

Re: **REQUEST FOR PROPOSAL (RFP) to provide
Architectural/Engineering Design Services for the
GMH MRI Addition**

No communication should take place with other individuals (including Intermountain personnel, AHJ, or contractor personnel).

To Whom It May Concern:

Garfield County is pleased to request a proposal to provide Architectural/Engineering (A/E) Design Services for the County MRI Addition located at the Garfield Memorial Hospital (GMH) in Panguitch, UT.

INTRODUCTION

The MRI Suite will be on the south side connected to the GMH main building and across from the Administrative building to support a new MRI unit being installed. The hospital is at 200N 400E St, Panguitch, UT 84759.

PROJECT DESCRIPTION

The addition will consist of approximate 600sf for the MRI suite and 400sf for adjacent corridor accessing the space. Access will be out the south end via a new corridor wrapped around the side of the building as well as an interior door from the side of the building in the Imaging suite. Reference drawing attached below. No demo/remodel of existing space, nor additional parking spaces required. A new MRI unit will be installed upon completion by third party vender managed by the IH team and in coordination with the project GC. Both AE and GC must make allowances for the unit to be able to enter the new suite and be installed.

Specifications for the MIR unit requirements will be supplied.

The design will focus on providing high quality, cost-effective care through patient-centric processes and flows. All designs will employ Intermountain Health Corporate Design Guidelines.

The project scope includes construction of the new MRI suite, additional HVAC and electrical, creation of a side corridor outside existing exterior door, and finishes for the areas noted above with an estimated cost of construction noted below. Furniture will be OFOI. Infection Control barriers will be required to access the new space.

Direct Construction Cost (estimated for the areas described above):¹

Total Direct Construction Cost (Demo/Addition for 2026 start): \$1.155M

¹*Please note that these are direct construction figures only and do not include permitting/impact fees, design fees, contingencies, escalation or Fixtures, Furnishings, or Equipment (FF&E).*

REQUIRED MINIMUM QUALIFICATIONS

Invited Architectural firms submitting a proposal shall have met the following minimum qualifications:

1. Architectural firm, mechanical/plumbing engineering firm, and electrical engineering firm shall have jointly completed no less than one previous project located within a hospital licensed facility incorporating the design of a MRI room(s).
2. Project lead from architectural firm must be a licensed architect (licensed by the State of Utah) and shall have managed no less than one project including the design of a MRI room.
3. Architectural firm, mechanical/plumbing engineering firm, and electrical engineering firm shall have jointly completed no less than five previous projects located in hospital licensed facilities with the last five years.

SCOPE OF SERVICES

The scope of services includes **comprehensive** Architectural/Engineering Design & Construction Administration Services and as indicated below. **A/E proposals shall not decrease the scope of services as indicated in this RFP.** Any provided images are for information purposes only. **Site visits and facility tours will be conducted only after A/E firm selection.** A/E fixed fee to include all costs associated with travel such as mileage, air fare, lodging and meals.

Submission of proposal from A/E indicates acknowledgement and acceptance of Intermountain's Agreements and travel reimbursement policies.

DESIGN & CONSTRUCTION SERVICES (ARCHITECTURAL/ENGINEERING DESIGN)

- ☒ Provide comprehensive A/E services for the above requested project scope, including:
 - ☒ Structural Engineering services
 - ☒ Mechanical/Plumbing/Fire Protection
 - ☒ Includes fire/water flow analysis
 - ☒ Electrical Engineering services including lighting design, fire alarm engineering,
 - ☒ Civil Engineering services
 - ☒ Landscaping Engineering services
 - ☒ Other services as required
- ☒ Review and verification of existing utility infrastructure, as-built conditions, and drawings including capacity of existing telecommunication rooms/racks, access control panel capacity, and impact proposed project may have on facility Central Plant (including heating, cooling, and steam)
- ☐ Review and validation of owner's master planning and space programming (Phase 1) documents
- ☒ Review and validation of owner's construction standards, design guidelines including branding enhancement and architectural style guidelines
- Innovative design (for long-term use) to include, but not limited to:
 - ☒ Innovative design strategies
 - ☒ Flexible space design (shared spaces, multiple use spaces, etc.)
 - ☐ Life-cycle cost analysis for the utilization of products/equipment, comparing initial cost outlay to long-term operating expenses
 - ☒ Technological enhancements
- ☒ Building information modeling (BIM)
- ☒ Schematic Design (SD) including phase deliverables and sign-offs
 - ☒ SD phase includes artwork potential locations and consumer journey maps from the Intermountain Brand Enhancement Style Guide
 - ☒ Evaluate SD with the Department of Health and other AHJ's to ensure facility remains in compliance with all applicable laws and provisions
- ☒ Design Development (DD) including phase deliverables and sign-offs
- ☒ Construction (contract) Documents (CD) including phase deliverables and sign-offs
 - ☒ Quality Assurance/Quality Control (QA/QC) review. This includes but is not limited to: CD clash detection reports and document coordination verification prior to the issuance of CD's to contractor. An acceptable quantity of clashes will be discussed and reviewed with the Owner, A/E design team and contractor prior to issuance of CD's for bidding for the A/E design team to demonstrate that CD's have been coordinated with A/E design team consultants
 - ☒ Coordinate construction phasing plan(s) recommendations with engineering including recommended multiple "early work" phasing bid packages, if required
 - ☒ Coordinate Preconstruction Risk Assessment, and Infection Control Risk Assessment (ICRA) permits and forms with CD's
 - ☒ Coordinate functional program statements and notice of intent with CD's
- ☒ Bidding, Negotiation, and procurement phase (B/N)
- ☒ Construction Administration (CA), close out, warranty phase
- ☒ Conformed Construction Documents (includes all addenda's and AHJ's comments)
- ☒ Value engineering to align project scope with Intermountain Construction Budget
- ☒ Detailed cost estimating by Architect or Architect's designee – due at SD and DD phases
- ☐ Architectural design and graphics (multiple renderings, images, color boards, material boards, etc.)
- ☒ Interior design, coordination, and documentation of consultant provided interior space planning concepts
- ☒ Code and life safety consultation, coordination, and design
- ☒ Energy efficient and environmentally responsible design
- ☒ Exterior building enclosure/envelope design
- ☐ Site development and parking design
- ☒ Acoustical design
- ☒ Technology/IT/telecommunications/data/low voltage design
- ☐ Audio/Video (A/V) design coordination
- ☒ Security design coordination
- ☐ Pneumatic tube system design coordination
- ☒ Materials management/material handling/vertical transportation design

