



City of South Salt Lake

Request for Proposals:

**Owner's Representative, Project Manager, and
Construction Management Services:**

Public Works Campus Remodel and Expansion

Issue Date: May 3, 2023

Proposals Due: 3:00 pm MT May 29, 2023

City of South Salt Lake City Recorder

Attention: [Ariel Andrus](mailto:andrus@sslc.gov)

aandrus@sslc.gov

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I. BACKGROUND

The City of South Salt Lake (hereinafter referred to as “SSLC”) is seeking proposals for Independent Contractor Services from individuals, teams, and firms to furnish Owner’s Representative, Project Management, and Construction Management Services (“Owner’s Rep.”) for a rebuild and expansion of a public works campus as further described within the Request for Proposals (RFP). SSLC intends to award this contract to a qualified individual, team, or firm based upon depth of the individual/team, specific experience, qualifications, and cost proposal.

II. PROPOSED PROJECT

SSLC, acting through its Office of Community and Economic Development (CED), is requesting proposals from a qualified Owner’s Rep. to assist SSLC in the predevelopment, design, entitlements, construction, and project close out of a new public works campus located at 195 West Oakland Avenue, SSLC, UT 841115 (Exhibit 1). The consultant will also participate in the procurement and management of design and construction consultants, managing invoices, budget, project schedule and all other aspects of capital project delivery. At the discretion of the Mayor, the consultant will report directly to Jonathan Weidenhamer, the Community and Economic Development Director (CED), who will be supported by SSLC’s management team including Dennis Pay (City Engineer) and Sharen Hauri (Neighborhoods Director), also referred to herein as the Selection Committee.

III. PROJECT OVERVIEW

A summary of the anticipated scope of the project and concept design and budget is attached as Exhibit 2.

In 2019 SSLC retained JRCA, now Galloway & Company (Galloway) to perform a predevelopment assessment and concept master plan. Their scope included:

1. Executive Statement
2. Needs Assessment Space Summaries
3. Site Master Planning Option(s)
4. Phasing Strategies
5. Project Cost Models

Galloway is in the process of finalizing an update to that effort, to be completed by May 15, 2023, which will include analysis of:

1. Staffing changes that have taken place since the original interviews.
2. Secondary site access point for emergency access or if primary access becomes unusable.
3. Offsite storage alternatives focusing on a location west of 1-15 corridor.
4. Alternative for a program and location for Animal Shelter facilities.
5. Structural rehabilitation of the water tower; and design of a public gathering area incorporating the water tower into the site.
6. Design alternatives with the goal of reducing price.
7. Evaluate and update project phasing plans.
8. Update budget to reflect industry trends and forecast cost inflation.

V. SCOPE – REQUIREMENTS

The Independent Contractor Services sought in this RFP are intended for Owner's Rep. to lead the needed Owner's Rep. services under the direction of the CED. The Project will include, without limitation, the following:

General Services

The Owner's Rep. shall provide support to SSLC to manage the pre-design, design, construction, commissioning and close-out of the Project. The Owner's Rep. will provide support as needed to SSLC to manage the daily project requirements and provide regular updates to key stakeholders, Mayor, City Council, and the general public.

The Owner's Rep. will work with SSLC and any previously selected design team to define the project requirements and will provide a Project Management Plan (PMP) which will include, at a minimum: project goals, objectives, requirements and control procedures for documents, cost, schedule, and quality.

The Owner's Rep. will work with consultants, contractors retained by SSLC and will fully integrate all work into a comprehensive program to be managed by the Owner's Rep.

It is expected that the Owner's Rep. will have extensive background in project management and capital programs of similar size and scope with a demonstrated track record of success with an understanding of building and funding public projects.

The Owner's Rep. will assist in the selection of the Architect, Contractor and other consultants required for the project, including but not limited to: environmental, geotechnical, testing and inspections and commissioning. The Owner's Rep. will manage their contracts and services.

The Owner's Rep. shall work under the direction of SSLC and is expected to provide management and leadership services in a highly collaborative environment.

The Owner's Rep. shall ensure and document compliance with Utah DFCM High Performance Building Standards

The Owner's Rep. shall provide the following services, in addition to other tasks and activities identified by SSLC.

Specific Services

1. Act as an agent for the SSLC as the primary point of contact for all information and communication between the SSLC, design team, Contractor and additional consultants.
2. Develop a Stakeholder Steering Committee and provide consistent updates on project progress. Update reports shall include:
 - a) Status of major activities
 - b) Outstanding issues
 - c) Budget changes (detailed description of change orders)

- d) Schedule status with a three-month look-ahead schedule
 - e) Progress photos
3. Establish and manage the overall project budget including soft costs, hard costs, contingencies. Provide cash flow projections of financial needs based on current schedules.
 4. Establish and manage the master schedule. Identify the key milestones with a critical path for the tasks that must be completed to meet the project deadline.
 5. Maintain quality expectations throughout the Project as identified with the SSLC.
 6. Review and approve payment requests from the design team, consultants, and Contractor.
 7. Coordinate and execute public engagement efforts to build consensus, inform the public, and build public support. Plan, attend, and present information to interested stakeholder groups as requested.
 8. Provide general staff augmentation for the Project needs.

Pre-Design Services

1. Review existing materials (drawings, programs, maps, estimates, schedules, and city requirements).
2. Develop the project requirements, goals, design guidelines, imperatives, and summary documents.
3. Establish a Project Management Plan (PMP) that outlines the Project requirements and strategies for fulfilling those requirements. This is expected to include the following requirements and strategies:
 - a) Scope of work
 - b) Project objectives, drivers and imperatives
 - c) Master schedule including major milestones
 - d) Overall project budget including all project costs and contingencies
 - e) Quality Assurance and Quality Control (QA/QC) plan
 - f) Project organization with roles, responsibilities and authorities defined
 - g) Outline of delivery packages
 - h) Effective design and construction management procedures to integrate constructability, value engineering, sustainability, and independent technical reviews of the plans and specifications
 - i) Energy Efficiency Plan consistent with Utah DFCM High Performance Building Standards
 - j) Internal communications with a clear decision making protocol and issue resolution process
 - k) Community outreach plan including public workshops and progress updates
 - l) Document control systems for payments, change orders, submittals, correspondence, reports, performance records, and any other project documents
 - m) Environmental conditions and regulations
 - n) Basic systems to be utilized
 - o) Close-out requirements
 - p) Dispute/claims management plan
 - q) Transition plan to transfer all documents developed under this Project to SSLC at the end of the contract period
4. Identify and implement the appropriate project delivery method that best aligns with SSLC's goals and requirements.
5. Assist with the development of contracts, RFP's and RFQ's for the selection of the Contractor and additional consultants as required.

6. Assist with the development of any other required procurement documents to secure professional services. Ensure that all procurement complies with city code and assist with the evaluation, selection and negotiations.
7. Coordinate with the facility management division for understanding of operations and maintenance expectations to be incorporated into the PMP.
8. Develop a comprehensive risk analysis with mitigation strategies.
9. Develop and implement strategies to maximize the value of the Contractor, possibly including fast-track delivery techniques and multiple construction document packages, and specific requirements for pre-construction services.
10. Develop a relocation plan for the users that identifies critical program elements and recommendations on how best to relocate them without interruption of service. The plan will include a budget and schedule outlining the move.

Design Services

1. Conduct regular design meetings and provide general oversight for compliance with City standards, regulatory and permitting requirements, building codes, ADA, design guidelines, program, budget and schedule.
2. Engage additional consultants, on behalf of SSLC, that will need to provide input for design such as geotechnical, environmental and surveyor.
3. Provide recommendations for modifications to complete the project within budget.
4. Coordinate with the local utility companies as necessary.
5. Coordinate with SSLC's insurance company to implement requirements.
6. Coordinate with planning and permitting and facilitate the process.
7. Monitor professional services and administer their contracts to ensure delivery as outlined in their contracts.
8. Arrange for the distribution of interim design submittals to the appropriate reviewers. Schedule and manage review meetings to discuss and incorporate comments. Track implementation of all agreed upon comments.
9. Manage design schedules. Provide recommendations for modifications to complete the project on time while maintaining the required level of quality.

Construction Services

1. Provide construction administration and construction management oversight acting as an authorized agent.
2. Support and assist the Contractor in the construction program procurement plan to ensure full compliance with SSLC's procedures, requirements and operational needs.
3. Conduct weekly construction meetings and maintain minutes.
4. Maintain copies of all contract documents, RFI's ASI's, submittals, change orders, pay applications, and other documentation.
5. Monitor contractor and subcontractor safety programs.
6. Arrange independent testing for required materials testing and special inspections.
7. Review shop drawings, submittals, and cut catalogs to ensure materials and equipment complies with the plans and specifications.
8. Review and process requests for clarifications, RFI's, contract variances, and assist with design changes as necessary.
9. Identify and ensure new equipment is supplied with adequate training for O&M staff.
10. Track and control project construction contingency funds.
11. Track construction progress and compliance with the construction schedule.
12. Manage submittal schedules, inspection schedules, permit schedules, and occupancy schedules. Provide recommendations for schedule modifications to

complete the Project on time and factors to consider in making any modifications. Recommend recovery actions and solutions on a timely basis to ensure appropriate corrective decisions are made.

13. Facilitate the review of shop drawings, product data, samples and any other required submittals for compliance.
14. Review Construction Change Directives (CCD's) and Proposed Change Orders (PCO's). Prepare, negotiate and issue Change Orders (CO's) as needed.
15. Participate in the creation of the final punch list.
16. Participate in, and make recommendations on the issuance of the certificates of substantial completion and conduct final inspections.
17. Participate in and make recommendations on the issuance of the certificate of final completion.
18. Review and process pay requests.

