

Request For Proposals

NORTH OGDEN CITY PUBLIC SAFETY BUILDING

RECEIPT OF PROPOSALS:

Proposals for the North Ogden City Public Safety Building Phase 1 architectural design/general contractor team will be received at the North Ogden City offices, 505 East 2600 North, North Ogden Utah, 84414, until October 15, 2021, at 4 pm.

DESCRIPTION OF WORK: Submission of a proposal to design and construct a new public safety facility with amenities as outlined in Request for Proposals (RFP).

LOCATION OF WORK: The property for the proposed public safety facility is located at 505 East 2600 North, North Ogden Utah and includes the existing public safety building and adjacent land as shown on the attached map. There is approximately 1.6 acres of ground including the land where the existing building is located.

WORK COMPLETION DATES: All design work covered by the contract documents shall be completed by February 1, 2022. Construction shall be completed by, March 1, 2023. The successful team will help The City refine these dates to meet existing market conditions and expectations.

OBTAINING DOCUMENTS: Request for Proposal Information and Contract Documents may be obtained from the North Ogden City website northogdencity.com or by emailing snance@nogden.org.

WAITING PERIOD BEFORE AWARD: The project will be awarded, or all proposals will be rejected by November 15, 2021, unless an extension is posted prior to the end of award date.

AWARDING PROCESS: The contract will be awarded using a sound decision making process such as the "Choosing by Advantages Decision Making System". In addition to the bid amount, each proposal will be evaluated using the following factors: (1) Cost proposal for services (2) Reputation of General Contractor and References (3) Ability to self-perform tasks (4) List of design-build projects of similar size and scope completed within the past 10-years (5) List of key personnel with their qualifications and experience assigned to this project. (6) List of sub-contractors (7) Proposal completeness, contents, and quality (8) Evaluation of concept drawings and specifications.

OWNER'S RIGHTS RESERVED: The Owner reserves the right to reject any or all proposals, to waive an informality in a proposal, and to make awards in the interest of the Owner.

Dated this 11th of August 2021

Susan L. Nance, CMC
North Ogden City Recorder

Published: 11th of August 2021

SUMMARY SHEET
Request For Proposals

NORTH OGDEN CITY PUBLIC SAFETY BUILDING

1. Project Sponsor: North Ogden City
2. Project Location: 505 East 2600 North, North Ogden, Weber County, UT
3. Requested Services: The project Sponsor seeks a qualified Design-Build Contractor, including professional support services, for the design and construction of the North Ogden City Public Safety Facility, as well as the demolition of the existing building after completion.

For the requested design services respondents will provide stamped architectural plans including specifications for specialties, finishes, and equipment. Stamped structural designs will also be required where appropriate.

For the requested construction services, the respondent will carry out the construction of the plan including oversight by the Design-Build Contractor and his or her architect(s) and engineer(s). Architects and Engineers submitting construction plans and specifications shall be licensed and in good standing with the State of Utah.

The Design-Build Contractor and his professional team will work together with City staff and contracted professionals to complete the construction project as outlined in this request for proposals and as specified in the Design-Build Contractor's response.

4. City Contacts:

Jon Call, City Manager
505 East 2600 North, North Ogden, UT 84414
Phone: Office: (801) 737-9846
Cell: (801) 603-8116
5. Advertisement Dates: August 11, 2021
6. Site Visit and Project Meeting (attendance not required) September 6, 2021, 2:00 pm.
7. Proposal Due Date: October 15, 2021, at 4 pm
8. Proposal Format: Twelve paper (12) copies of the proposal are required and one electronic copy in PDF format. Responses to this request will be made in accordance with the guidelines and information provided herein. The City reserves the right to interview respondents or to request product demonstrations as part of the proposal evaluation process and to reject any or all proposals.
9. Submit proposals to: Susan Nance
North Ogden City Recorder
505 East 2600 North
North Ogden, Ut 84414
Phone: (801) 782-7211

I. INTRODUCTION

Request For Proposals

NORTH OGDEN CITY PUBLIC SAFETY BUILDING

This Request for Proposals (RFP) is intended to provide for the design and construction of facilities to be used as part of the new North Ogden City Public Safety Building. The project site is located at 505 East 2600 North, North Ogden, Utah 84414.

