

**LIFE ON STATE – 2100 S TO I-80 INTERCHANGE
REQUEST FOR QUALIFICATIONS**

**CITY OF SOUTH SALT LAKE
ENGINEERING DEPARTMENT
220 E MORRIS AVENUE, SUITE 300
SOUTH SALT LAKE, UT 84115**

NOVEMBER 7TH, 2021

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I. INTRODUCTION AND BACKGROUND

1. INTRODUCTION

South Salt Lake City is seeking a highly qualified engineering design firm for the design phase of the Life on State Project. Qualified firms are requested to submit a Statement of Qualifications (SOQ) and fee schedule to provide the engineering services outlined in the Scope of Work below. The selected firm will work closely with SSLC's Engineering, Neighborhoods, and Community Development departments. SOQs will be obtained from various firms in order to conduct a fair and extensive evaluation, and the firm that can best achieve the goals and objectives will be selected. Complete and timely submittal of all required proposal documents listed in this RFQ is required for the SOQ to be considered.

2. BACKGROUND AND SCOPE OF WORK

State Street has a long history as an economic, transportation, and social center within the Salt Lake Valley. The Life on State project looks to reestablish State Street as something the community can take pride in once again. This section of State Street is adjacent to Downtown and the S-Line Streetcar Neighborhood. The goal of this project is to enhance pedestrian experience along State Street by narrowing the overall roadway footprint by eliminating shoulders, widening sidewalks and providing better options for pedestrians to safely cross State Street between 2100 South and the I-80 interchange. In addition, planted median islands and tree grates along the route will be utilized to enhance State Street's appearance.

This advertisement is to procure the design services needed for the project.

The scope will include but may not be limited to:

- Coordination with all applicable government agencies including: SSLC, UDOT, UTA, SLCO, SLC
 - Power and Data connections at UTA bus stops?
- Public involvement, including business outreach, open house neighbor meetings, etc.
- Design of better pedestrian way, including wider sidewalks, curb and gutter, median islands, landscaping, and urban forestry.
- Assess various properties ingress/egress needs for potential right-in/right out.
- Possible addition of public art and urban design elements, provided there is enough budget.
- Presentation of ideas and designs to City Council.

II. PROPOSAL REQUIREMENTS

SOQs shall be limited to 6 single-sided pages maximum with a minimum 12-point font size. All pages count towards the page total with exception of the cover, introductory letter, and an appendix with resumes. SSLC may reject proposals that exceed the maximum page count.

Each SOQ should include the following items:

Letter of Introduction: Describe the firm's areas of expertise and other information that helps to characterize the firm. Provide the name, title, address and telephone number of the primary contact for this project. List any special considerations that you would like to emphasize to the selection committee as they consider your SOQ. Introductory letters should be no more than one page, and will not be counted against the total page count.

Project Manager: Identify the Project Manager. List the Project Manager's relevant experience and similar work including references. The assigned Project Manager will be made available to present information and coordinate with SSLC, including a reasonable number of meetings, to track progress and assure that the final plans meet owner expectations.

Project Team: Describe the key personnel, name, and office location of key personnel including sub-contractors. Provide an organizational chart with the proposed project team, and organizational structure identifying the key personnel who will be assigned to provide the services required by this RFQ, illustrating the lines of authority, and designating the individual responsible for the completion of each task and deliverable of the RFQ. Provide descriptions of technical expertise and experience. Also describe each team member's availability for the project.

Approach to the project: Describe your understanding of the project and your approach to successfully delivering bid documents that can be used to select a qualified contractor. Describe important milestones, and when relevant reviews will take place. Describe unique skills and understanding your firm will provide to ensure successful and timely completion of the project. Consultants may offer alternative solutions to achieve successful completion of the Scope of Services.

Qualifications of the Firm: Describe related experience that your firm, the proposed project manager, and project team have that is similar to the proposed Scope of Work. Provide phone numbers and locations of client representatives for reference contacts. Two (2) reference letters may be included in the appendix.

Consultant Fees: Provide a fee schedule for the various firm members who will facilitate the requested services. List an hourly rate for each.