Close-Out Services

1. Administer post construction close-out, start-up, and transition to operation including ensuring receipt of all operations and maintenance manuals, warranties and as-built drawings.
2. Expedite final Project close out and approval for final payment to the Contractor.
3. Assist in all post construction dispute resolution as necessary.
4. Facilitate the completion and delivery of as-builts and O&M manuals.
5. Assist in the development of a move strategy and coordinate the relocation.
6. Manage the selection and acquisition of FF&E items.
7. Facilitate the building security and maintenance transition from the Contractor to SSLC.
8. Transmit all documents, drawings, correspondence, calculations, etc. that pertain to the project to SSLC.
9. Conduct a 6-month warranty walk through with the Contractor, noting required repairs and warranty issues. Follow up with the Contractor to ensure completion of all open items.
10. Conduct an 11-month warranty walk through with the Contractor, noting required repairs and warranty issues. Follow up with CMR to ensure completion of all open items.

VI. QUALIFICATIONS

The consultant must illustrate that it has the necessary facilities, ability, and resources to provide the services specified herein in a satisfactory manner.

The following lists the minimum qualification requirements of the consultant(s):

- Three (3) references;
- At least ten (10) years of experience as an owner's rep, project manager and/or construction manager; and
- Evidence of general liability, professional liability, and worker's compensation insurance (can be provided prior to executing SSLC's service provider contract - see Section VII, below).

VII. CONTRACT AND INSURANCE

Service Provider must enter into SSLC Professional Service Agreement (typical attached, Exhibit 4), including insurance requirements.

VIII. SUBMITTAL REQUIREMENTS

FORMAT

The submittal forms shall be combined into one document and shall be limited to a 10-page maximum. A page is defined as a single sided 8 ½" x 11" with a font size of 10 ppt or larger. The cover page and any tab divider sheets do not count toward the page maximum. The submittal must be organized in the following order:

COVER PAGE:

Should include the individual, team, or firm's name(s). The cover page may have a picture on it with a brief description of the picture.

TAB ONE:

Letter of Introduction – Must include the point of contact information containing name of individual authorized to represent the organization, email, phone number, and address.

TAB TWO:

Statement of Qualifications – Summary of the experience and qualifications of the individual, firm, the project manager, and other critical members of the team. It describes what talents their team brings to the project, how their knowledge of the subject will provide benefit to the process, how the team has been successful in the past, and how that relates to this project. It should include bios or resumes of team members illustrating relevant experience on similar projects. Include a statement regarding what distinguishes the firm from the other potential respondents.

TAB THREE:

Management Plan – Firms will be required to develop and submit a plan demonstrating their approach to how they will manage their own responsibilities as well as managing the team while representing SSLC's best interests.

At a minimum, management plans should address the following:

1. Budget Control
2. Schedule Control
3. Communication
4. Value Added Ideas
5. Risk Mitigation
6. Energy Efficiency Approach - Describe understanding of Utah DFCM High Performance Building Standard experience as well as experience working with a focus on energy efficiency.
7. Include initial comments on timelines described in the RFP and experience with the current building environment.

TAB FOUR:

Relevant Experience and References – The firm is required to provide three (3) references that include:

1. Project Name – Name of the project
2. Client – Name of agency that contracted for services
3. Point of Contact – Name and contact information for the person who will be able to answer any customer satisfaction questions
4. Date Complete – Date when work was completed
5. Size – The size of the project in dollars and square feet
6. Duration – The duration of the design and construction in months.

TAB FIVE

Fee Proposal - SSLC will consider proposals that have different methods or approaches to payment. Flat fee, hourly rates, percentage of cost, or a hybrid model (for example a fee or approach for predevelopment versus percentage of construction etc.) can be proposed. SSLC will retain the right to negotiate a mutually acceptable agreement of final cost and payment, with the selected provider.

SSLC may request certain extra services. The individual or firm shall perform such work at a rate stipulated in writing. Unless otherwise mutually agreed, such work will be performed only after the SSLC has been furnished with an estimate of total costs and authorization to proceed has been granted by the SSLC. Proposal should include reimbursable cost approach. **This will not count towards the page limit.**

IX. TIMELINE

EVENT	DATE
RELEASE RFP	Monday May 3, 2023
Deadline for Questions	Friday May 19, 2023
Responses to Questions Posted	Monday May 22, 2023, at 4:00 pm
PROPOSALS DUE	Monday May 29, 2023, at 3:00 pm MT
EVALUATION OF SUBMISSIONS	Thursday June 1, 2023
INTERVIEW OF TOP RANKED FIRM(S) <i>(if needed at discretion of SSLC)</i>	June 2 - 9, 2023
CONTRACT AWARDED – EXECUTED	On or before June 21, 2023

X. EVALUATION OF PROPOSALS AND SELECTION PROCESS

The proposal will be evaluated, scored and ranked by a Selection Committee appointed by the Mayor. Proposals will be reviewed and evaluated using the following criteria and elements:

1. Project Team (25 points).
2. Demonstrated prior experience on similar projects, qualifications, references and past performance (30 points).
3. Conciseness, responsiveness and completeness of the proposal to RFP (10 points).
4. Fee proposal and approach (30 points).

After evaluation of submissions, interviews, and reference checks (if needed), the selected consultant will be notified. After a mutually acceptable agreement between SSLC and the selected company has been negotiated, the consultant will be given a Notice to Proceed with the project, and the consultant shall proceed as required.

The Consultant awarded the contract is required to maintain adequate insurance including general liability, professional liability, worker’s compensation, and any other insurance, as required by state law and deemed necessary by SSLC Attorney’s Office. As applicable, such coverage shall contain additional insured endorsements with waivers of subrogation. Applicants shall submit insurance certificates demonstrating the aforementioned minimum coverage with the Proposal.

If SSLC and the selected consultant cannot agree on a satisfactory agreement, SSLC reserves the right to terminate negotiations. SSLC may then negotiate an agreement with another consultant or SSLC may submit another RFP.

SSLC reserves the right to reject any and all proposals. In addition, SSLC will not reimburse costs associated with the preparation or presentation of the proposals.

XI. RIGHTS TO PROPOSALS

All proposals, upon submission to SSLC, shall become SSLC's property for its use as deemed appropriate. By submitting a proposal, the consultant covenants not to make any claim for or have any right to damages because of any misinterpretation or misunderstanding of the specification, or because of any misinformation or lack of information. Nothing contained in this RFP shall create any contractual relationship between the consultant and SSLC. SSLC accepts no financial responsibility for costs incurred by any consultant in responding to this RFP. SSLC has the following prerogatives with regard to proposals submitted:

- To accept or reject any or all proposals
- To award all or part of the project at its discretion
- To adopt any or all parts of a proposal
- To utilize any or all ideas from proposals submitted to request additional information for the purposes of clarification
- To request additional information for the purposes of clarification
- To correct any arithmetic errors in any or all proposals submitted
- To change the deadline for submitting proposals upon appropriate notification to all consultants receiving the RFP
- To accept or negotiate any modifications to the scope and fee of any proposal following the deadline for receipt of all proposals and prior to contract award
- To waive any irregularity or any non-conformity of proposals with this RFP, whether of a technical or substantive nature

XII. DISCLOSURE OF CONTENTS

Upon award of contract, all proposals accepted by SSLC shall become a matter of public record and shall be regarded as public. To the furthest extent of the law, those elements of each proposal that are identified by the consultant as business or trade secrets and plainly marked as "trade secret," "confidential," or "proprietary" shall not be regarded as public. Each element of a proposal that the consultant desires not to be considered a public record must be clearly marked in accordance with the law. Any blanket statement (i.e. regarding entire pages, documents, or other non-specific designations) shall not be sufficient and shall not bind SSLC in any way whatsoever. If disclosure is required under the Utah Government Records Access Management Act (GRAMA) or otherwise by law (despite the consultant's request for confidentiality), SSLC shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

XIII. NON-DISCRIMINATION CLAUSE

Affirm that the responding firm does not discriminate against any individual because of race, religion, sex, color, age, disability, sexual orientation, or national origin, and that

these shall not be a factor in consideration for employment, selection of training, promotion, transfer, recruitment, rates of pay, or other forms of compensation, demotion, or separation.

XIV. SUBMISSION OF PROPOSALS

Interested firms or individuals are requested to submit one (1) electronic copy, in PDF format, under 25mb in size, submitted by email of their proposal to SSLC's City Recorder, Ariel Andrus: aandrus@sslc.gov or via SciQuest. **Proposals must be received by SSLC/SciQuest by 3:00 pm MDT on May 29, 2023.**

Proposals should be submitted to:

[Ariel Andrus](mailto:aandrus@sslc.gov)
City Recorder
aandrus@sslc.gov

XV. PROPOSAL DIRECTOR

SSLC's director for this project will be Jonathan Weidenhamer, Community and Economic Development Director. Questions concerning the scope and specifications of services should be directed to:

Jonathan Weidenhamer
Community and Economic Development Director City of South Salt Lake
jweidenhamer@SSLC.gov

and Carbon Copied to:

Kerryn Talbot
Executive Assistant to Jonathan Weidenhamer
ktalbot@sslc.gov

The deadline for written questions is 4:00 p.m. May 19, 2023. Responses to written questions will be posted on SciQuest by 5:00 p.m. on May 22, 2023.

A Site visit/tour can be scheduled upon written request to Jonathan and Kerryn.

XVI. EXHIBITS

1. Existing Parcel Map
2. Needs Assessment Summary - JRCA March 2020
3. Preliminary Project Budget – JRCA, July 2019
4. Typical SSLC Service Provider Agreement

Exhibit 1 - Existing Parcel Map





**SOUTH SALT LAKE
PUBLIC WORKS**



SOUTH SALT LAKE PUBLIC WORKS NEEDS ASSESSMENT

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ACKNOWLEDGEMENTS

Acknowledgements

The following participated in the development of the South Salt Lake Public Works Needs Assessment.