A Preliminary Site Plan shown in the attached Exhibit "B". The Contractor shall visit the site, take measurements, and make their own evaluation of all site conditions. The successful Contractor shall take all responsibility for actual site conditions while working through the final design process with the City

II. PROPOSAL CONTENTS

The respondents will provide the following information in their proposals. Proposals shall be printed on 8.5 x 11-inch paper except for drawings or schedules which may be printed on 11 x 17-inch paper. Proposals may be printed on one side or both sides of paper sheets. Items also include the maximum number of printed pages that may be used for the item.

1. Summary Statement (1 page)
2. Firm Profile (1 page)
3. Firm History (1 page)
4. Relevant Experience/References (5 pages)
5. Design-Build Team Organization Chart (1 page)
6. Proposed Schedule of Design-Build Activities (1 page)
7. Cost Summary (1 page)
8. Completed Proposal Summary Sheet (as contained in this request)
9. Concept Drawings and Specifications (as appropriate). Each proposal shall contain the following concept drawings: a detailed site plan, utility plan, grading plan, landscaping plan, building floor plans, and building elevations. Floor plans and elevations shall include a finish room schedule, reflective ceiling plan (lighting fixtures to be specified) and a systems furniture layout. All finishes, furniture, fixtures, and equipment are to be included in the proposal. Stamped architectural/engineered drawings will not be required with the submission of the initial request for proposals. Final drawings and specifications will be provided after the award process.

III. PROPOSAL EVALUATION AND PROJECT AWARD

Each proposal shall be evaluated by the Sponsor's Selection Committee, as deemed appropriate the committee shall be composed of city staff members, elected officials, contracted professionals and selected residents. The Selection Committee will meet shortly after the receipt of proposals to review them. Following the review process by the committee a recommendation will be given to the City Council. As approved by the council a contract will be awarded to the successful Contractor and his Design-Build Team.

Selection of the successful Contractor and the Design-Build Team shall be based on a sound decision making process such as the "Choosing by Advantages Decision Making System". This process evaluates the qualifications of the Design-Build Team and the contents of the proposal in addition to the bid amount. These factors include: (1) Cost proposal for services (2) Reputation of General Contractor and References (3) Ability to self-perform tasks (4) List of design-build projects of similar size and scope completed within the past 10-years (5) List of key personnel with their qualifications and experience assigned to this project. (6) List of sub-contractors (7) Proposal completeness, contents and quality (8) Evaluation of concept drawings and specifications.

The Sponsor may at their own discretion short list any number of respondents to be interviewed prior to making a recommendation to the City Council. Interviews will be scheduled by the City and coordinated with respondents of interest.

Following the evaluation/interview process the Sponsor shall select a primary and secondary Contractor for recommendation to the City Council. The primary Contractor shall be notified by the Sponsor which shall request a meeting to negotiate the terms of the contract. In the event the Sponsor is not able to negotiate a mutually acceptable contract with the primary Contractor, it reserves the right to terminate negotiations and then undertake negotiations with the secondary Contractor.

The project will be awarded, or all proposals will be rejected by Month, Day, Year unless an extension is posted prior to the end of award date.

IV. AUTHORIZATION TO BEGIN WORK

Within ten (10) days following the signing of the contract agreement the Contractor shall provide to the Sponsor the necessary bonds and certificates of insurance. Only then will a Notice to Proceed be issued to the Contractor to begin the work. Following receipt of the Notice to Proceed, the Contractor may begin assembling the final design package.

V. Project Completion Time

After a contract has been formalized with the City the Contractor will have eight weeks to revise and formalize construction plans and specifications. At the end of each of the first seven weeks the Contractor shall meet with the City to review plan progress and development. Feedback from the City shall be incorporated into the design drawings and specifications with final, stamped, full size drawings and complete specifications being delivered to the City at the end of the eighth week. The actual time frame to complete the drawings and specifications may be as negotiated in the contract.