III. EVALUATION

All submittals will be evaluated to determine if the submittal is complete, in the required format, and in compliance with all the requirements of the RFQ. SSLC will then evaluate all proposals that meet the minimum requirements based on the following criteria. Each element has an assigned weight which indicates the importance of each. The total weight for the evaluation is 100%.

- 1) Project Manager (25%)
- 2) Project Team (20%)
- 3) Approach to Project (30%)

- 4) Qualifications (15%)
- 5) Consultant Fees (10%)

Submit SOQs in accordance with the instructions listed herein regarding time, place and date required. SOQs received after the time requirement will NOT be accepted, and will NOT be considered for award. It is the sole responsibility of the proposer to be sure his/her response is in the hands of the City Recorder by the required time and date, and that the response is properly sealed and labeled. SSLC will not be responsible for any proposal delivered incorrectly or to the wrong address or location. Failure to read the Request for Qualifications and comply with its instructions will be at the consultant's risk. Corrections and/or modifications received after the closing time specified in the RFQ, will not be accepted. The SOQ must be signed by the appropriate representative or officer authorized to contractually obligate the firm.

IV. RESPONSE DEADLINE, SUBMITTAL, AND INQUIRIES

Each respondent must submit *SIX (6) copies* of their proposal addressed to:

**City Recorder - City of South Salt Lake
220 E Morris Ave., Suite 200
South Salt Lake, UT 84115-3200**

Proposals must be submitted by **2:00 p.m. Mountain Standard Time, December 8th, 2021**. The City will not consider responses received after that date and time, regardless of when they were deposited in the mail.

The original proposal and copies must be submitted in sealed packages. The packages must be clearly marked as "*Life on State – 2100 South to I-80 Interchange.*"

It is the intent of this RFQ to make the proposal process easy and efficient for all interested parties by giving them ample opportunity to highlight their services, technical abilities, financial strength and organizational structure. The evaluation process, however, must also be manageable and efficient.

Inquiries regarding the RFQ should be directed to: Chris Merket (801) 412-3244 or email: cmerket@southsaltlakecity.gov. Inquiries must be received at least 48 hours prior to submittal deadline.

V. REQUEST FOR QUALIFICATIONS TIMELINE

Complete and timely submittal of all required documents is required for the SOQ to be considered. The consultant selection process will proceed according to the following proposed schedule.

- All SOQs are due no later than **December 8th, 2021 at 2:00 p.m. MST.**

- Evaluation of proposals will be conducted from **December 9th to December 14th, 2021**.
- The selection decision for the winning consultant will be made no later than **December 15th, 2021**.
- Upon notification, the contract negotiation with the winning consultant will begin immediately. Contract negotiations will be completed by **January 13th, 2021**.
- Notifications to consultants who were not selected will be completed by **January 14th, 2021**.

VI. DISPOSITION OF PROPOSALS, STATEMENTS, AND NEGOTIATIONS

1. DISPOSITION OF PROPOSALS – PUBLIC RECORDS

All materials submitted in response to this RFQ will become the property of SSLC. One (1) copy of each proposal shall be retained for official files and will become a public record after the award and open to public inspection. It is understood that the proposal will become part of the official file on this matter without obligation on the part of the City of South Salt Lake.

2. VERBAL STATEMENTS OR AGREEMENTS

No verbal agreement or conversation with any officer, agent, or employee of SSLC, either before or after execution of the contract, shall affect or modify any of the terms or obligations contained in the contract. Any such verbal agreement or conversation shall be considered as unofficial information and in no way binding upon SSLC or the Contractor.

3. NEGOTIATIONS

SSLC reserves the right to reject or to waive any or all SOQ's. After SSLC has identified the best qualified candidate, the Parties shall have the right to negotiate with the respondent over the final terms and conditions of the contract. These negotiations may include bargaining. The primary objective of the negotiations is the evaluation factors set forth in the RFQ. If an agreement cannot be reached, the negotiation will be terminated and similar negotiations will occur with the second ranked firm.