EXECUTIVE COMMITTEE

Sharen Hauri
Project Executive
South Salt Lake

Dennis Pay
City Engineer / Project Manager
South Salt Lake

Mont Roosendaal
Director of Public Assets
South Salt Lake

DESIGN TEAM

Scott Holmes
AIA, Principal / Project Manager
JRCA Architects

Jonathon Faull
Job Captain
JRCA Architects

SOUTH SALT LAKE PUBLIC WORKS NEEDS ASSESSMENT AND MASTER WORKSHOP PARTICIPANTS

Sharen Hauri
Dennis Pay
Mont Roosendaal
Dave Alexander
Tory Laws
Corby Talbot
Jason Taylor

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EXECUTIVE SUMMARY

Public Works Departments

South Salt Lake's **Public Works** Department oversees the operations and maintenance of the infrastructure of the city. Current operations include:

Administration handles the majority of the public interaction and the overall management and coordination amongst the other departments that make up Public Works.

The **Streets Department** maintains "the City streets and sidewalks, and through the proper disposal of solid waste; providing a safe and reliable transportation network that allows residents to move freely throughout the city, and provides for the transportation of goods and services."^a One of the many responsibilities of the Streets Department is "to give direction of timely and efficient removal of snow and ice from streets."^b

The **Water Department** provides "safe, clean drinking water to the residents of the City of South Salt Lake that complies with all City, State and Federal regulations."^c

The **Storm Water Department** protects and preserves "our fragile and finite environment as we apply best management practices to the collection, treatment, and discharge of stormwater."^d

The **Waste Water Department** collects, transmits, and treats "wastewater in conformance with all City, State and Federal regulations."^e

The **Fleet Management Department** maintains the line of vehicles owned by the City to ensure that employees have their needed equipment available.

The **Engineering Department** provides "high quality engineering and inspection services through the employment of qualified and competent professionals who uphold City, State, and Federal regulations and standards."^f

The **Parks Department** maintains the landscaping of the parks, sports fields, and other tracts of land that are used for the diversion of the residents of the City.

Public Works Departments

The Public Assets Department acquires, maintains, and disposes "City property assets in a cost effective, safe, and efficient manner for employees and residents...."⁹

South Salt Lake Public Works are currently housed in several locations across the city, including:



Public Works Headquarters
195 E. Oakland Ave.



Well Complex
2501 South 300 East



Well Complex
3190 South 700 East



Davis Well Complex
3000 South 460 West

Public Works Departments

South Salt Lake Public Works locations continued:



Main Lift Station
2250 South 600 West



Pump House Lift Station
2280 South 900 West

Currently, employees of the **Water Department** are dispersed at stations throughout the city. A consolidation of the workforce at the Public Works Headquarters will increase efficiency in communication and management of assets.

With the expected growth of Public Works and the consolidation of the employees and equipment, the amount of required space needs to increase and the purchase of neighboring sites along Oakland Dr. mandatory. The construction of the required buildings would need to be done in phases in order to keep the operations of Public Works inhibited, so the purchase of the needed plots can also be done in phases. Along with the purchase of neighboring land, the city would need to reclaim the end of Oakland Ave. to ensure a secured site that meets the circulation requirements for effective operations.

The Public Safety Department currently holds a portion of their large bulk evidence at the Public Works Headquarters location. Another location would be better suited for the storage of these items where enough space can be allotted strictly for these large items but also so proper evidence handling techniques can be in place.

Public Works Departments

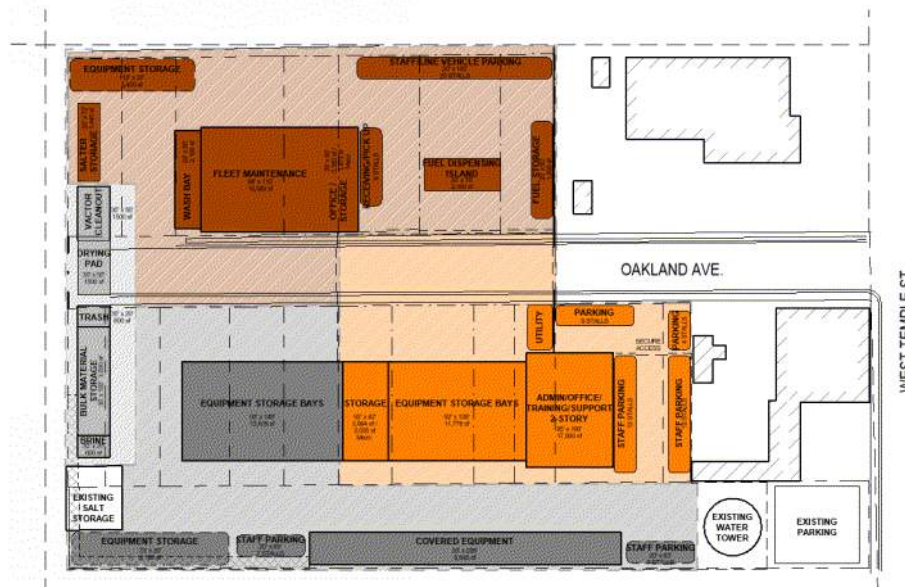
Through this study, JRCA Architects has been tasked with verifying the **current and future Public Works facilities** space needs, identifying ideal functional adjacencies, and developing a criterion to determine the ideal site layout. A series of meetings were conducted with JRCA and select individuals from the City in order to achieve the aforementioned tasks.

Goals and operations for each department were discussed so JRCA could have a better understanding of what the City would like to achieve through this study.

Workshops to determine the **spacial needs** for each department were conducted.

The information gathered during these meetings has been evaluated and the following building areas have been identified:

Main Building Space Requirement	51,603 sf
Fleet Building Space Requirement	18,605 sf
Ancillary Building Space Requirement	23,990 sf
Site Development Requirement	249,961 sf



Public Works Departments

Based on the construction costs of similar recent public works buildings and other municipal buildings constructed throughout the Intermountain area we recommend budgeting the following for the anticipated construction only cost.

Public Works Building	70,208 S.F.	
Estimated Construction Cost	\$195/S.F.	\$13,693,066
Ancillary Building	23,990 S.F.	
Estimated Construction Cost	\$63/S.F.	\$1,507,350
Required Site Area Improvements	180,157 S.F.	
Estimated Construction Cost	\$7/S.F.	\$1,190,314
Total Estimated Construction Cost		\$16,390,730

*With the assumed start of construction in late-2020, expect an inflation cost of 10%.

Footnotes:

- a Mission statement for the Streets Department; www.southsalllakecity.com/department-listings/public-works/streets-and-sidewalks
- b Description of snow removal; www.southsalllakecity.com/department-listings/public-works/snow-removal
- c Mission statement for the Water Department; www.southsalllakecity.com/department-listings/public-works/water
- d Mission statement for the Storm Water Department; www.southsalllakecity.com/department-listings/public-works/storm-water
- e Mission statement for the Waste Water Department; www.southsalllakecity.com/department-listings/public-works/waste-water
- f Mission statement for the Engineering Department; www.southsalllakecity.com/department-listings/public-works/engineering
- g Mission statement for the Public Assets Department; www.southsalllakecity.com/department-listings/public-assets

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3

NEEDS ASSESSMENT SUMMARIES

A. Administration

ID	SPACE	EXISTING	STAFFING RQMTS			AREA REQUIRED				
		2019 QTY	2025	2030	2040	SPACE TYPE	NSF/ SPACE	TOTAL NSF	AREA FACTOR	DESIGN GSF
A100										
A101	Public Works Director		1	1	1		240	240	1.33	319
A102	Assistant PW Director		1	1	1		240	240	1.33	319
A103	Administrative Assistant	1	1	1	1	PO	160	160	1.40	224
A104	Secretary	1	2	2	2	WS	80	160	1.60	256
A105	Small Conference		1	1	1		120	120	1.40	168
A106	Record Storage Alcove	1	1	1	1		32	32	1.60	51
Total								952		1338

Area Notes

A101	Public Works Director	<i>Future Position</i>
A102	Assistant PW Director	<i>Future Position</i>
A103	Administrative Assistant	<i>Adjacent to front desk w/visual connectivity. Provide means for CCTV viewing.</i>
A104	Secretary	<i>Secure transaction counter from public lobby. Consider level 3 rated assembly & concealed paneling. Provide means for CCTV viewing.</i>
A105	Small Conference	<i>5-6 person, located near managers</i>
A106	Record Storage Alcove	<i>(2) lateral files minimum, locate adjacent to A104</i>

A. Streets

ID	SPACE	EXISTING	STAFFING RQMTS			AREA REQUIRED				
		2019 QTY	2025	2030	2040	SPACE TYPE	NSF/ SPACE	TOTAL NSF	AREA FACTOR	DESIGN GSF
A200										
A201	Streets Manager	1	1	1	1	PO	160	160	1.40	224
A202	Administrative Assistant		1	1	1	PO	120	120	1.40	168
A203	Concrete Field Supervisor	1	1	1	1	PO	120	120	1.40	168
A204	Concrete Worker	2	4	4	4	WS	20	80	1.60	128
A205	Solid Waste Tech	1	2	2	2	WS	20	40	1.60	64
A206	Streets Field Supervisor	2	2	2	2	PO	120	240	1.33	319
A207	Heavy Equipment Operator	1	1	1	1	WS	20	20	1.60	32
A208	Equipment Operator	5	7	7	7	WS	20	140	1.60	224
A209	Concrete Operations Storage Bay		1	1	1		900	900	1.10	990
A210	Heavy Equipment Storage		8	8	8		1,080	8640	1.10	9504
A211	Sign Storage and Assembly	1	1	1	1		900	900	1.10	990
A212	Small Parts Supplies Storage		1	1	1		250	250	1.33	333
A213	Paint Supply Storage	1	1	1	1		120	120	1.40	168
A214	Shop/Welding	1	1	1	1		270	270	1.10	297
A215	Refuse Can Storage/Assembly	1	1	1	1		300	300	1.33	399
Total								12,300		14,008

