



**Request for Proposals:
Architectural Services for design and construction of a City of Saratoga Springs Fire Station**

Date: February 4, 2026

Reply to: Owen Jackson
Assistant City Manager
319 S. Saratoga Road
Saratoga Springs, UT 84045

Pre-Proposal Meeting: **February 12, 2026 at 10 a.m. MT**
319 S Saratoga Road
Saratoga Springs, UT 84045
City Council Chambers, 4th Floor

Proposal Deadline: **February 23 at 5 p.m. MT**
Electronic submission

The City of Saratoga Springs (“City”) is accepting proposals from qualified architectural firms (“Architect”) to enter into a Construction Manager/General Contractor (CM/GC) process to design and construct a future Fire Station. A tentative site for the project is located to the north of the City’s Public Works Facility located at 213 N. 900 E. It is **mandatory** that all interested parties attend the Pre-Proposal Meeting identified above. All questions after the Pre-Proposal Meeting must be submitted through Utah Public Procurement (U3P) website. Under no circumstance shall potential Architect firms contact the City other than through the U3P) site.

Interested parties are responsible for monitoring the U3P website for information concerning the RFP and any addendum issued.

<https://utah.bonfirehub.com>

Proposals will be received by the City until 5:00 p.m. on February 23, 2026. Bids may only be submitted through the U3P bidding site (“U3P”). The City will not accept any proposal submitted by facsimile, or any method other than that stated in the RFP. Any proposal that

is received after the due date and time and through the U3P site will not be accepted. If it becomes necessary to revise the RFP in whole or in part, an addendum will be provided to all proposers on record through the U3P site.

The City may award a contract based solely upon the merits of the initial proposal, with or without an oral commentary by the proposers. In light of this possibility, proposers should present the most favorable price and service available. If the City deems necessary, a few firms may be selected based on cost, quality, and experience to interview and present to the City. The City would like to begin work as quickly as possible and firms selected will be expected to begin work within 14 days after the proposal is approved by the City Council.

The information provided herein is intended to assist firms in the submittal of proposals necessary to properly respond to this RFP. The RFP is designed to provide interested proposers with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data therefrom. Proposers are at liberty and are encouraged to expand upon the specification written herein. The City will not be liable for any costs incurred in the preparation or presentation of the proposal. The City reserves the right to cancel or modify this solicitation at any time it deems necessary, in its sole discretion.

All provisions of the agreement must be in compliance with established state and local laws.

We look forward to reviewing your proposal and to working together with the selected team in the successful development of the project.

Sincerely,

A handwritten signature in cursive script, appearing to read "Owen M. Jackson".

Owen Jackson
Assistant City Manager

SARATOGA SPRINGS CITY HALL & LIBRARY FACILITY

1. NOTICE TO PROFESSIONALS

Through this **Request for Proposals (RFP)**, the City of Saratoga Springs (hereinafter the 'City') is soliciting competitive sealed proposals from qualified Architectural firms to provide designs and specifications, as well as contract administration services, for the proposed Fire Station Facility. The City intends to compare and evaluate all eligible submittals and select the most qualified firm as outlined in subsection 4.13 EVALUATION CRITERIA of this request. This is a Request for Proposals only and should not be interpreted as a solicitation for services or as a contract for services. Submittals should be comprehensive, concise, and directly responsive to the goals and format as outlined in this RFP.

2. BACKGROUND

The City of Saratoga Springs is in the process of constructing a new Fire Station on a site north of our existing Public Works Facility located 213 N. 900 E. (See Addendum A). The City estimates the proposed station would have an approximately 23,000 SF footprint.

The City anticipates the following uses in the facility, but final determination will be part of the design process:

Administrative Offices:

- Fire Chief Office
- Deputy Chief Office
- EMS Division Chief
- Fire Division Chief (future)
- Training Officer (future)
- Battalion Chief Office
- Captain Office
- Support Staff workstations

Operations & Support:

- Five (5) pull-through apparatus bays
- Medical supply room
- Decontamination room
- PPE room
- Apparatus tool room
- SCBA fill/compressor room
- Utility and dirty utility rooms
- Secure medical storage

Training:

- Training room (50-person capacity)
- Training Tower

- Exterior Training Ground

Living & Station Areas:

