



**Request for Proposals:
Construction Manager General Contractor (“CM/GC”) services for new construction of the
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 10 a.m. MT**
319 S. Saratoga Road
Saratoga Springs, UT 84045
City Council Chambers, 4th Floor

Proposal Deadline: **February 23 at 5:00 p.m. MT**
Electronic submission

The City of Saratoga Springs (“City”) is accepting proposals from qualified firms 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 U3) 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,



Owen Jackson
Assistant City Manager

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1. INTRODUCTION AND OBJECTIVE

Through this Request for Proposals (“RFP”), the City of Saratoga Springs (“City”) intends to solicit competitive sealed proposals from qualified Construction Manager General Contractor (“CM/GC”) firms for the design and construction of a new Fire Station to meet the growing needs of the City. The new Fire Station will be built on open undeveloped land owned by the City north of the City’s Public Works facility located approximately at 213 N. 900 E. The City estimates the proposed station will 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

Site Improvements shall include: Parking areas, asphalt and concrete access, curb and gutter, concrete flat work, storm drainage facilities, landscaping, site lighting, subsurface utilities, etc. It is anticipated that utilities will need to be extended from their existing location to the site, along with the road fronting the property.

The City seeks to hire a qualified CM/GC firms to guide the city through design and construction for the proposed building. The City anticipates hiring qualified firms (CM/GC) to provide design assist services. The CM/GC firms shall work proactively with the City and its selected Architect to design and construct a project that meets the needs of the City.

The City is concurrently soliciting proposals from firms to begin the needs assessment and design for the building, which the selected CM/GM firm will participate as appropriate.

Geotechnical studies will need to be performed for the site, but generally it has been used for agricultural purposes prior to purchase by the City.

The City anticipates this project to consist of two phases. Phase 1 will be the design phase of the project. Firms shall provide a proposal, including cost, for the design portion of the project including construction design plans. Phase 2 will consist of the construction of the building. Proposal shall include the costs for Phase 1 and Phase 2 separately.

Budget

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

2. NOTICE TO PROFESSIONALS

Through this RFP, the City is soliciting competitive sealed proposals from qualified CM/GC firms to provide designs and specifications, as well as contract administration services, and construction services for a proposed Fire Station. The City intends to compare and evaluate all eligible submittals and select the most qualified firms as outlined in subsection 6.9 EVALUATION CRITERIA of this request. This is a Request for Proposals only and should not be interpreted as an offer or as a contract for services. Submittals should be comprehensive, concise, and directly responsive to the goals and format as outlined in this RFP.

3. BACKGROUND

The planned new Fire Station is planned for property owned by the City located north of the City's Public Works facility at 213 N. 900 E. (See Addendum A). The City estimates the proposed building would have approximately an 23,000 sq. ft. footprint..

This RFP is for all aspects of the project design and construction including:

- Preconstruction

- Project schedule development
- Schematic design review and cost estimating
- Value engineering
- Development of final design and cost estimating, including furniture, fixtures, and equipment.
- City site approvals
- Preparation of construction documents inclusive of:
 - site and utility improvements
 - coordination with Rocky Mountain Power for transmission and distribution power line overhead to underground conversion
 - 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
- Procurement and long lead management
- Construction of building and site
- Construction management
- Contract administration
- Project close out

4. SCOPE OF PROJECT

The new Fire Station will be built on open undeveloped land owned by the City and located north of the City's Public Works facility located at 213 N. 900 E. (See Addendum A).

The City anticipates using a CM/GC delivery method for this Project and expects to select the CM/GC firm through this RFP process.

The CM/GC will be engaged early in the project and services provided shall include, but not necessarily be limited to, those outlined below:

- Preconstruction services including constructability review, Value engineering, and preliminary cost estimation. The CMGC shall provide up to date estimates consistent during design.
- Scheduling, phasing, and site logistics input.
- Collaboration with the architect and city stakeholders to ensure design intent and budget alignment.
- Transition to construction services upon successful negotiation of the Guaranteed Maximum Price (GMP).

It is anticipated that the CM/GC will provide multiple detailed construction estimates during the design phase, (1) at Schematic Design, (1) at Design Development, & (2-3) during Construction Documents leading to a Guaranteed Maximum Price (GMP) (refer to the Anticipated Schedule).