Area Notes

A201	Streets Manager	
A202	Administrative Assistant	
A203	Concrete Field Supervisor	
A204	Concrete Worker	
A205	Solid Waste Tech	
A206	Streets Field Supervisor	Shared office
A207	Heavy Equipment Operator	
A208	Equipment Operator	
A209	Concrete Operations Storage Bay	20'x45', deep enough for a truck to be hooked up to a trailer
A210	Heavy Equipment Storage	24x45 bay w/ 16' OH door.
A211	Sign Storage and Assembly	20x45 bay w/ 12' OH door.
A212	Small Parts Supplies Storage	Ability to back in a truck for loading and unloading
A213	Paint Supply Storage	Include area for 6'x12' paint trailer, supplies, stencils, etc.
A214	Shop/Welding	6'x45' cove space adjacent to equipment bays
A215	Refuse Can Storage/Assembly	

A. Water

ID	SPACE	EXISTING	STAFFING RQMTS			AREA REQUIRED				
		2019 QTY	2025	2030	2040	SPACE TYPE	NSF/ SPACE	TOTAL NSF	AREA FACTOR	DESIGN GSF
A300										
A301	Water Manager	1	1	1	1	PO	160	160	1.40	224
A302	Field Supervisor	1	1	1	1	PO	120	120	1.40	168
A303	Sampling Technician	1	1	1	1	PO	120	120	1.40	168
A304	Crew Leader	1	1	1	1	WS	64	64	1.60	102
A305	Technician	4	5	5	5	WS	20	100	1.60	160
A306	Administrative Assistant		1	1	1	WS	64	64	1.60	102
A307	Heavy Equipment Storage		6	6	6		1080	6480	1.10	7128
A308	Light Equipment Storage				1		400	400	1.10	440
Total								7108		8053

Area Notes

- A301 Water Manager
- A302 Field Supervisor
- A303 Sampling Technician *Counter space and refrigerator for testing.*
- A304 Crew Leader
- A305 Technician
- A306 Administrative Assistant
- A307 Heavy Equipment Storage *24x45 bay w/ 16' OH door.*
- A308 Light Equipment Storage

A. Storm Water

ID	SPACE	EXISTING	STAFFING RQMTS			AREA REQUIRED				
		2019 QTY	2025	2030	2040	SPACE TYPE	NSF/ SPACE	TOTAL NSF	AREA FACTOR	DESIGN GSF
A400										
A401	Storm Water Manager	1	1	1	1	PO	160	160	1.40	224
A402	Technician	2	2	2	2	WS	64	128	1.60	205
A403	Outreach Coordinator		1	1	1	WS	64	64	1.60	102
A404	Maintenance Operator		3	3	3	WS	20	60	1.60	96
A405	Equipment Storage	4	4	4	4		1080	4320	1.18	5098
Total								4732		5725

Area Notes

- A401 Storm Water Manager
- A402 Technician
- A403 Outreach Coordinator
- A404 Maintenance Operator
- A405 Equipment Storage

A. Waste Water

ID	SPACE	EXISTING	STAFFING RQMTS			AREA REQUIRED				
		2019 QTY	2025	2030	2040	SPACE TYPE	NSF/ SPACE	TOTAL NSF	AREA FACTOR	DESIGN GSF
A500										
A501	Wastewater Manager	1	1	1	1	PO	160	160	1.40	224
A502	Administrative Assistant		1	1	1	WS	64	64	1.60	102
A503	Field Supervisor	1	1	1	1	WS	64	64	1.60	102
A504	Technician	1	2	2	2	WS	20	40	1.60	64
A505	Heavy Equipment Storage		6	6	6		1080	6480	1.18	7646
A506	Laundry		1	1	1		120	120	1.40	168
A507	Equipment Mud Room Storage		1	1	1		400	400	1.33	532
Total								6928		8307

Area Notes

A501	Wastewater Manager	
A502	Administrative Assistant	
A503	Field Supervisor	
A504	Technician	
A505	Heavy Equipment Storage	24'x45' w/16' wide OH door
A506	Laundry	Commercial equipment to be adjacent to equipment bays and shared with Storm Water. Provide drying rack, floor sink, water and exhaust
A507	Equipment Mud Room Storage	Storage for small equipment, sampling units, parts, piping. Provide washdown space with tempered water source

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ID	SPACE	EXISTING	STAFFING RQMTS			AREA REQUIRED				
		2019 QTY	2025	2030	2040	SPACE TYPE	NSF/ SPACE	TOTAL NSF	AREA FACTOR	DESIGN GSF
A600										
A601	Fleet Manager		1	1	1	PO	160	160	1.40	224
A602	Administrative Assistant		1	1	1	WS	100	100	1.40	140
A603	Fleet Foreman	1	1	1	1	PO	120	120	1.40	168
A604	Technician I	1	2	2	2	WS	10	20	1.60	32
A605	Technician II	2	2	2	2	WS	10	20	1.60	32
A606	Library		1	1	1		100	100	1.40	140
A607	Breakroom		1	1	1		120	120	1.40	168
A608	Single User Restroom		1	1	1		56	56	1.60	90
A609	Single User Restroom & Shower		1	1	1		115	115	1.40	161
A610	Receiving Lobby		1	1	1		175	175	1.40	245
A611	Staff Locker		6	6	6		10	60	1.60	96
A612	Laundry		1	1	1		18	18	1.60	29
A613	Light Duty Maintenance		4	4	4		1125	4,500	1.10	4,950
A614	Heavy Duty Maintenance		4	4	4		1125	4,500	1.10	4,950
A615	Parts Storage		1	1	1		1250	1,250	1.10	1,375
A616	Tire Storage				1		650	650	1.25	813
A617	Tool Storage				1		400	400	1.33	532
A618	Fluid Storage				1		400	400	1.33	532
A619	Air Compressor				1		80	80	1.60	128
A620	Welding cove				1		200	200	1.33	266
A621	Vehicle Wash Bay				1		2160	2,160	1.10	2,376
A622	Wash Equipment				1		400	400	1.33	532
A623	Electrical				1		150	150	1.33	200
A624	Mechanical				1		120	120	1.33	160
A625	IT/ Network				1		100	100	1.40	140
A626	Janitorial				1		80	80	1.6	128
Total								16,054		18,605

Area Notes

A601	Fleet Manager	<i>Future position.</i>
A602	Administrative Assistant	<i>Future position.</i>
A603	Fleet Foreman	
A604	Technician I	<i>5x5 Touchdown Workstation.</i>
A605	Technician II	<i>5x5 Touchdown Workstation.</i>
A606	Library	<i>Include A604 & A605 within area, provide access from office function and maintenance bays.</i>
A607	Breakroom	
A608	Single User Restroom	<i>Adjacent to A610 and accessible from office space.</i>
A609	Single User Restroom & Shower	<i>Locate with locker area.</i>
A610	Receiving Lobby	
A611	Staff Locker	<i>Provide 2x2 lockers, free standing bench, accessible bench, and immediate access to A609. Locate near maintenance bays.</i>
A612	Laundry	<i>3x3 spaces for laundry units, verify residential grade or commercial grade.</i>
A613	Light Duty Maintenance	<i>Min. 25'x45' bay w/16' wide OH doors</i>
A614	Heavy Duty Maintenance	<i>Min. 25'x45' bay w/16' wide OH doors. 10T OH crane and access to welding stations to span over (1) bay. Confirm structure clearance abv. with raised fire apparatus.</i>
A615	Parts Storage	<i>Managed parts service is desired utilizing a third party provider. Space shall include transaction counter and workstation.</i>
A616	Tire Storage	<i>Locate adjacent to A615. Primary access from A615, secondary access to maintenance bays.</i>
A617	Tool Storage	<i>Secured storage for SSL owned equipment.</i>
A618	Fluid Storage	<i>Allow space for small fuel and fluid containers in conjunction with primary fluid delivery and waste systems.</i>
A619	Air Compressor	<i>Locate away from maintenance bays with exterior access. Evaluate utilizing existing compressor unit.</i>
A620	Welding cove	<i>Incorporate space with A614. Provide hood ventilation and work table.</i>
A621	Vehicle Wash Bay	<i>24'x90 bay w/ 14' wide OH doors. Manual wash system with catwalk and water cannon, and under carriage wash. Prepare space and equipment to receive future autowash.</i>
A622	Wash Equipment	<i>Design space and utilites for future autowash equipment.</i>



A. Engineering

ID	SPACE	EXISTING	STAFFING RQMTS			AREA REQUIRED				
		2019 QTY	2025	2030	2040	SPACE TYPE	NSF/ SPACE	TOTAL NSF	AREA FACTOR	DESIGN GSF
A700										
A701	City Engineer	1	1	1	1	PO	240	240	1.33	319
A702	Deputy City Engineer		1	1	1	PO	240	240	1.33	319
A703	Engineer	1	2	2	2	PO	160	320	1.40	448
A704	Inspector	2	3	3	3	WS	96	288	1.60	461
A705	Utility Coordinator		1	1	1	WS	64	64	1.60	102
A706	Permit Technician		1	1	1	WS	64	64	1.60	102
A707	Administrative Assistant		1	1	1	WS	64	64	1.60	102
A708	Small Conference Room	1	1	1	1		160	160	1.40	224
A709	Plan Review Work Space	1	1	1	1		120	120	1.60	192
A710	Archive Storage	1	1	1	1		150	150	1.40	210
A711	Small Equipment Storage	1	1	1	1		120	120	1.40	168
Total								1152		1650