- Dormitory rooms - 12
- Kitchen
- Day room
- Physical fitness room
- Laundry
- Lockers and showers
- Restrooms
- Janitorial and general storage
- Report Writing Workstation

This RFP is for all aspects of the project designs including:

- Preliminary design
- Site and utility improvements
- Coordination with RMP
- Interior and exterior finishes
- Architectural engineering and design
- Structural engineering design
- Mechanical engineering and design
- Electrical engineering and design
- Interior and exterior site CCTV security system design
- Implementation of the City's existing key card security system for building access
- Telephone/Data structured cabling systems
- Audio/Visual systems
- Intrusion detection systems
- Construction management

Budget

The overall project budget is estimated between \$10,000,000 and \$13,000,000.

3. SCOPE OF WORK

The City is requesting design, engineering, and contract administration services for the Fire Station. Consultant will prepare and deliver complete construction drawings and specifications for all proposed improvements and provide contract administration as well as construction inspection including any Special Inspections needed for all building improvements. Plans are expected to include site work with wet and dry utilities, building designs, structural and foundation designs, HVAC, plumbing, electrical, and fire protection system designs. Scope of work includes all services related to project design including site coordination, utility locating, surveying and geotechnical study and evaluation as well as the preparation of complete plans, specifications and contract documents for the project. The services provided shall include, but not necessarily be limited to, those outlined below:

- A. **Planning and Preliminary Design:** This planning and preliminary design phase should include a needs assessment and building sizing task to assist City to verify the future building will meet its needs. Consultant shall work with City staff to prepare designs and floor plans for the proposed buildings consistent with requested layouts and uses. Consultant will also be responsible for survey and geotechnical investigations, as necessary, to document existing site and soil conditions to complete designs on all aspects of the project.
- B. **Utility Location:** The Consultant will be responsible for locating existing utilities onsite, determining utility removals or relocations as needed to implement the proposed design and for determining all required points of connection. The Consultant will incorporate the utility information into the designs and identify any utility conflicts. The Consultant will provide details for the relocation of utilities that are in conflict with any work within the work areas, and will coordinate and gain design approvals from all utility companies and other applicable entities.
- C. **Design and Preparation of Construction Documents:** The Consultant shall provide to the City the plans, specifications and design criteria to be used for the projects including but not limited to the following:
 - A. Site improvements
 - B. Interior and exterior finishes
 - C. Architectural Engineering and Design
 - D. Structural Engineering Design
 - E. Mechanical Engineering and Design
 - F. Electrical Engineering and Design
- D. **Project Team Meetings:** Local involvement from City staff is expected. The City is also in the process of selecting a Construction Manager/General Contractor (“CM/GC”) for the project. Several informational meetings and work sessions with the City will be required. Coordination will also be required with various utility companies with regards to utility connections and services.
- E. **Site Visits:** The Consultant shall plan for an appropriate number of site visits to understand the nature of the project and to be familiar with the elements of the project that will require special attention.
- F. **Exhibits:** The Consultant shall prepare and submit colored elevations, material boards, or other design exhibits required for Planning Commission or City Council meetings.
- G. **Final Design:** The Consultant shall provide a complete final design package to City that will include all drawings, specifications, standards, schedules, and documents necessary to construct and bid the project. The Consultant shall also provide the following as part of the design package:

1. Geotechnical Field Investigation and Analysis Report
 - Foundation and slab design (apparatus bays are heavy-load)
 - Pavement section design
 - Seismic site classification
 - Groundwater evaluation
 - Potential liquefaction/expansive soils
 - Frost depth confirmation
2. Topography and site survey support services, including an ALTA/NSPS
 - Define the exact legal boundaries of the fire station site
 - Identify any existing Easements
 - Rights-of-way
 - Encroachments
 - Will also be Needed for a Plat creation which will be required per Planning prior to the Site Plan
 - Title work
3. Utility location identification and relocation plans
 - Subsurface Utility Engineering (SUE) — Optional - Could be done but given the property has been Agricultural there are unlikely to be any utilities of concern.
4. Drainage/Hydrology Study
 - Detention/retention requirements
 - Groundwater issues
5. Complete site plans including horizontal and vertical controls, pavement designs, lighting (photometric), drainage designs, grading, truck turning and access exhibits, fencing, landscaping, and irrigation.
6. Complete utility designs including drainage, sewer, culinary water, electrical, lighting, telephone, cable, gas, utility connections, and computer system networking designs.
7. Complete building designs including foundation, framing, plumbing, water, electrical, HVAC, and all interior and exterior finishes as required to meet current building, plumbing, mechanical and electrical codes and to maintain proper levels of heating and ventilation.
8. Detailed engineers/architects estimate(s).
9. Bid packages conforming to City forms and procurement rules. The provided design package shall comply with all applicable building, plumbing, mechanical, and electrical codes as well as applicable OSHA requirements and City, MUTCD, and AASHTO design and construction standards, specifications, rules, regulations and practices.