For the purposes of preparing Proposal documents, the City expects/anticipates that coordination meetings could be held weekly, biweekly or even monthly, depending on timing for different phases of the work. During the Design Phase, CM/GC firms should expect 15-20 meetings with the City and the architect. Additionally, the CM/GC may be expected to participate in 10-15 additional coordination meetings with the architect and the architect's Consulting Engineers, as required, for a complete project understanding. These meetings will be in addition to all construction meetings, phone calls and email coordination as needed.

Existing Site and Utilities

The site is currently owned by the City and does not have utilities nor a paved road accessing the site. Both of these will need to be included in the construction plans for the facility.

Service Access/Construction Access & Staging

The Site should provide ample room for construction of the new planned facilities as well as access and staging for the CM/GC.

A safe worksite must be maintained at all times. Worksite safety is the responsibility of the CM/GC.

The CM/GC will be required to fence, or otherwise temporarily enclose, the site during construction to prohibit / control public access.

Emergency vehicle access must be maintained by the CM/GC and subcontractors at all times to and from the existing and the new planned facilities.

The site shall follow the City's storm water pollution prevention regulations including but not limited to installing silt fencing and other control measures.

Unidentified or Unknown Risks

Other unidentified or unknown risks may exist. Unknown or unidentified risks and potential mitigation will be identified by CM/GC, coordinated, and resolved in a timely manner between the City, the architect and the CM/GC.

It is required that the CM/GC will engage in detailed discussions over key constructability issues, including construction sequencing, access to the infrastructure, etc. before the design is finalized, thereby reducing risks during construction.

CM/GC Work Phases

The CM/GC Work for the Project consists of Two Phases: A Pre-Construction, or Design Phase, and a Construction Phase. Additional information about these phases is provided below.

CM/GC Design Phase Services

The Preconstruction or Design Phase Services generally includes, but is not limited to: providing assistance to and coordinating with the City and the City's contracted architect for the schematic and design development phases; providing recommendations for specific language to incorporate into the construction documents; a conceptual construction schedule; construction cost estimates at major project milestones; other unspecified tasks as they arise that are needed for a full and complete design of the project. The CM/GC will be required to do takeoffs using design drawings.

In general, tasks may include: attending design coordination meetings; providing input & recommendations; commenting and providing objective feedback on materials and methods identifying and proposing mitigation for potential conflicts and risks; assisting the City with risk management; providing the City with detailed construction cost estimates and proposed cost control measures; constructability reviews; staging and construction sequencing strategies; material procurement strategies; construction schedule development; design drawing and constructability reviews; and other items and areas related to the constructability of the Project. The CM/GC shall assist the City and the City's contracted architect in maintaining the Project's construction costs within the proposed construction budget and scheduling for the duration of construction to keep within the project schedule.

The CM/GC is not allowed to proceed into construction unless the City agrees that the price provided, as part of a guarantee to complete the project, or a portion of the project, (and independently evaluated) is fair, reasonable, and defensible.

More specific items of scope under this phase shall include but are not limited to:

Design:

During the Design Phase, the CM/GC shall be expected to assist and advise the City and the City's contracted architect, as follows:

1. Advise as to the constructability and expected construction costs associated with the proposed Schematic Designs and Overall Site Plan, using the architect's Schematic building plans, sections and elevations, virtual models, perspective sketches, etc. At the onset of the CM/GC's engagement, the architect will present the Schematic Designs and overall Site Plan to the Project Team Members, including the CM/GC, for input and feedback.

2. Provide objective recommendations and professional opinions as to construction cost and constructability for specific areas of the proposed design, such as: Interior Office Space, Meeting Areas, Computer Stations, shop, Restrooms, Storage, Safety Equipment, Insulation, Mechanical, Plumbing, Electrical, etc..
3. Provide recommendations regarding site development strategies, including, but not limited to: Excavation, landscaping & irrigation systems; foundation drainage systems; asphalt, concrete flat work and related finished site conditions; curb, gutter and storm drainage systems, including on-site retention; site utilities and buried infrastructure improvements.
4. As to language and specific information to be incorporated into the final Construction Set of documents for Bidding and Construction purposes.
5. Provide regular Cost Estimates to coincide with the Project's design milestones (SD, DD, 30% CD, 60% CD && 90% CD) to ensure the proposed design aligns with the City's allocated construction costs. Prior to commencing construction, the CM/GC shall provide the City with a Guaranteed Maximum Price (GMP) for City approval.