After formalizing the drawings and specifications the Contractor will have one year to complete the construction of the facilities as contained therein. However, the actual time frame to complete the construction of the facilities may be negotiated in the contract.

VI. SITE ASSESSMENT

A formal site assessment will be the responsibility of the Contractor. The Contractor will be granted access to the site before the receipt of proposals. The cost to perform all site assessment and information gathering shall be the responsibility of the Contractor. This assessment may be done at any time before or after the contract is awarded. The Contractor shall assume liability for all site conditions and is cautioned to evaluate the site sufficiently prior to submitting a proposal. Site assessment and data collection shall be considered part of the design cost submitted with this proposal. The contractor shall indemnify and hold harmless the City against and from all liability, claims, damages, demands and cost, including attorney fees of every kind and nature and attributable to bodily injury, sickness, disease or death or damage or destruction of property resulting from or in any manner arising out of or in connection with the project and the performance of the work under this contract.

VII. FEES, PERMITS AND TESTING

Unless specifically requested to cover work related costs, the Sponsor will assume that all costs to accomplish the work shall be included in the Contractor's proposal. The Contractor shall be responsible for all related construction costs and associated fees including but not limited to inspection fees, permits, inclusion fees, impact fees, all material testing, video and or air testing, pressure testing, sampling, groundwater monitoring, dewatering, traffic control, storm water activity permitting and compliance with the Utah Pollution Discharge Elimination Program, surveying, and controls. These related construction costs are understood to be part of the Contractor's responsibility and are incorporated into the contract agreement.

VIII. CONDITIONAL ACCEPTANCE AND GUARANTEE PERIOD

Once construction is complete and final occupancy has been given, the Sponsor will issue a letter of conditional acceptance. Following the date of conditional acceptance, the facilities and all associated work will enter a one-year guarantee period during which time any work found to be defective or missing shall be repaired or remedied at the sole cost of the Contractor.

IX. BONDING AND INSURANCE

1. The successful Contractor shall provide at the contractor's expense insurance as outlined in Exhibit "A" for said contractor and employees in connection with their work under this contract.
2. Payment and Performance bonds will be required for the construction portion of the contract.
3. Any contractor submitting a proposal shall be capable of bonding for a minimum of \$5,000,000.

X. EQUAL OPPORTUNITY EMPLOYER

The proposed contract is under and subject to Executive Order 11246 of September 24, 1965, and to the Equal Opportunity Clause.

There will be no federal wage regulation requirements associated with this project.

XI. EMPLOYEE STATUS VERIFICATION

Utah Code Annotated Section 63G-11-1 03(3) states: "Beginning July 1, 2009, a public employer may not

enter into a contract for the physical performance of services within the state with a contractor unless the contractor registers and participates in the Status Verification System to verify the work eligibility status of the contractor's new employees that are employed in the State. All respondents are required to conform with this law and should not submit a proposal unless they currently comply with its provisions.

XII. COST OF DEVELOPING PROPOSALS

All costs related to the preparation of the proposals and any related activities are the sole responsibility of the applicant. The Sponsor also assumes no liability for any costs incurred throughout the entire selection process.

XIII. PROPOSAL OWNERSHIP

All proposals, including attachments, supplementary materials, rendering, sketches addenda, etc. shall become upon submission, the property of the Sponsor, and will not be returned to the applicant. Any intellectual property rights shall remain with the applicant.

XIV. SCOPE OF WORK. FACILITY COMPONENTS AND ELEMENTS OF DESIGN

The sponsor is not asking the applicant to use any specific building materials or construction methods. The applicant shall have the freedom to incorporate building materials and methods of construction that seem appropriate. During the proposal review and selection process the sponsor shall consider durability, aesthetics, efficiency and functionality of any building materials and methods of construction that are proposed.