G. Assistance in advertising the project: The City will advertise the project for bid. The Consultant shall assist in the bidding processes including the preparation of any addendums and responses to RFI's.

H. Project Administration/Management Services: The Consultant will perform all construction administration and management duties for this project, including:

1. Periodic site visits (the City will perform day to day inspections on site and utility work only).
2. Evaluate material testing reports
3. Review all submittals
4. Documentation
5. Payment estimates with recommendation for payments as determined by on-site milestone inspections.
6. Project accounting
7. Project meetings
8. Project Close-out

4. INSTRUCTIONS TO PROPOSERS

4.1 PROJECT TIMETABLE

The following timetable has been established for this project. LATE PROPOSALS WILL NOT BE ACCEPTED.

- **Pre-Proposal Meeting (on-site; mandatory) February 12, 2026, at 10:00 a.m. at the Saratoga Springs City Hall in the City Council Chambers at 319 S. Saratoga Road, Saratoga Springs, UT 84045**
- **Closing Date for Receipt of Proposals February 23 at 5:00 p.m. via the U3P site**
- **Potential Interviews, March 2, Time: TBD**
- **Kickoff Meeting/Commencement of Design Work within 14 days after the City Council approves the proposal.**

4.2 PRE-PROPOSAL SITE VISIT

Proposers are strongly encouraged to visit the proposed site and examine the conditions prior to submitting their proposals see Addendum A.

4.3 PROPOSALS EVALUATION

The procedure for response to this RFP, evaluation of proposals, and selection of a Consultant is as follows:

1. Interested entities will prepare and submit their proposals according to the Project timetable contained in Subsection 4.1
2. The City and/or its representatives will evaluate all submitted proposals in accordance with the evaluation criteria as outlined in Subsection 4.13.
3. A Professional Services Agreement incorporating the provisions, terms and conditions of this RFP will be executed between the City and the selected Consultant.

4.4 PROPOSAL SUBMISSION – ELECTRONIC SUBMISSION

Proposals will be received by the City until 5:00 p.m. on February 23, 2026. Bids may only be submitted through the U3P Site. The City will not accept any proposal submitted by facsimile, or any method other than that stated in the RFP. Any proposal that is received after the due date and time and through the U3P site will not be accepted. If it becomes necessary to revise the RFP in whole or in part, an addendum will be provided to all proposers on record through the U3P site.

4.5 PROPOSAL ORGANIZATION AND CONTENT

All requested documentation must be included. The proposal must include (in the following order):

- A. Transmittal letter stating the respondent's intent to participate in the contract. The letter of transmittal shall be on official business letterhead and shall include the following:
 1. A statement that the respondent will comply with all terms and conditions as indicated in the RFP.
 2. A statement indicating whether the respondent is a corporation or other legal entity.
 3. A statement of affirmative action that the respondent does not discriminate in its employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, or handicap.
 4. A certification statement to the effect that the person signing the proposal is authorized to do so, on behalf of the respondent.
 5. Names of the key contact persons with their title and telephone numbers. Also, indicate first and second back-up contact persons if the person signing the proposal is not available to take a call from the City.
 6. Name and complete mailing address of the respondent along with telephone number and email.
- B. Comprehensive RFP response including all requested information and documentation, each subject section in the document shall be tabbed for quick reference. The proposed price shall be inclusive of all costs to complete the work including but not limited to travel, equipment, testing, and plan reproduction costs. Proposals shall also include a copy of current billing rates for key personnel. The proposal response shall include at a minimum the following sections:
 1. Executive summary (two pages maximum)