Project Coordination:

6. Coordination with the City's Project Manager and Project Team Members, including the City's contracted architect, in all design phases of the Project, according to the Project Approach and Project Schedule submitted by the architect and accepted by the City. Throughout the design phase of the Project City expects/anticipates that design coordination meetings could be held weekly, biweekly, or even monthly, depending on timing for different phases of the work. For estimating purposes, proposing firms should assume a minimum of 15-20 Project Team meetings as well as at least an additional 10-15 coordination meetings with the Design Team. Any meetings will be in addition to all regular phone calls, emails or other necessary communication and coordination needed during the design phase of the Project.
7. Coordination with the City's contracted architect beginning at the completion of the Schematic Design level by the architect. Coordination will include CM/GC review of construction materials, means and methods, cost estimating, project phasing, etc.
8. Coordination for all Permitting, Inspections, Public Utilities (natural gas, power, etc.) and other similar requirements.
9. Coordination with the City and the City's contracted architect throughout the bidding phase of the Project. This coordination will include regular updates to the City regarding project progress, cost estimates, ordering of buildings and other materials, phasing, etc.
10. Assist/advise the City's contracted architect with Preparation of Construction Documents. The Construction Documents will include complete Project Drawings and Specifications and Contract Documents that establish, in detail, the quality, quantity and levels of

materials and systems required for construction of the Project. Presentation of 30%, 60%, and 90% Construction Documents will be provided by the architect to the City for review. The Construction Documents will be in sufficient detail at 90% for the CM/GC to produce a preliminary Guaranteed Maximum Price (GMP) to construct the overall Project. Construction Documents at 100% will be used by the CM/GC to present to and negotiate with the City for a final GMP to construct the Project. At all stages, the architect will provide a review of the proposed GMP provided by the CM/GC on behalf of the City and provide comments and recommendations accordingly.

Please provide any additional details, information or recommendations that the CM/GC firm suggests be included or evaluated by the City as part of the CM/GC Proposal review process.

CM/GC Construction Phase Services

This phase of the Project generally consists of the CM/GC furnishing and installing all work as required by the Contract Documents. (Please note that the work of the Construction Phase may be bid in multiple stages or phases, depending upon the CM/GC's recommendation relative to cost and achieving the desired construction completion date.) The CM/GC shall construct, provide assistance to, and coordinate with, the City and the City's contracted architect for the complete construction of the Project which includes but is not limited to: new buildings, site work, etc. as described herein and shown on attached exhibits, and as represented in the design plans, as well as other unspecified tasks as needed for the full and complete construction of the Project. It is expected that the CM/GC shall provide all of the above for all aspects and needs of the Project during the construction phase.

More specific items of scope under this phase shall include but are not limited to:

Construction:

1. Complete Project Construction – The CM/GC shall provide complete construction of the Project throughout the duration of the construction phase of the Project. This shall include but not be limited to: all home offices and or in the field personnel, equipment, labor, tools, overhead, etc. necessary to successfully complete construction of the Project in a timely and efficient manner. This Work shall commence on the date of Notice to Proceed and continue through construction, closeout and up to the date of final acceptance of the Project by the City. The construction period is anticipated to be approximately 12 to 15 months. The city may not proceed directly into construction after the design period, with the general intent to target the most ideal timeline for competitive bidding. The CM/GC will advise the City on when the most ideal time competitive bid for the best pricing. Construction of the Project will include all costs associated with General Conditions.
2. Construction Supervision and Management – The CM/GC shall provide complete construction supervision and management services throughout the duration of the construction phase of the Project. This shall include but not be limited to: all home offices and or in the field personnel, equipment, labor, tools, overhead, etc. necessary to

successfully complete construction of the project in a timely and efficient manner. This Work shall commence on the date of Notice to Proceed and continue through construction, closeout and up to the date of final acceptance of the Project by the City. The construction period is anticipated to be approximately 12 to 15 months. The city may not proceed directly into construction after the design period, with the general intent to target the most ideal timeline for competitive bidding. The CM/GC will advise the City on when the most ideal time competitive bid for the best pricing. This construction supervision and management Work will include all costs associated with General Conditions.