Area Notes

A701	City Engineer	<i>Relocate from City Hall</i>
A702	Deputy City Engineer	<i>Future Position</i>
A703	Engineer	<i>Relocate from City Hall</i>
A704	Inspector	<i>Relocate from City Hall</i>
A705	Utility Coordinator	<i>Future Position</i>
A706	Permit Technician	<i>Future Position</i>
A707	Administrative Assistant	<i>Future Position</i>
A708	Small Conference Room	<i>8-10 person, can be shared w/other departments</i>
A709	Plan Review Work Space	<i>Island work top for plan review and collaboration</i>
A710	Archive Storage	
A711	Small Equipment Storage	<i>Nuclear gauge and water meters. Provide secure access</i>

A. Parks & Facilities

ID	SPACE	EXISTING	STAFFING RQMTS			AREA REQUIRED				
		2019 QTY	2025	2030	2040	SPACE TYPE	NSF/ SPACE	TOTAL NSF	AREA FACTOR	DESIGN GSF
A800										
A801	Parks & Facilities Manager	1	1	1	1	PO	160	160	1.40	224
A802	Grounds Maintenance II (FTE's)	5	6	6	6	WS	64	384	1.60	614
A803	Community Service Support						900	900	1.25	1125
A804	Workshop						800	800	1.25	1000
A805	Paint Storage						200	200	1.33	266
A806	Material Storage						250	250	1.00	250
A807	Forestry Maintenance		1	1	1		1080	1080	1.10	1188
A808	Parks Maintenance Equip. Storage		1	1	1		1080	1080	1.10	1188
A809	Equipment Fuel Storage						100	100	1.40	140
A810	Irrigation Parts Storage						120	120	1.40	168
Total								5074		6163

Area Notes

A801	Parks & Facilities Manager	
A802	Grounds Maintenance II (FTE's)	
A803	Community Service Support	Space shall provide for separate access from staff, visible from public way, break room amenities, single user toilet rooms, computer workstation and training capabilities. 30x30 area.
A804	Workshop	
A805	Paint Storage	Isolate from A804 with exterior access. Ventilation to comply with mechanical codes for hazardous material storage.
A806	Material Storage	Combine with A804 or utilize mezzanine space where available.
A807	Forestry Maintenance	24x45 bay with perimeter storage capabilities.
A808	Parks Maintenance Equip. Storage	24x45 bay with perimeter storage capabilities.
A810	Irrigation Parts Storage	Combine with A805 or utilize mezzanine space where available.

A. Public Assets

ID	SPACE	EXISTING	STAFFING RQMTS			AREA REQUIRED				
		2019 QTY	2025	2030	2040	SPACE TYPE	NSF/ SPACE	TOTAL NSF	AREA FACTOR	DESIGN GSF
A900										
A901	Public Asset Director	1	1	1	1	PO	240	240	1.33	319
A902	Administrative Assistant	1	1	1	1	WS	160	160	1.40	224
A903	Data Technician	1	1	1	1	WS	80	80	1.60	128
A904	Data Technician	1	1	1	1	WS	80	80	1.60	128
A905	General Storage	1	1	1	1		150	150	1.40	210
Total								230		338

Area Notes

A901	Public Asset Director	Located at City Hall, not included in GSF calculation.
A902	Administrative Assistant	Located at City Hall, not included in GSF calculation.
A903	Data Technician	Located at City Hall, not included in GSF calculation.
A904	Data Technician	Locate at PW.
A905	General Storage	Locate at PW.

B. Building Common



ID	SPACE	EXISTING	QUANTITY			AREA REQUIRED					
		2019 QTY	2025	2030	2040	SPACE TYPE	NSF/ SPACE	TOTAL NSF	AREA FACTOR	DESIGN GSF	
B100											
B101	Public Lobby		1	1	1		300	300	1.33	399	
B102	Entry Vestibule		1	1	1		56	56	1.60	90	
B103	Gender Neutral Restroom (Public)		2	2	2		56	112	1.60	179	
B104	Mens Restroom (Staff)	1	1	1	1		180	180	1.40	252	
B105	Womens Restroom (Staff)	1	1	1	1		56	56	1.60	90	
B106	Shower/Changing Room		2	2	2		115	230	1.40	322	
B107	Gender Neutral Restroom (Private)		2	2	2		56	112	1.60	179	
B108	Large Staff Lockers	37	51	51	51		15	765	1.60	1224	
B109	Staff Day Lockers		3	6	6		10	60	1.60	96	
B110	Laundry	1	1	1	1		200	200	1.33	266	
B111	Fitness		1	1	1		400	400	1.33	532	
B112	Staff Breakroom	1	1	1	1		475	475	1.33	632	
B113	Multipurpose/Training		2	2	2		500	1000	1.25	1250	
B114	Central Copy/Workroom	1	1	1	1		250	250	1.33	333	
B115	Large Conference Room	1	1	1	1		320	320	1.33	426	
B116	Break Cove		1	1	1		70	70	1.60	112	
B117	Secure Staff Entry		1	1	1		56	56	1.60	90	
B118	Quiet Room		1	1	1		100	100	1.40	140	
B119	SCADA Room		1	1	1	PO	200	200	1.33	266	
Total								4742	6610		

Area Notes

B101	Public Lobby	
B102	Entry Vestibule	8x7 minnum, secure with AC, open during business hours
B103	Gender Neutral Restroom (Public)	Adjacent to lobby
B104	Mens Restroom (Staff)	Multiuser
B105	Womens Restroom (Staff)	Single user
B106	Shower/Changing Room	Includes accessible changing bench and Restroom function. Accessed by staff and located adjacent to exercise.
B107	Gender Neutral Restroom (Private)	
B108	Large Staff Lockers	Single tier locker, provide accessible changing bench. Co-ed space
B109	Staff Day Lockers	
B110	Laundry	Commercial application
B111	Fitness	Day lockers with fitness
B112	Staff Breakroom	475/7 = 68 occupants
B113	Multipurpose/Training	Divideable to create 2 spaces. 1000/7 = 142 occupants max. Common use with tables and chair, 1000/15 = 66 occupants
B114	Central Copy/Workroom	Locate shred box & recycle containers here. Space for plotters
B115	Large Conference Room	12 person with perimeter seating parallel with table
B116	Break Cove	7x10 minimum, locate adjacent to B214
B117	Secure Staff Entry	
B118	Quiet Room	
B119	SCADA Room	Shared with Wastwater department, provide secure access. Space shall allow for 2 workstations with wall mounted monitors and server space

B. Building Support

ID	SPACE	EXISTING	QUANTITY			AREA REQUIRED					
		2019 QTY	2025	2030	2040	SPACE TYPE	NSF/ SPACE	TOTAL NSF	AREA FACTOR	DESIGN GSF	
B200											
B201	Electrical	1	1	1	1		250	250	1.33	333	
B202	Mechanical	1	1	1	1		250	250	1.33	333	
B203	Janitorial	2	2	2	2		80	160	1.60	256	
B204	Fire Riser	1	1	1	1		80	80	1.60	128	
B205	IT/Server	1	1	1	1		150	150	1.40	210	
B206	A/V Equipment	1	1	1	1		64	64	1.60	102	
B207	Storage/PPE	1	1	1	1		250	250	1.33	333	
Total								1204	1694		

Area Notes

B201	Electrical	
B202	Mechanical	
B203	Janitorial	<i>Locate (1) near equipment bays</i>
B204	Fire Riser	<i>Review opportunities to locate riser w/ B302</i>
B205	IT/Server	<i>Secure access, pre-action fire suppression, redundant DFS units, network equipment and UPS by Owner, 4" conduits fiber, century link and comcast. All network appliances outside this space will be Owner provided, raceway and cabling by GC. Access control by vendor.</i>
B206	A/V Equipment	<i>Adjacent to Multipurpose/Training Room</i>
B207	Storage/PPE	<i>Evaluate NAPA and warehousing options for PPE</i>

C. Site Elements

ID	SPACE	EXISTING	QUANTITY			AREA REQUIRED				
		2019 QTY	2025	2030	2040	SPACE TYPE	NSF/ SPACE	TOTAL NSF	AREA FACTOR	DESIGN GSF
C100										
C101	Bulk Material Storage Bins		5	5	5		600	3000	1.00	3000
C102	Brine System Storage Building		1	1	1		600	600	1.00	600
C103	Salt Storage		1	1	1	3500	3500	3500	1.00	3500
C104	Salt Spreaders	15	15	15	15		96	1440	1.00	1440
C105	Covered Equipment Parking		19	19	19		450	8550	1.00	8550
C106	Fuel Island		1	1	1		2100	2100	1.00	2100
C107	Fuel Storage and Dispensing		2	2	2		900	1800	1.00	1800
C108	Vactor Cleanout Station		1	1	1		3000	3000	1.00	3000
Total								23990		23990

Area Notes

C101	Bulk Material Storage Bins	20'x30' minimum bays, covered with roof assembly and vertical screen panels at 3 sides. Provide 20' deep apron.
C102	Brine System Storage Building	20'x30' w/25' pad along length of footprint, locate adjacent to salt storage
C103	Salt Storage	Existing 50'x70'
C104	Salt Spreaders	Locate adjacent to salt storage
C105	Covered Equipment Parking	15'x30' bay size with 10' deep apron.
C106	Fuel Island	70x30 pad, (2) dispensers w/reg and diesel both sides for a total of 8 fuel supply lines utilizing 4 drive lanes
C107	Fuel Storage and Dispensing	37'x12' with 4' clear all sides - 10K gal. regular 15K gal. diesel, footprint for underground DEF
C108	Vactor Cleanout Station	Covered and uncovered with 20' deep apron. Provide side and front approach to cleanout station.