2. Organizational chart showing the team involved including individual members, all organizations, relationships, and breakdown of responsibilities, and the percentage of work that is expected to be performed locally. Indicate other offices/locations that might provide services along with a percentage of work to be performed at those locations
3. Proposer Qualifications: This section should describe the proposer's experience on similar projects, including the individual team members' involvement on the specific projects described. Project information, such as photographs and plans for the identified projects should be briefly included. Resumes of principals and other key staff scheduled to participate on the projects should be included. For all major participants, note the approximate full time equivalent hours to be devoted to the project. Provide a minimum of three references, including name, address and telephone number, of persons who can attest to performance on relevant projects.
4. Work Plan: This section should describe the methodology and process proposed to be used to complete the scope of work defined in Section 3, including any potentially innovative or creative solutions for the project. It should address the proposed schedule for the Consultant's work, identify any proposed strategies to be used to control costs, maximize construction economy and insure operational effectiveness; describe outputs to be delivered; and identify advantages of the proposal to the City.

4.6 ORAL PRESENTATION

As part of the proposal evaluation process, selected proposers may be invited to make oral presentations to the City. These presentations must be made by the same project team personnel who will be assigned to the project should the proposer be awarded a contract.

The City is planning to hold oral presentations with selected firms on Monday, March 2 if needed. Firms will be notified by 5:00 p.m. on February 25 if they are selected for an oral presentation. The purpose of the presentation will be for the City's selection committee to meet the key staff members involved with the project and to ask any additional questions about the firm's submitted proposal. Firms will not be asked to develop or present additional information for the presentation.

4.7 SUBMITTAL OWNERSHIP

All proposals (and the information contained therein) shall become the property of the City. Proposers should carefully consider the items submitted before submitting items that would not be disposable to the proposer. Proposals submitted may be reviewed and evaluated by any persons at the discretion of the City. No proposal shall be returned to the respondent

regardless of the outcome of the selection process. Cost for developing proposals and making proposal presentations are entirely the responsibility of the proposer and shall not be chargeable in any manner to the City.

4.8 CITY USE OF PROPOSAL IDEAS

The City reserves the right to use any or all ideas presented. Selection or rejection of the proposal does not affect this right.

4.9 QUESTIONS AND CLARIFICATIONS

Questions regarding this RFP should be submitted in writing through the U3P site or be directed to:

Owen Jackson – Assistant City Manager

Ojackson@saratogaspringscity.com

Business Hours: M-Th 7:00 a.m. to 6:00 p.m. MT

4.10 ACCEPTANCE OF PROPOSAL

- A. The City reserves the right to reject any or all proposals for any reason and or waive minor irregularities when to do so would be in the best interests of the City. Minor irregularities are those which will not have a significant adverse effect on overall competition or performance levels.
- B. The responding party agrees that the City may terminate this procurement procedure at any time, and the City shall have no liability or responsibility to the responding party for any costs or expenses incurred in connection with this RFP, or such party's response.

4.11 DISQUALIFICATION OF PROPOSAL

- A. The City reserves the right to reject any and all proposals received by reason of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the City. The City may or may not award a contract solely on the basis of this RFP and will not pay for the information solicited or obtained. The information obtained will be used in determining the proposal that best meets the City's needs and is the most advantageous proposal received. No oral, telegraphic or telephonic proposals or modifications will be considered.
- B. The occurrence of any of the following may result in disqualification of a proposal:
 - 1. Failure to respond by the established submission deadline.
 - 2. Failure to completely answer all questions posed in the RFP.
 - 3. Use of any other type of form or format other than those indicated in the RFP.
 - 4. Failure to provide requested documentation at the time of proposal submission.
 - 5. Illegible responses.

6. If the proposer adds any provisions reserving the right to accept or reject an award or to enter into a contract pursuant to an award, or any other unauthorized conditions, limitations or provisions.
7. If the proposer is unable to evidence a satisfactory record of integrity.
8. If the proposer is not qualified legally to contract.

THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS

4.12 WITHDRAWAL OF PROPOSAL

The proposal may be withdrawn upon request by the proposer, without prejudice, prior to, but not after, the time fixed to receive proposals.