The following section describes the components and elements of the design that are to be included in this proposal.

Public/Lobby

The public area(s) will accommodate an emergency locking entry vestibule, lobby with waiting area, the court and police service counters on opposite ends of the lobby (separation), secure court check-in with retractable barrier used during court sessions, storage for 2 magnetometers/X-ray machine with belt/bailiff supplies, 2 gender neutral public restrooms (both on the police side of the lobby), 2 meeting rooms on the court side with storage and phone, 1 meeting room on the police side with fingerprint, custodial closet.

Multipurpose/Courtroom

Multipurpose room/Courtroom (court, EOC, training, council) with 2 room dividers, EOC storage, training storage, table/chair storage, AV equipment, kitchenette, and custodial closet. Judge's chambers with restroom (accessed from bench). Ballistically protected bench and judicial assistant area which meets state standards, witness stand, jury area, prosecution table, defense table, bench area can be separated from multipurpose area (one of the dividers) when court is not in session.

Justice Court Staff

Secure service counter with ballistic protection equipped with two windows with the ability to act as a workstation on the secure side (1 ADA compliant), jury/conference room with seating for 16. Office functions area (copy machine, printer, mailboxes, supply storage). Records storage (active and archived). Court Administrator's office with storage with visual access to service counter (glass walls/large windows). Space for 4 workstations for clerks, with storage. Direct access to courtroom from clerk's area. Staff restroom, prosecutor's office.

Victim Advocacy

The victim advocacy area will require an office with storage, a soft interview room (soundproofed), future office for a second victim advocate (intern).

Police-Records/Reception

This area requires a service counter with 2 windows (1 ADA compliant) with ballistic protection with the ability to act as a workstation on the secure side, active and archived records storage, copy machine/mailbox/supply workroom, storage closet, space for 8 workstations (records clerks/Community Service Officers), records supervisor office with storage, an extra office for growth or adding of a position (Support Sergeant?).

Administration

Offices for Chief and Asst. Chief w/storage. Reception area with administrative assistant workstation and 4 person waiting area, 12-person conference room, staff restroom(s) for records and admin. Storage.

Investigations

Offices for Lieutenant and a Sergeant with storage. Space for 8 workstations (5 detectives, 2 for additional positions, & 1 SRO). 2 soundproof soft interview rooms, investigations storage, 8-person conference room.

Patrol & Detainee Area

Office for Lieutenant with storage. three offices with room for 2 workstations each to accommodate 6 patrol Sergeants with storage. Space for up to 30 small report writing workstations, 8-person conference room, patrol equipment storage, digital evidence/body camera/radio room, and custodial closet. Detainee processing, 2 hard interview rooms, detainee toilet with flushing mechanism on the outside, decontamination shower, and plumbed for washer and dryer. Sally port with pass through lane, two angled parking stalls, EV charging station, hose bib, and floor drain.

Evidence (Animal Control Storage moved to ancillary building)

Evidence Tech office with access to the back of the evidence lockers, general evidence storage (vented) with high density shelving and a safe, segregated drug storage (vented), segregated firearms storage (vented), evidence to be destroyed storage. Officer evidence drop off with pass thru lockers including one refrigerated, one locker for officer evidence pickup. Processing and packaging evidence lab with vented drying cabinet. Public evidence pickup vestibule with transfer locker.

Building Common

Staff restrooms, fitness area with staff lockers for future growth to 60, showers/changing rooms, decompression/lactation room, briefing/training room (seating for 20-30) common to patrol and investigations with storage and AV equipment, staff entrance, armory and armory workroom, quartermaster storage, breakroom with access to patio.

Building support

Electrical, mechanical equipment required for station, janitorial/building storage, computer server and communications area (includes 2-post racks), and IT office/workroom. A fire riser area min 5x5 located within mechanical room.

Site improvements

Trash enclosure, secure staff parking with EV charging stations (6 covered, 30 uncovered), public parking, covered patio with grill and patio storage, landscaping, hardscaping, and generator pad.