Throughout the construction phase of the Project City expects, anticipates that construction coordination meetings could be held weekly, biweekly or even monthly, depending on timing for different phases of the work. These meetings listed above will be in addition to all regular phone calls, emails or other necessary communication and coordination needed during the construction phase of the Project

3. Self-Performed Work – The CM/GC will be allowed to self-perform work. This work must be billed for at actual cost incurred plus the CM/GC Multiplier. Actual costs for self-performed work will be subject to audit. No billing rates will be allowed. The CM/GC must specifically state in the Management Plan proposal what self-performed work they intend to execute (i.e. concrete flat work, building erection, landscaping, civil site work, etc.).

The CM/GC must bid out its self-performed work. The CM/GC 's bid will then be evaluated by City and must be determined to be the best value bid for the self-performed work to be awarded to the CM/GC.

The CM/GC can propose to self-perform work that was not proposed in the Management Plan proposal provided that this work is completed in a competitive bid or value-based selection process and advertised as would normally be required. The cost of any work that is self-performed, including allowed markup, will be part of the established GMP.

4. Subcontracted Work – The CM/GC will be allowed to subcontract work. This work must be billed for at actual cost incurred plus the CM/GC Multiplier. Actual costs for subcontracted work will be subject to audit. No billing rates will be allowed. The CM/GC must specifically state in the Management Plan proposal what work they intend to subcontract out (i.e. concrete flat work, building erection, landscaping, civil site work, etc.).

The CM/GC must bid out its subcontracted work. The subcontractors bids will then be evaluated by City and the City's contracted architect and must be determined to be the best value bid for the subcontracted work to be awarded to a particular subcontractor.

The CM/GC can propose to subcontract work that was not proposed in the Management Plan proposal provided that this work is completed in a competitive bid or value based selection process and advertised as would normally be required and prior written approval is given by the City authorized representative. The cost of any work that is subcontracted, including allowed CM/GC Multiplier, will be part of the established GMP.

The construction phase PEMB for will be competitively bid during the construction bid process.

Budget and Finances:

5. Guaranteed Maximum Price (GMP) – The CM/GC shall provide the City with a Guaranteed Maximum Price (GMP) which is the final price that the CM/GC agrees to accept in full performance of a Construction Manager/General Contractor Agreement (CM/GC Agreement) and is based on the final contract drawings and specifications. The GMP shall include all fees and percentages required by this RFP, as well as the costs for general conditions and all work as required in the Contract Documents.

Please note that since the work may be completed in project phases and bid packages, the successful CM/GC will be required to submit a GMP for each of these phases and packages of the Work. The sum or total of all the GMPs for these phases of the Work shall be the final GMP. Except for the Design Phase Fee, all other GMPs for phases of the Work shall become part of the CM/GC Agreement by modification. The final GMP is normally determined at the completion of the contract documents and receipt of subcontractor's bids. However, a GMP may be negotiated at an earlier point as may be needed by the City.

Owner controlled Contingency – The City will maintain a Construction Contingency throughout the course of construction. The City, architect and CM/GC will determine an appropriate contingency percentage at the time an agreed upon GMP is established (expected between 5%-8%). The amount of the contingency may be reduced after construction milestones are achieved, and the City may elect to incorporate additional elements to the Project using any contingency money. These project additions would be incorporated via formal Change Order, in which case the CM/GC shall provide construction costs and schedule impacts, if any, associated with the proposed change. This Owner controlled Contingency will be in an amount, determined by the City, and inclusive in the overall Project budget, to properly account for potential increased cost due to changes in the work, made at the discretion of the City, that were not anticipated by the City and are beyond the control of the City and or the CM/GC at the start of the program and for possible cost escalation(s), if any. The Owner controlled Contingency is a fund allocation intended to cover, but is not limited to, the following:

- a. Owner directed design or scope changes;
- b. Design revisions, changes or clarifications not represented in the Construction Documents used as the basis of the GMP (i.e. changes in the Documents between the 90% CD Set and Final Construction Set);
- c. Design errors or omissions;
- d. Unforeseen conditions;
- e. Possible material cost escalations, if any;

At the conclusion of Construction, any unused funds, allowances or contingency dollars, whether identified within the Construction Documents or by the CM/GC, shall be retained by The City of Saratoga Springs.

