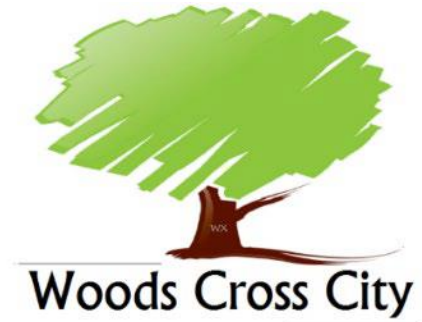


# Woods Cross City



## Request for Proposals (RFP)

**Construction Manager / General Contractor (CM/GC) Services  
Woods Cross City Hall and Hogan Park Complex**

**Issue Date:** August 6, 2025

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### 1. Introduction/Invitation to Propose

Woods Cross City is soliciting proposals from qualified Construction Manager/General Contractor (CM/GC) firms to provide professional services for the design and construction of the new Woods Cross City Hall and Hogan Park Complex, to be located at 1555 South 800 West, Woods Cross, Utah. The project will be delivered in two phases under the CM/GC delivery method: Phase 1 – Design and Preconstruction, and Phase 2 – Construction.

This RFP outlines the required qualifications, proposal content, and evaluation criteria to assist the City in selecting a firm that demonstrates experience, innovation, and capability to deliver a high-quality civic facility that meets community needs.

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### 2. Project Information

The Woods Cross City Hall and Hogan Park Complex will be constructed at 1555 South 800 West in Woods Cross, Utah. The new facility is anticipated to be a 25,000 to 35,000 square foot, multi-story building to house the Administration, Community Development, Court, Finance, and Police departments and function as an emergency operations center. The first floor is projected to contain City Council chambers, community gathering rooms, meeting rooms, and a covered exterior gathering space (approximately 2,000 to 3,000 square feet) while offices and support functions will be located on 2<sup>nd</sup> floor and basement levels.

In addition to the city hall building, revisions to Hogan Park are anticipated, which may include restrooms, a pavilion, playing fields, pickleball and basketball courts, playground equipment, and other park amenities. An amphitheater and water feature for a passive use park may also be considered.

Site development includes parking, curb and gutter, sidewalks, landscaping, stormwater drainage, subsurface utilities, community gathering spaces, and a potential water feature. Geotechnical challenges due to subsidence in the area will need to be evaluated and considered in all phases of design and construction. The City will contract for a geotechnical analysis of the site. These reports will be made available for use in preparing, and providing the City, as part of the project design and construction.

The City will retain a separate architectural firm (Architect) to design the project. The selected CM/GC firm will provide collaborative preconstruction services, cost estimating, constructability input, scheduling, and ultimately serve as the general contractor for construction.

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### 3. Delivery Method Overview

This project will use the Construction Manager/General Contractor (CM/GC) delivery method. The CM/GC will be engaged during the design phase to provide value engineering, constructability reviews, cost estimation, and scheduling input. The Architect will also assist the CM/GC in developing the Guaranteed Maximum Price (GMP) and will manage the construction phase.

This collaborative approach is intended to reduce risk, improve project efficiency, and ensure the final design aligns with the City's goals and budget. The City will authorize the CM/GC to begin construction only after a GMP has been accepted and a separate contract amendment is executed.

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### 4. Scope of Project

The project includes the demolition of select existing facilities, buildings and structures, site preparation, utility coordination, and the construction of a new city hall building, associated public amenities, and park improvements. The CM/GC will work collaboratively with the City and Architect throughout the design, budgeting, value engineering, scheduling, and construction phases to ensure the successful delivery of a high-quality, cost-effective, and community-oriented facility.

#### 4.1 Phase 1: Design

The selected CM/GC will collaborate with the City and Architect on the following:

- Needs assessment and programming
- Provide estimates, risk management, value engineering, and constructability input
- Conduct cost estimating at design milestones

- Develop and update construction schedules
- Attend weekly design coordination meetings
- Identify long-lead materials and early work packages
- Review geotechnical findings and utility information
- Support bid package development
- Development of preliminary design and cost estimating, including furniture, fixtures, equipment, landscaping, and amenities
- Delivery of a Guaranteed Maximum Price (GMP), which shall include all fees and percentages required by this RFP.