Ancillary Building

Bicycle/bulk evidence storage, vehicle exam bay, PD bike/motorcycle/UTV/speed trailer storage and work area, K9 storage/kennel with HVAC, Animal Control storage. Space plumbed for ice machine.

Staffing Profile

The public safety/court building will accommodate the following staffing profile.

	2021	2030	2040
Chief	1	1	1
Asst Chief		1	1
Lieutenants	2	2	2
Patrol Sergeants	4	5	6
Investigations Sergeant		1	1
Investigators (including SRO)	4	5	6
Patrol	10	20	30
Community Services	2	2	3
Victim Advocate	1	2	2
Police Civilian/Support Staff	3	4	5
Judge	1	1	1
Court clerks	2	3	4
Prosecutor	1	1	1
Public Defender	1	1	1
TOTALS	32	49	64

XV. MINIMUM STANDARDS OF DESIGN AND CONSTRUCTION

1. All public works standards shall apply to work performed in the right-of-way. Standard drawings and specifications can be obtained from the City Website.
<https://www.northogdencity.com/publicworks/page/city-engineer> Work outside of the right-of-way should comply closely with these same standards.
2. The proposed structures shall be designed and constructed to the appropriate risk category as described in ASCE 7-10 Table 1.5-1. An emphasis on cost savings which can be accomplished while still meeting the minimum risk standards will be taken into consideration.
3. Work and materials shall conform to current building code standards.
4. Work and materials shall conform to current State Administrative Rules and Regulations. The Contractor shall conform to all applicable state and local laws in carrying out its obligations under the contract.
5. The Contractor shall comply fully with all applicable federal regulations and agency standards such as the Clean Water Act and air and water quality standards. The Contractor shall control dust and debris that originates from the construction area. Daily cleaning and dust/debris control measures shall be established. Failure by the Contractor to adequately control dust and debris may result in the Sponsor initiating dust and debris control measures or clean-up and deducting the cost from payment due to the Contractor.
6. Work shall conform to established acceptable construction practices as approved by the Sponsor.

7. Environmental and geotechnical studies have been performed for the site. As needed the Contractor shall, at his own expense, consult and coordinate with the professionals who have provided professional opinions and direction for the proper development of the site. The cost of any additional studies, testing or survey deemed reasonably necessary by the Contractor or the Sponsor shall be the responsibility of the Contractor.

XVI. ITEMIZED COST SCHEDULE NORTH OGDEN CITY PUBLIC SAFETY FACILITY

Having examined and determined the scope of the Request for Proposals, the undersigned hereby proposes to perform the work described herein for the following lump sum amounts.

Item	Description	Amount
1	Approved Design Drawings and Specifications	\$
2	Engineering of Approved Drawings	\$
3	Site Preparation	\$
4	Structural Work	\$
5	Mechanical	\$
6	Electrical	\$
7	Plumbing	\$
8	Carpentry	\$
9	Interior Finishes (please indicate any allowances for specific finishes in the proposal along with manufacture names and product type)	\$
10	Exterior Finishes and Roofing	\$
11	Windows and Doors	\$
12	Furniture	\$
13	Specialized Equipment (please identify specific list of items)	\$
14	AV and IT Equipment	\$
15	Other items not described above (please identify specific list of items)	\$
16	Demolition	\$
	TOTAL	\$

Additional Construction Items – these items are to be included in the proposal as optional items.

17		\$
18		\$
19		\$

Please fill out this summary sheet for convenience in evaluating the proposal. Submit detailed cost sheets and additional information separately.

Notes:

1. Proposals shall include sales tax and all other applicable taxes and fees.
2. All proposals shall be checked for errors. If errors are made, unit prices shall govern and corrections will be made according to the unit price and totals will be revised to reflect the corrections.

The undersigned Bidder certifies that this proposal is made in good faith, without collusion or connection with any other person or persons bidding on the work.