Contracts:

6. CM/GC Contractual Responsibility – The CM/GC shall provide construction expertise and contract management and to be contractually responsible for price, schedule and quality during construction.
7. CM/GC Contract – It is anticipated that the City and the selected CM/GC will enter into a two-part contract for the proposed Work on the Project. Award of the Project and approval to enter into a Contract with the selected CM/GC may only be approved by the City of Saratoga Springs Council. The initial phase of the Contract shall be for the Pre-Construction scope. The City reserves the right to not enter into the second phase of the Contract for general construction.
8. Insurance and Bonds – As a contract is awarded and then proceeds, the CM/GC must furnish the City with all appropriate Bonds and Insurance as required by the Contract Documents, including but not limited to appropriate insurance, Bid Bond(s), Performance Bond(s), Payment Bond(s), etc. Insurance must be at least equal to statutory limits and Bonds must be for the full value of design phase services and or construction costs for the scope of work to be completed.

Contractor is requires to carry builders risk insurance during construction.

General Information

9. CM/GC Qualifications – The selected CM/GC firm shall be responsible to ensure that all personnel working under this Project be qualified through training, experience, and appropriate certification for the tasks assigned and shall have a working knowledge of industry best practices and pertinent laws in the State of Utah. The selected CM/GC firm agrees to make the personnel available to complete the work on the contract at whatever level the Project requires.
10. Progress Payments – Progress payments may be requested with this work. Progress payments during the Pre-Construction Phase are expected at regular monthly invoicing. Progress payments during the Construction Phase will be paid monthly based upon the percentage of actual work completed to date, and in accordance with the Construction Documents. These progress payments shall be reviewed and approved by the architect and City’s Project Manager via monthly Applications for Payment. Penalties may be assessed for failure to perform in a satisfactory manner or within the allotted time frame of the Contract.
11. Applicable Federal and State Regulations – The selected CM/GC firm shall conform to all applicable local, state and federal regulations including, but not limited to, having a current professional license to perform this work in the State of Utah.

12. Authorization to Begin Work – A Notice to Proceed may be issued by City only after the Project is awarded and the Contract is signed by all parties and returned to City.
13. Required Proposal Contents – Proposals must contain all information identified under Guidelines for Preparing Proposal.
14. Proposal Evaluation Procedures – The Proposals will be evaluated by the City in accordance with the criteria described under Proposal Selection Process.
15. Conditions of Proposal – All costs related to the preparation of Proposals and all related activities are the sole responsibility of the CM/GC. City assumes no liability for any costs incurred by CM/GC firms throughout the entire Proposal process.
16. Disposition of Proposals – Proposals become the property of the City, and are treated as privileged documents, and are disposed of according to City policies, including the right to reject any or all Proposals. The Proposal of the successful CM/GC firm shall be open to public inspection for a period of four years after completion of the contracted work. Proposals of CM/GC firms who are not awarded a contract shall also be open to public inspection and will be destroyed after two years from when the contract is executed with the selected CM/GC firm.

If the CM/GC selected for award has required in writing the nondisclosure of trade secrets and other proprietary data so identified, the City Contact shall examine the request to determine its validity prior to award of a contract. If the parties do not agree as to the disclosure of data in the contract, the City Contact shall inform the selected CM/GC in writing what portion of the Proposal will be disclosed and that, unless the CM/GC withdraws their Proposal, it will be disclosed. If the CM/GC withdraws their Proposal, the CM/GC will not be awarded the contract.

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 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

6. PROPOSAL 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.

6.1 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.

6.2 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.

6.3 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.

6.4 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.

6.5 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

6.6 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.

6.7 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

6.8 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.

6.9 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 Fire Station 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 Proposal:** This category will evaluate the Consultant's proposed fees.

7. 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.**

7.1 PRE-PROPOSAL SITE VISIT

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

7.2 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 7.
2. The City and/or its representatives will evaluate all submitted proposals in accordance with the evaluation criteria as outlined in Subsection 6.9.
3. A professional services agreement incorporating the provisions, terms and conditions of this RFP will be executed between the City and the selected Consultant.

8. FEE PROPOSAL.

Cost Proposals shall be submitted to Utah Public Procurement Place (U3P) site.