C. Site Improvements

ID	SPACE	EXISTING	QUANTITY			NEEDED				
		2019 QTY	2025	2030	2040	SPACE TYPE	NSF/ SPACE	TOTAL NSF	AREA FACTOR	DESIGN GSF
C200										
C201	Trash	1	2	2	2		120	240	1.00	240
C202	Staff Parking	45	68	68	68		180	12240	1.00	12240
C203	Public Parking	10	10	10	10		162	1620	1.25	2025
C204	Patio		1	1	1		350	350	1.00	350
C205	Landscape		1	1	1			0	1.00	0
C206	Hardscape / Site Utilites		1	1	1			0		163020
Total										177875

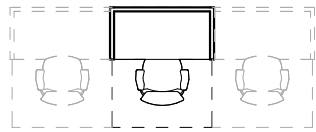
Area Notes

C201	Trash	
C202	Staff Parking	Recommend 9'x20' stalls, take into account for seasonal employees
C203	Public Parking	Standard 9'x18'. Area factor includes ADA stalls
C204	Patio	
C205	Landscape	Landscape scope TBD, allowance included abv.
C206	Hardscape / Site Utilites	

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4

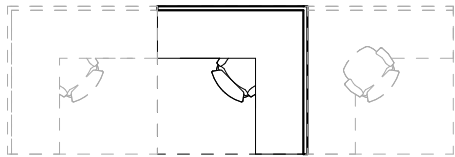
NEEDS ASSESSMENT DETAILS
SPACE DIAGRAMS



Touchdown stations for limited use (ie time cards, individual training, etc.)

Shared stations for employees that spend most of their time out of the building.

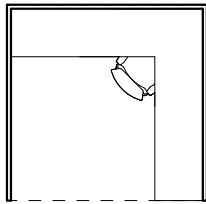




Stations for individuals that spend most of their time out of the office.

Spaces for individuals that require storage and work space.

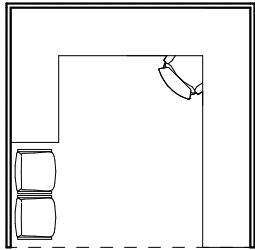




Spaces for individuals that require storage and work space.

Stations for individuals that spend most of their time in the office.

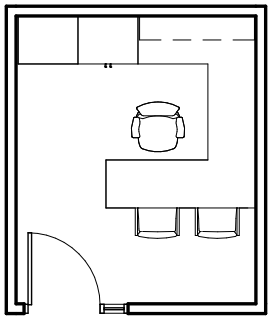




Spaces for individuals that require storage and work space.

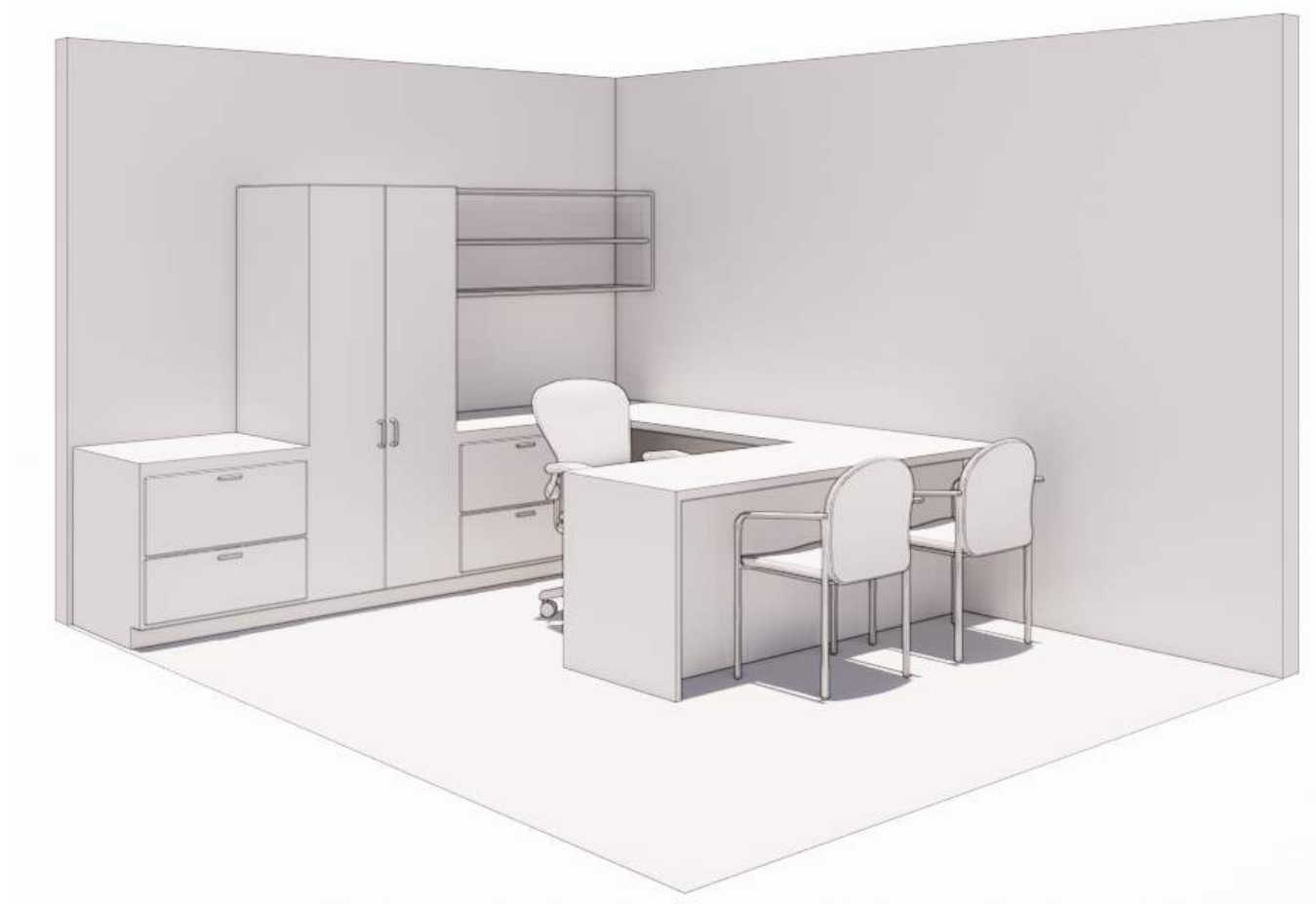
Stations for individuals that spend most of their time in the office.

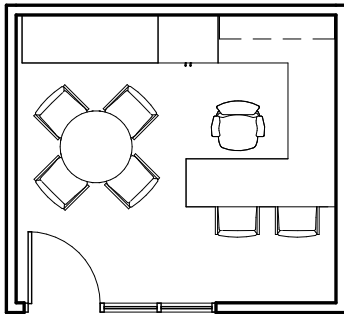




Private office for sensitive conversations and secured storage.

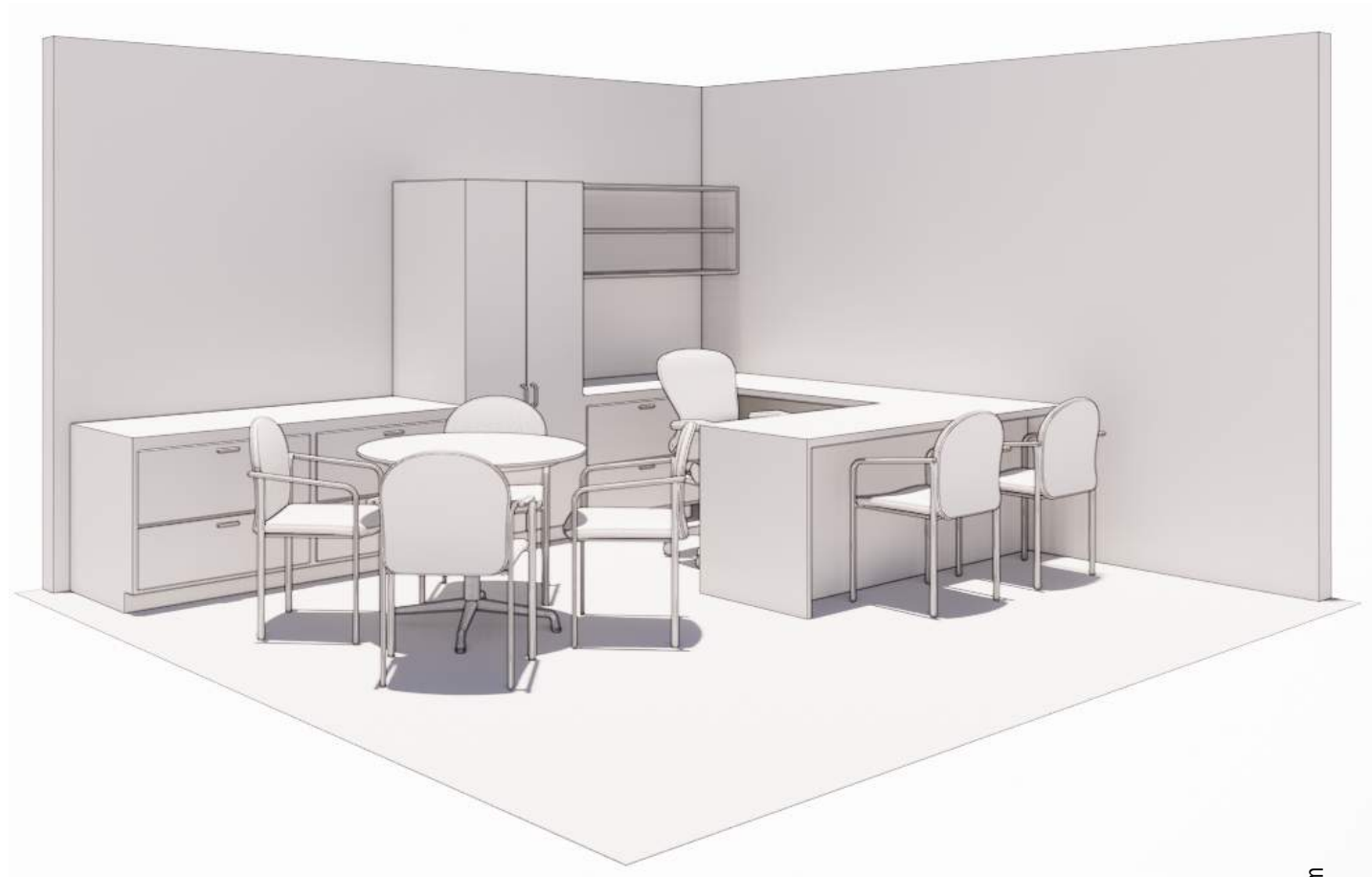
Space for a meeting of three individuals.