## **4.2 Phase 2: Construction**

The Construction Phase will begin after a GMP has been accepted by the City. The selected CM/GC will collaborate with the City and Architect on the following:

- Proceed upon City approval of GMP
- Mobilize and supervise all construction activities
- Provide on-site superintendent(s) to oversee the project and address elements that require special attention
- Manage subcontractor procurement and contracts
- Maintain site security, safety, and compliance with OSHA and environmental regulations
- Implement erosion and sediment control (SWPPP)
- Hold weekly construction meetings
- Perform QA/QC inspections and coordinate testing
- Participate in the preparation, review, and approval of submittals, RFIs, and applications
- Provide progress documentation and payment certifications
- Complete project close-out, assist with as-built drawings, and manage warranty period
- Ensure compliance with schedule and budget

## **4.3 Project Conditions**

- Ensure emergency vehicle access throughout construction
- Coordinate site staging and material delivery
- Maintain access to the existing City Hall during construction
- Fence the site and restrict public access during work
- Identify and resolve unforeseen conditions in coordination with the City and Architect

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## 5. RFP Schedule

<b>RFP Issued</b>	August 6, 2025
<b>Mandatory Pre-Proposal Meeting</b>	August 27, 2025 at 10 AM MDT Attendance in person recommended. Virtual attendance available by emailing CPoole@WoodsCross.com
<b>Proposal Deadline</b>	September 25, 2025 at 5:00 PM MDT
<b>Oral Presentations (if applicable)</b>	*Early October 2025
<b>Start of Design Phase</b>	Early November, 2025
*Applicants will be notified at least 10 days prior to the presentation if selected	

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## 6. Proposal Submission Requirements

All proposals must be submitted electronically to Curtis Poole, Community Development Director, [CPoole@WoodsCross.gov](mailto:CPoole@WoodsCross.gov) by the deadline. **Late proposals will not be considered.** Proposals must include the following in this order:

### Required Contents:

- 1. Cover Letter**
  - Legal name and structure
  - Acknowledgment of RFP terms
  - Primary and backup contact information
- 2. Executive Summary** (max 2 pages)
  - Summary of qualifications and project understanding
- 3. Organization Chart**
  - Identify team members, roles, and local participation
- 4. Team Qualifications and Experience**
  - Brief bios/resumes for key personnel
  - Three relevant CM/GC project examples
  - At least three client references
- 5. Work Plan and Project Approach**
  - Narrative of how your firm will manage design collaboration, GMP development, subcontractor procurement, construction supervision, safety, weather conditions, close-out, and warranty period
  - Offer a proposed schedule for the project
- 6. Fee Proposal**
  - Submitted as a separate attachment (see Section 8)

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## 7. Selection Process and Evaluation Criteria

### 7.1 Process

The selection committee will review all proposals and may invite applicants to provide an oral presentation. All requirements identified in this RFP must be satisfied to ensure the proposal will qualify for consideration. A component-based system will be used to evaluate all proposals.

### 7.2 Evaluation Criteria

Criteria	Weight
Firm Qualifications	15%
Key Personnel	15%
Project Approach	25%
Relevant Project Experience	15%
Fee Proposal & Schedule	30%

The City reserves the right to reject any and all proposals or waive minor irregularities.

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## 8. Fee Proposal Instructions

Proposers must submit a comprehensive Fee Proposal in a separate attachment. The proposal must include:

- **Design Phase (Preconstruction) Services Fee** – Lump sum
- **General Conditions (Construction Phase)** – Monthly rate and total amount
- **Construction Management Fee** (OH & profit) – % of GMP
- **Bonding & Insurance** – % of GMP
- **Change Order Markup** – Not to exceed 5%

The proposal must also confirm:

- Compliance with the City's liquidated damages clause (\$500/day past completion date)
- Willingness to negotiate a mutually agreeable GMP
- All pricing includes labor, materials, equipment, insurance, overhead, and taxes
- Provisions for weather conditions

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## 9. General Terms

- The selected firm must enter into a two-phase contract (Design and Construction)
- Proof of insurance and performance/payment bonds required
- Compliance with Utah E-Verify, Equal Opportunity employment practices, and licensing laws
- Proposals become the property of Woods Cross City and may be subject to public records laws
- Costs incurred in preparation of the proposal are the responsibility of the proposer
- The City reserves the right to reject any or all proposals, waive minor irregularities, or cancel the RFP

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## 10. Questions and Clarifications

Submit all questions in writing to:

**Curtis Poole**

Community Development Director

Email: [cpoole@woodscross.gov](mailto:cpoole@woodscross.gov)

Phone: 801-292-4421

Business Hours: Monday–Thursday, 8:00 AM – 5:30 PM MST