- ☐ Food services design and equipment drawing (BIM) coordination, placement, and layout (coordinate with Intermountain SCO Facility Equipment Planners)
- ☐ Laboratory design services
- ☐ Helipad design
- ☐ Design and engineering for Spill Prevention Control and Countermeasures (SPCC) and secondary containment requirements as required by EPA and other local, State and Federal agencies
- ☒ Arc flash study assessment engineering and Lock Out / Tag Out (LOTO) procedures (align with Intermountain procedures) on required equipment to comply with OSHA other rules and regulations
- ☐ Branding/environmental graphic/wayfinding and signage design package and plans (must coordinate and comply with Intermountain Signage Standards)
- ☒ Electronic Record Drawings (including BIM, AutoCAD, REVIT and other similar formats) and as required per Intermountain's Record Drawing Form, coordinated with CM/GC / General Contractor upon completion of the project, per the contract, and delivered to Owner prior to final payment. Utility drawings that identify the major equipment locations and other items required for maintenance and operations are required drawings
- ☒ Medical equipment planning (owner may directly consult and provide direction – provide separate fee if requested)
- ☒ Medical equipment drawing (BIM) coordination, placement, and layout (coordinate with Intermountain SCO Facility Equipment Planners)
- ☒ Door hardware coordination (ASSA ABLOY)
- ☒ Nurse call/staff assist system coordination (Hill-Rom)
- ☐ Elevator design coordination (Thyssenkrupp)
- ☐ Develop and document specific Intermountain design guideline, construction standards, and brand enhancement and architectural style guidelines that complement existing Design Guidelines
- ☒ Coordination with the local authorities having jurisdiction—Department of Health, State Fire Marshal, city departments, State agencies (e.g. DEQ, DAQ, etc.), Federal agencies (e.g. EPA, etc.) and others as required for approvals, permitting, and occupancy
- ☒ Coordination with the CM/GC / contractor, owner's FF&E vendors, Owner's insurance representative, owner's commissioning agent(s), owner's environment engineer, and others required to execute the project
- ☒ Architect to attend and conduct weekly virtual design meetings, and attend weekly construction meetings, which meet on-site bi-weekly (for the duration of the project); other meetings include: AHJ meetings, pre-bid meetings, pre-construction meetings, punch list meetings, one-year walk-through meetings, and other meetings as required. Indicate specific number of on-site meetings in proposal.
- A/E observation reports to include confirmation that shielding is present and meets required design specifications. Written observation reports, with photographs, should be maintained within Intermountain Health's ODIS (Procore) project files.
- ☒ Design team including Engineers/consultants to attend meetings as necessary to adequately manage the project through the design and construction phases. This includes on-site verification of existing conditions, construction observation, and punch list meetings. Indicate specific number of on-site meetings in proposal.
- ☒ Deliverables include reports, cost estimates, conceptual and schematic design, design development, and Contract Documents, (including the project manual of specifications with each design phase) that represent the above

PROJECT SCHEDULE

Description	Due Date
Issue A/E RFP	Jul 1, 2026 (UT Public Notice & local newspaper)
*A/E RFP Response (Proposal) Due	Jul 1, 2026 @ 2PM (Physical copy and/or Email)
Final A/E Firm Selection	~ Jul 16, 2026
Design Services Kick-Off	~ Aug 3, 2026
Design Services Complete (including AHJ approvals)	~ Oct 31, 2026
Construction Start	~ Nov 20 2026
Substantial Completion	~ Sep 30, 2026