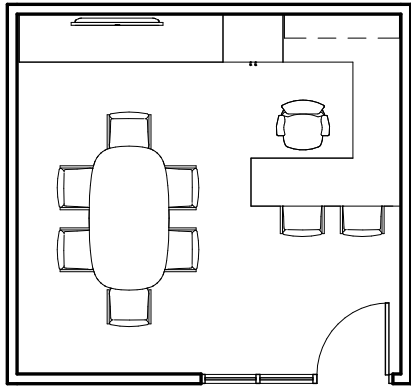




Private office for sensitive conversations and secured storage.

Space for a meeting of six individuals and a small table.

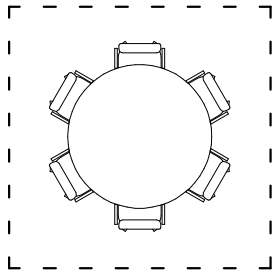




Private office for sensitive conversations and secured storage.

Space for a meeting of nine individuals and a larger table.

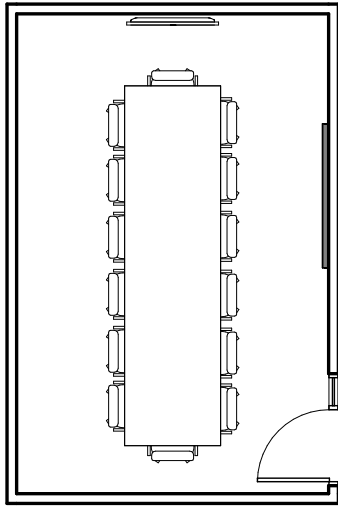




Open conference room for collaborative discussions.

Space for a meeting of six individuals around a small table.





Private conference room for sensitive conversations with audio/visual equipment.

Space for a meeting of fourteen individuals around a large table and additional chairs along the wall.

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5

SITE LAYOUT OPTIONS

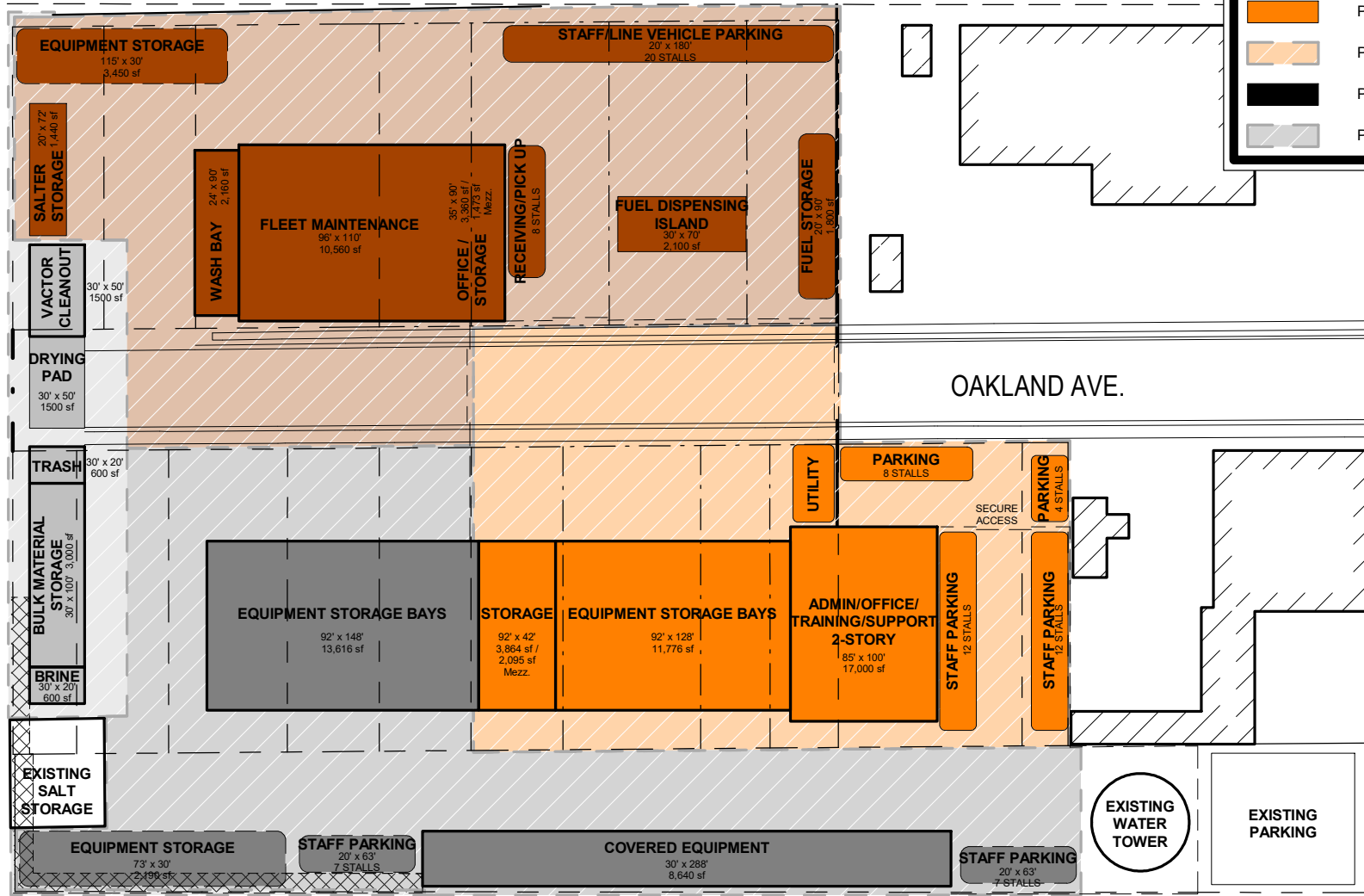
SITE INFORMATION:

EXISTING AREA	3.85 AC
PROPOSED AREA	7.33 AC
PARKING PROVIDED	58 STAFF STALLS 12 PUBLIC STALLS

LEGEND:

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- PHASE 1 SITE WORK
- PHASE 2 PROGRAMMED SPACES
- PHASE 2 SITE WORK
- PHASE 3 PROGRAMMED SPACES
- PHASE 3 SITE WORK
- PHASE 4 PROGRAMMED SPACES
- PHASE 4 SITE WORK

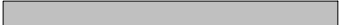








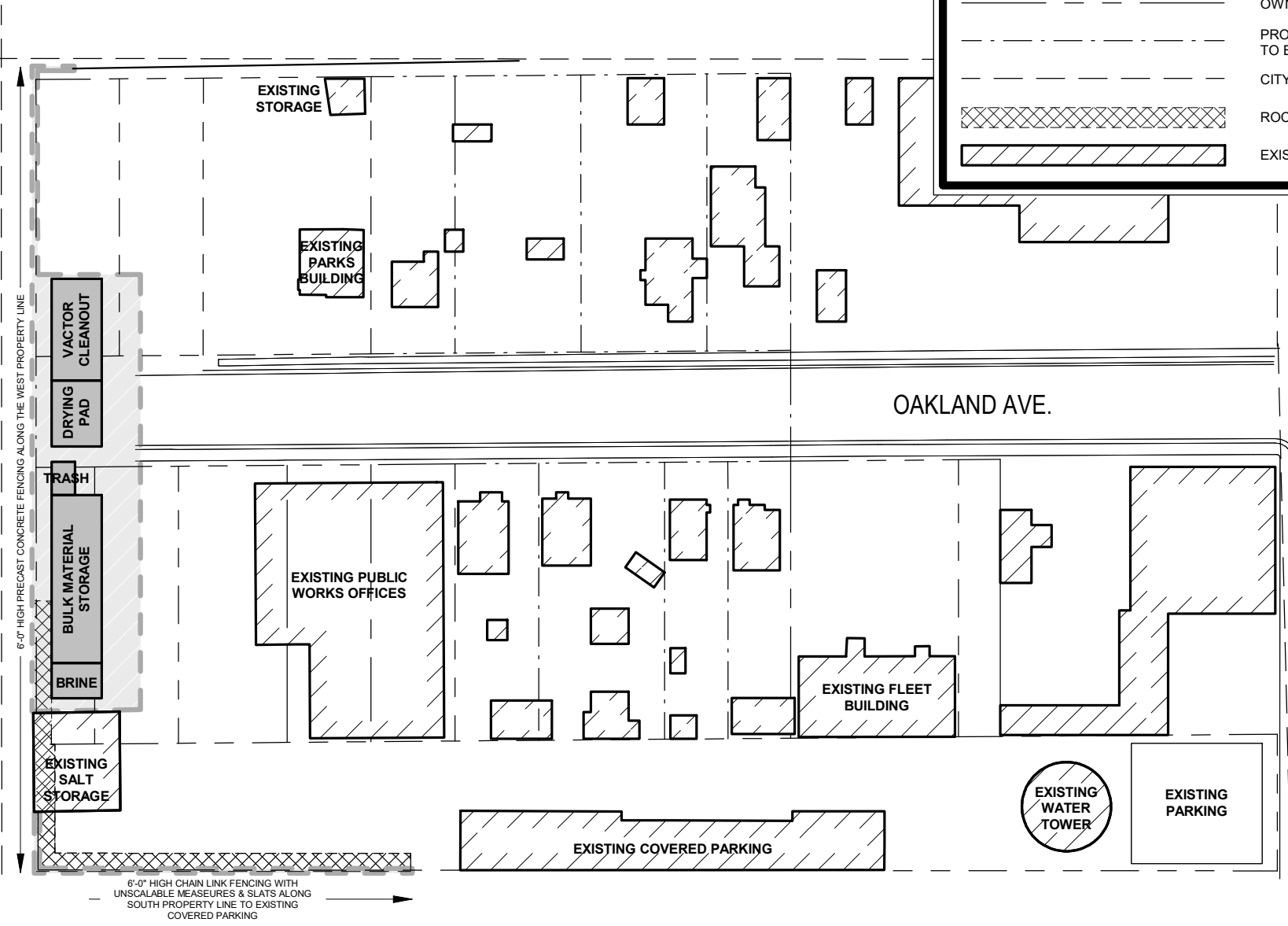
OAKLAND AVE.

