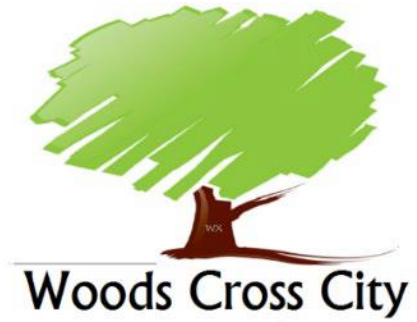


Woods Cross City



Request for Proposals (RFP)

**Architectural Design Services
Woods Cross City Hall and Hogan Park Complex**

Issue Date: August 6, 2025

1. Introduction/Invitation to Propose

Woods Cross City is soliciting proposals from a qualified architect and structural design firm to provide professional services for the design and architectural construction oversight 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.

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 2nd 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 contractor (CM/GC) to construct 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.

3. Delivery Method and CG/MC Integration

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 CM/GC will also assist the Architect 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.

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 Architect will work collaboratively with the City and CM/GC 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 Architect will collaborate with the City and CM/GC on the following:

- Needs assessment, programming, planning, and preliminary design
- Preliminary architectural, structural, mechanical, electrical, and plumbing design and engineering

- Interior and exterior finishes
- Site improvements including utility coordination
- Integration of City's existing key card and CCTV security systems
- AV, data, telecom, intrusion detection systems
- Revised Hogan Park layout and amenities
- Planning Commission/City Council presentations
- Exhibits, renderings, materials boards as needed
- Engineering estimates
- 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 Architect will collaborate with the City and CM/GC on the following:

- Geotechnical investigations
- Surveying and utility location
- Utility relocation coordination
- Topographic and site assessments
- Full construction ready documents including but not limited to the following:
 - Site improvements
 - Interior and exterior finishes
 - Architectural, structural, mechanical, electrical, and plumbing design
- Engineering estimates
- Compliance with local, state, and federal codes relating to building, environmental, worksite safety, etc.
- Coordination with City and CM/GC
- Weekly site visits and inspections
- Prepare, review and approve submittals, RFIs, and pay applications
- Support for contractor coordination and oversight

5. RFP Schedule

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

6. Proposal Submission Requirements

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

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 oversight, safety, weather conditions, close-out, and warranty period
 - Address the proposed schedule for the project

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.

8. Fee Proposal

Submitted as a separate file or sealed envelope and includes:

- Lump sum base fee and breakout by:
 - Planning & Preliminary Design
 - Design & Construction Documents
 - Construction Administration
 - Hourly rate schedule (for scope modifications)
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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

Phone: 801-292-4421

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