4.13 EVALUATION CRITERIA

- A. All requirements identified in this RFP must be satisfied to insure that the proposal will qualify for consideration. The City desires to receive proposals from firms who can demonstrate operational and technical qualifications and capabilities.
- B. All proposals will be evaluated by representatives of the City to identify the proposal that best meets the needs of the City as set forth in the RFP. A component based system will be used to evaluate all proposals. A brief description of each component includes:
 1. Qualifications: This category represents an evaluation of the Consultant's understanding of the City Hall and Library Facility project and the technical approach to be used to meet the City's needs for site analysis, design, and construction management and daily inspections.
 2. Key Personnel: This category deals with the experience level of key personnel proposed for this project and the proposer's willingness and demonstrated ability to work effectively with the City. Experience relates to the overall assessment of the proposer's assigned personnel. Evaluation will be based on resumes that are provided, direct contact with identified current and previous clients, submitted information in response to the RFP, and the oral interviews
 3. Project Approach: This category represents an evaluation of the Consultant's plan for managing the project including information acquisition, design, bidding, construction management, and construction inspection. This category will also evaluate the Consultant's proposed start and completion date for the complete design.
 4. Project and Client Experience: This category deals with the proposer's performance on similar prior projects and the proposer's willingness and demonstrated ability to work effectively with the City. Experience relates to the overall assessment of the proposer's assigned personnel. Evaluation will be based on resumes that are provided, direct contact with identified current

and previous clients, submitted information in response to the RFP, and the oral interviews.

5. Fee and Schedule: Proposals shall include the consultant's fee for the project including all tasks associated with the scope and project approach. For each of the design activities as outlined in Section 3, submit a worksheet showing tasks and staff-hours, staff classification, and billing rates of each staff member assigned. A proposed schedule shall also be included. The City requests that the fee proposal be submitted as follows:
 - a. Base Bid – All preliminary and final design and architectural services
 - b. Planning and Preliminary Design Phase Cost
 - c. Design and Preparation of Construction Documents Cost
 - d. Project Administration/Management Services Cost

The contract will be based on a lump sum fee for the base bid amount plus any additive alternates awarded. Payment will be monthly during the design phase based on invoices indicating percentage of design completion. Construction Management and Inspection will be based on estimated hours and rate sheets included in the proposal for construction. Proposals shall include the billing rates for the Architect (and any sub-contractors) which will be made part of the contract. In the event there is a modification to the contract scope, these rates shall be the basis for fee modifications - it is important that the submitted rate schedule is comprehensive and all-inclusive. No modifications to the rates will be permitted during the contract period.

5. GENERAL REQUIREMENTS

5.1 AMENDMENTS

No oral modifications or amendments to this RFP shall be effective. If it becomes necessary to revise any part of the RFP, an addendum will be provided through the U3P site.

5.2 EMPLOYMENT STATUS VERIFICATION

Consultant shall register and participate in the Status Verification System and comply with Utah Code Annotated Section 63G-11-103 of the Identity Documents and Verification Act. Consultant shall, by contract, require its contractors, subcontractors, contract employees, staffing agencies, or any contractors regardless of their tier to register and participate in the Status Verification System and comply with Utah Code Annotated Section 63G-11-103 of the Identity Documents and Verification Act.

Consultant shall also agree to abide by the Federal and State regulations pertaining to Equal Opportunity Employment that requires project participants not to discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability,

or national origin. The City will make every effort to ensure all bidders are treated fairly and equally throughout the entire advertisement, review, and selection process.

5.3 COMPENSATION FOR SERVICES

The City intends to enter into a professional services contract covering the projects outlined in this RFP. Failure of the successful proposer to enter into a written contract may result in cancellation of the award. Compensation for the services rendered will be based on a task completion basis and may not exceed the fees provided in the response to this proposal.

5.4 NON-COLLUSION

Consultant shall guarantee that the proposal submitted is not a product of collusion with any other bidder and no effort has been made to fix the proposal price of any bidder or to fix any overhead, profit, or cost estimate of any proposal or its price.

5.5 OMISSIONS

Should the RFP not contain sufficient information in order for the firm to obtain a clear understanding of the services required by the City, or should it appear that the instructions outlined in the RFP are not clear or contradictory, the Consultant may obtain written clarification from the City at least 24 hours prior to the required time and date for proposal submission. The Consultant shall include a copy of the written clarification with its submission.

ADDENDUM A