**All indicated times are Mountain Standard Time (MST) Zone.*

***Pending NTP from Owner*

PROJECT INFORMATION

OWNER GARFIELD COUNTY
55 South Main Street
Panguitch, Utah 84759-0077
Phone: (435) 676-1100

PROPOSAL SUBMITTAL REQUIREMENTS

Invited Architectural firms submitting a proposal shall include the following information within their proposal. **Limit proposal to 1-2 printed pages total (8-1/2' x 11" only; 2 Single Sided/1 Double Sided):**

- Identify your firm's qualifications. Only firms meeting the minimum qualifications identified in this RFP will be considered.
- Identify your project management key personnel team members, design team consultants (including a team member to coordinate medical equipment with Intermountain's Supply Chain Organization equipment procurement team) and identify roles.
- Attestation to confirm that the proposal submitted has been reviewed in advance of this submission with the proposed design team consultants, and they agree that the fees for their portion of the work are appropriate.
- Identify the individuals that will lead the requested design services on each phase of the project.
 - An individual listed in a project leadership role must be a licensed architect
 - Substitution of project team leaders, after project award, will not be considered.
- Describe your staffing plan and how you will provide staffing continuity through all project phases, including levels of on-site vs. off-site representation, local staff involvement and national practice staff involvement. Include the timeline/duration staff will participate on project phases, including their time commitments.
- Provide a Separate Fee Proposal for the project described above for A/E Design Services. **Please complete the attached fee schedule template form and return proposal bound separately from the above items. Fee Proposal shall be deemed by Intermountain to include scope of services defined by this RFP. Scope of services defined by this RFP shall supersede a lesser scope of services as may be included in the Proposal.**
 - Indicate Design & Construction Services on a fixed fee basis for each project
 - Indicate design phase % per phase (SD, DD, CD, BN, and CA – total percentages shall equal 100%)
 - Provide A/E firm legal name, entity (corporation, LLC, etc.), address and other relevant information
 - Provide name and title of person who has signatory authority to sign A/E Contract

Please direct all questions in writing via email to Cor Aldean at Cor.Aldean@imail.org

Submit one electronic proposal (pdf format) of your response to the RFP via email to the County Clerk (Camille Moore @ Camille.Moore@garfield.utah.gov)

And / Or

Submit one physical copy to the Garfield County Clerk office c/o Camille Moore

Electronic Proposal Due Date:

Wednesday, Jul 1, 2026; 2:00 PM (MT)

Proposals shall be submitted via email and sent to the designated individual only, as noted above, with the email subject bearing the following: **"Proposal for the MRI Suite Addition at Garfield Memorial Hospital"** and must be received by the above due date. Proposals shall be subject to acceptance by Garfield County and remain valid for sixty (60) days from the due date indicated above. Contracts will be prepared by Garfield County utilizing AIA Document A101.

In order to access all areas of an Intermountain facility, including patient care areas, the A/E (design team) and their consultants must register with Intermountain's supplier registration tool, when required, and complete the registration process. Please select the General Credential Member (free version) and complete the required registration process. Please be prepared to attest to requirements and upload required items. Where entry for Design and Construction Work occurs within existing and operating Intermountain Health facilities (e.g., hospitals, clinics, ambulatory surgical centers, administrative areas), additional requirements may apply such as: background checks, immunizations/vaccinations, and other Intermountain dictated requirements. Registration must be completed prior to entering an operating Intermountain facility. Additional FAQ's and additional information can be found on SCO's public website at <https://intermountainhealthcare.org/supply-chain-organization/for-suppliers/>.

Thank you for your continued interest in working with Intermountain Health.

Sincerely,

Camille Moore
Garfield County Clerk

CC: Project Coordinator, System Construction Director, Project File

Enclosures: Architect Fixed Fee Proposal

Fixed Fee Proposal

(please attach a list of services to be provided)

Project Name

Garfield Memorial Hospital MRI Suite Addition

A/E Firm

Legal Firm Name	Text
Entity Type (corporation, LLC, etc.)	Text
Street Address	Text
City, State, Zip	Text
Other Relevant Information	Text

Fee Category Proposed Fee

Design and Construction Services (Lump Sum)	\$ Text

Phase 2: Design and Construction Services

On a percentage of construction cost basis (reconciled at project completion)

Schematic Design	%	Text
Design Development	%	Text
Construction Documents	%	Text
Bidding/Negotiation	%	Text
Contract Administration	%	Text
TOTAL	100%	

Signature* _____ Date _____ Text _____

Text _____ Printed Name Title _____ Text _____

*Signatory shall be the same as the signatory on the A/E contract. Provide signatory authority documents as required.