Respectfully Submitted: Contractor

Signature _____

Title _____

License No. _____

Address _____

Date _____

PROPOSAL SUMMARY SHEET

Top section to be filled out by Contractor

Contractor _____ Name: _____

Base	Project	Cost	(Total	Items	1-4):
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Consultants and subcontractors:

Structural, architectural, and civil design:

Mechanical, plumbing, and electrical:

Underground utilities:

Concrete and asphalt:

Project Manager:

Construction Manager:

In evaluating each proposal, the Sponsor will evaluate each proposal based on the following point values:

Category	Weight of Category	Points Received
Cost proposal for services	60	
Reputation of General Contractor and References	20	
Self Performed Tasks	10	
List of design- build projects of similar size and scope completed within the past 10 years	30	
Key personnel with their qualifications and experience assigned to this project	10	
Sub-contractors	10	
Proposal completeness and quality	10	
Evaluation of concept drawings and specifications	50	
TOTAL	200	

Exhibit A

INSURANCE REQUIREMENTS FOR
PARTIES CONTRACTING WITH NORTH OGDEN CITY

FOR: Architectural Design/General Contractor Services

Contracting party shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damage to property that may arise from or in connection with the performance of the work here under by the contracting party, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be included in the Contracting party's proposal.

A. MINIMUM LIMITS OF INSURANCE

Contracting party shall maintain limits as set forth in the Agreement, but in no event less than:

GENERAL LIABILITY: \$1,000,000 combined single limit per occurrence, personal injury, and property damage. \$2,000,000 aggregate Broad Form Commercial General Liability is required. (ISO 1993 or better) "limits to apply to this project individually".

AUTOMOBILE LIABILITY: \$1,000,000 per occurrence. "Any Auto" coverage is required.

WORKERS' COMPENSATION and EMPLOYERS LIABILITY: Workers' compensation statutory limits as required by the Workers Compensation Act of the State of Utah and Employers Liability limits at a minimum of \$100,000 per occurrence.

PROFESSIONAL LIABILITY COVERAGE: \$1,000,000 combined Single limit per Claim, \$2,000,000 aggregate.

B. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retention, exceeding 5% limit of policy, must be declared to and approved by North Ogden City, either; the insurer may be required to reduce or eliminate such deductibles or self-insured retention as respects North Ogden City, its officers, official and employees; or the contracting party may be required to procure a bond guaranteeing payment of losses and related investigations, claims distribution and defense expenses.

C. NOTICE OF INCIDENT OR ACCIDENT

Contracting party shall agree to disclose to North Ogden City, all incidents or occurrences of accident, injury, and/or property damage covered by the insurance policy or policies.

D. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

General Liability and Automotive Liability Coverages

- A. North Ogden City, its officers, officials, employees and volunteers are to be covered as an additional insured as respects: liability arising out of activities performed by or on behalf of the contracting party; products and completed operations of the contracting party; premises owned, leased, hired, or borrowed by the contracting party. The coverage shall contain no special limitations on the scope of protection afforded to North Ogden City, its officers, officials, employees, or volunteers.
- B. The contracting party's insurance coverage shall be a primary insurance as respects to North Ogden City, its officials, employees, and volunteers. Any insurance or self-insurance maintained by North Ogden City, its officials, employees, or volunteers shall be in excess of the contracting party's insurance and shall not contribute with it
- C. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to North Ogden City, its officers, employees, or volunteers.
- D. The contracting party's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability.

Workers' Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against North Ogden City, its officers, officials, employees, and volunteers for losses arising from work performed by the contracting party for North Ogden City.

All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to North Ogden City.

E. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a Bests' rating of no less than A-, VIII, and in the limits as listed in this document, unless approved by the Chief Administrative Officer.

F. VERIFICATION OF COVERAGE

Contracting party shall furnish North Ogden City with acceptable certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. North Ogden City reserves the right to require complete, certified copies of all required insurance policies, with all endorsements, at any time.

G. SUBCONTRACTORS

Contracting party shall include all subcontractors as an insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all the requirements stated herein.

SITE MAP "EXHIBIT B"