**Proposed Project Cost Form
For City of Saratoga Springs Fire Station- CM/GC**

NAME OF PROPOSER _____

DATE _____

The undersigned, responsive to the "**Saratoga Springs Fire Station - CM/GC** Request for Proposals" and in accordance with this "Request for Proposals" for the aforementioned Project, propose the following Fees at the prices stated below. This price is to cover all expenses incurred in the performance of the services as outlined herein and in our proposal of which this Project Cost Form is a part:

I/We acknowledge receipt of the following Addenda:

Design Phase (Pre-Construction) Services Fee - For all work during the pre-construction (Design Phase) period, I/we agree to perform for the lump sum of:

_____ DOLLARS

(\$ _____)
(In case of discrepancy, written amount shall govern)

Construction Manager / General Contractor's General Conditions - For the General Conditions associated with executing the Work as a part of the Construction Phase of the Contract, I/we agree to perform for the LUMP SUM of:

_____ DOLLARS

(\$ _____)
(In case of discrepancy, written amount shall govern)

WHICH IS BASED UPON A MONTHLY GENERAL CONDITIONS COST OF:

_____ DOLLARS

(\$ _____)
(In case of discrepancy, written amount shall govern)

THE GENERAL CONDITIONS SHALL INCLUDE THE FOLLOWING AS A MINIMUM. THE CONTRACTOR MUST SHOW AN ITEMIZED LIST OF THE ITEMS INCLUDED IN THEIR GENERAL CONDITIONS.

General Conditions

- Temporary Facilities (Project Sign, Safety, Security, Storage, Fence, etc.)
- Construction Photos (regular photo documentation and online sharing with project team)
- Field Office (GC's office, supplies, office equipment, Construction Management software/online portal, etc.)
- Mobilization (mobilization and demobilization)
- Communication (internet service, cell phones, etc.)
- Temporary Utilities and Services (gas, water, electric, portable toilets, etc.)
- Winter Conditions
- Erosion control/SWPPP
- Clean-up / Support

Construction Supervision and Management Fee (includes Contractor's Overhead and Profit) - For all work during the Construction Phase of the Contract for the supervision and management of the Project, I/we agree to perform for the percentage of the Cost of Construction (agreed upon GMP):

_____ PERCENT

(_____ %)
(In case of discrepancy, written amount shall govern)

Contractor's Performance & Payment Bond and Insurance - For all work during the Construction Phase of the Contract, I/we agree to provide Bond & Insurance coverage based upon the indicated percentage of the Cost of Construction (agreed upon GMP):

_____ PERCENT

(_____ %)
(In case of discrepancy, written amount shall govern)

Contractor Change Order Markup - For all work added to the contract by Change Order above and beyond the Construction Budget, I/we agree to add not more than **5%** to the subcontractor/ supplier costs for the additional work. Contractor shall be entitled to additional General Condition's costs if there is documented justification for a schedule adjustment (i.e. documented impact to critical path activities). An adjustment to the schedule will be accepted only after any allocated schedule "float" has been used.

Owner's Liquidated Damages Clause: I/We guarantee that the Work will be Complete, including punch-list items, within the negotiated time frame after receipt of the Notice to Proceed, should I/we be the successful proposer, and agree to pay Liquidated Damages in the amount of **\$500** per calendar day for each day after expiration of the Contract Time as stated in the CM/GC Agreement.

City's Construction Budget: With the cooperation of City of Saratoga Springs and City contracted architect, the undersigned will continue to work with due diligence to provide a Guaranteed Maximum Price (GMP).

The undersigned Contractor's License Number for Utah is _____
This bid shall be good for 45 days after bid submission.

Upon receipt of Notice of Award of this bid, the undersigned agrees to execute the contract within fifteen (15) days, unless a shorter time is specified in the Contract Documents, and deliver acceptable Performance and Payment bonds in the prescribed form in the amount of 100% of the Contract Sum for faithful performance of the contract upon final agreement of a GMP.

Type of Organization: _____ (Corporation, Partnership, Individual, etc.)

Respectfully Submitted: _____ (Printed Name of Proposer)

Organization Address: _____

Authorized Signature: _____

Each person and or entity submitting a proposal specifically acknowledges, both individually and on behalf of the submitting entity, that they have inspected the project site and understand that this Project may include exposure to natural elements, inclement weather, icy, slippery and/or wet conditions, uneven surfaces and other possible hazardous conditions associated with building construction. Furthermore, all information provided with a submitted proposal is a true and accurate representation of ability to perform the work outlined.

CM/GC Firm Representative

Date

Prices stated include all costs associated with the performance of the services specified, including materials, supervision, labor, insurance, transportation, delivery, fuel or other surcharges, demurrage, and related costs. No other charges shall be allowed. All prices and fees are stated in U.S. dollars.

CM/GC shall enter into a Professional Services Agreement with the City and a Task Order approved including the stated estimate and scope of services.

ADDENDUM A