WEST TEMPLE ST.

LEGEND:

DRAFT

-  PHASE 1 PROGRAMMED SPACES
-  PHASE 1 SITE WORK
-  OWNED PROPERTY LINE
-  PROPERTY LINE OF PARCELS TO BE PURCHASED
-  CITY BLOCK LINE
-  ROCKY MOUNTAIN EASEMENT
-  EXISTING STRUCTURE



6'-0" HIGH PRECAST CONCRETE FENCING ALONG THE WEST PROPERTY LINE



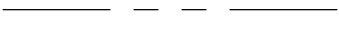

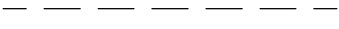


6'-0" HIGH CHAIN LINK FENCING WITH UNSCALABLE MEASUREURS & SLATS ALONG SOUTH PROPERTY LINE TO EXISTING COVERED PARKING

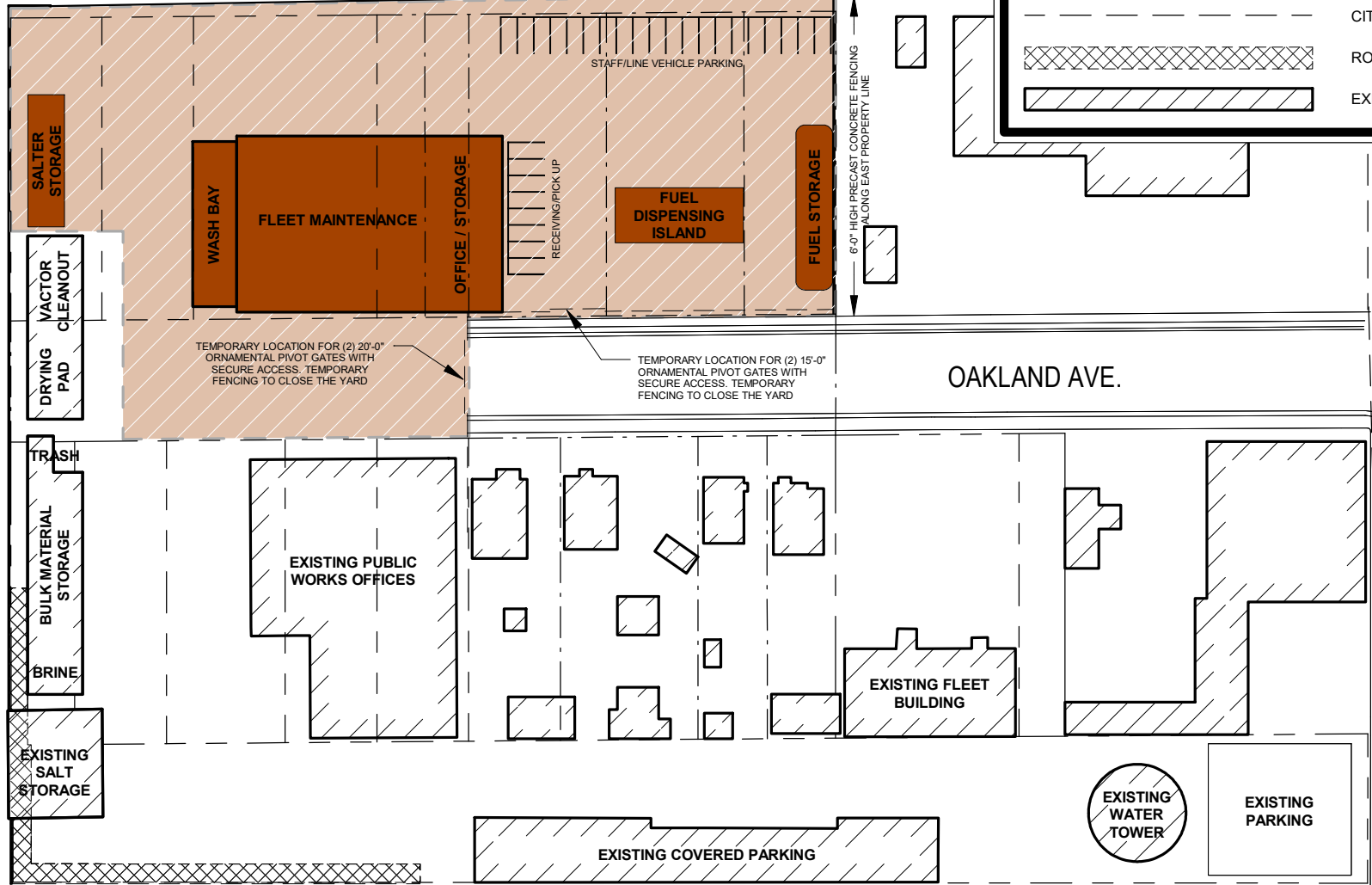
OAKLAND AVE.

WEST TEMPLE ST.

LEGEND:

DRAFT

-  PHASE 2 PROGRAMMED SPACES
-  PHASE 2 SITE WORK
-  OWNED PROPERTY LINE
-  PROPERTY LINE OF PARCELS TO BE PURCHASED
-  CITY BLOCK LINE
-  ROCKY MOUNTAIN EASEMENT
-  EXISTING STRUCTURE





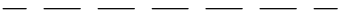




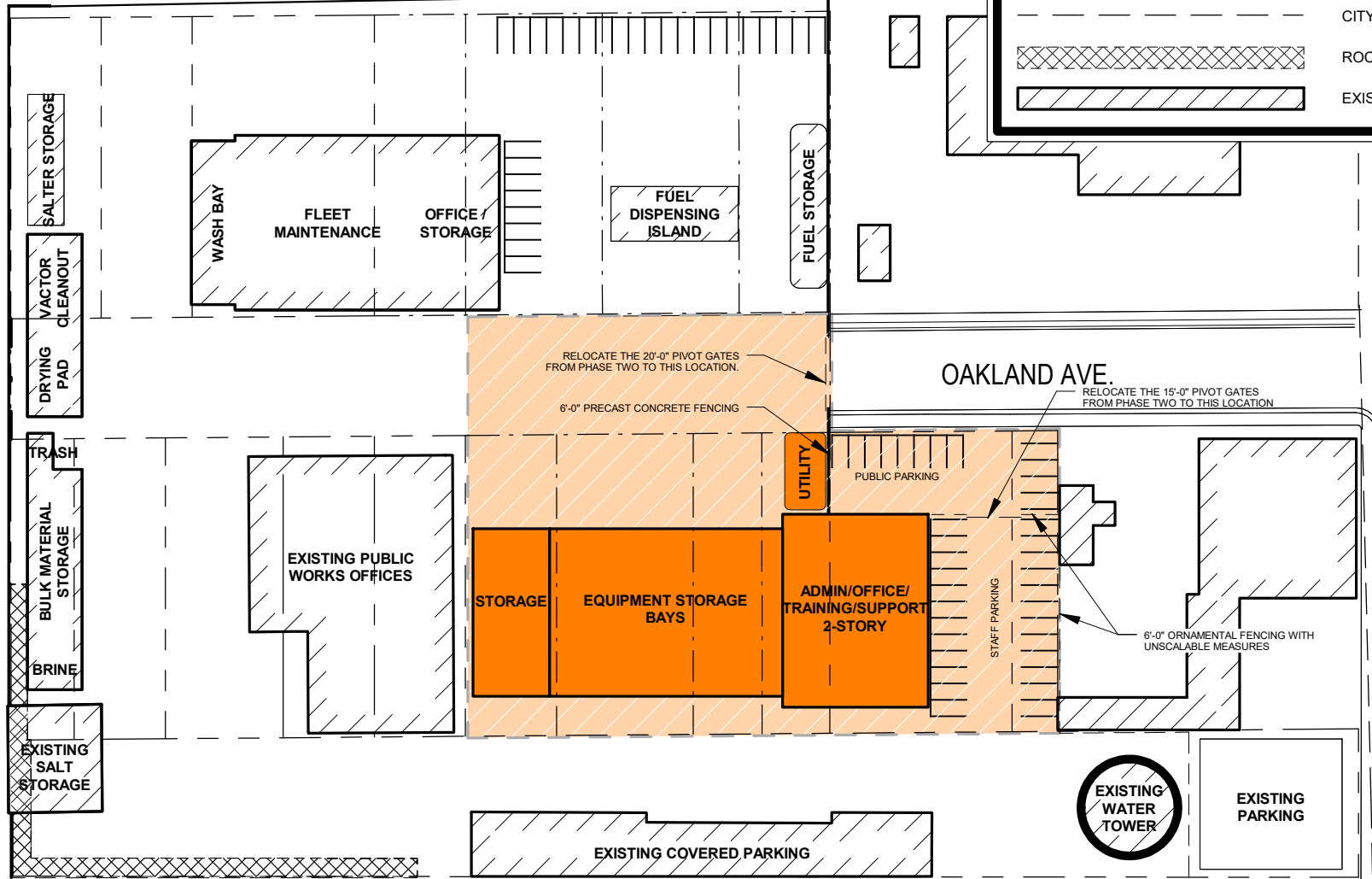
WEST TEMPLE ST.

OAKLAND AVE.

LEGEND:







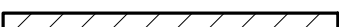
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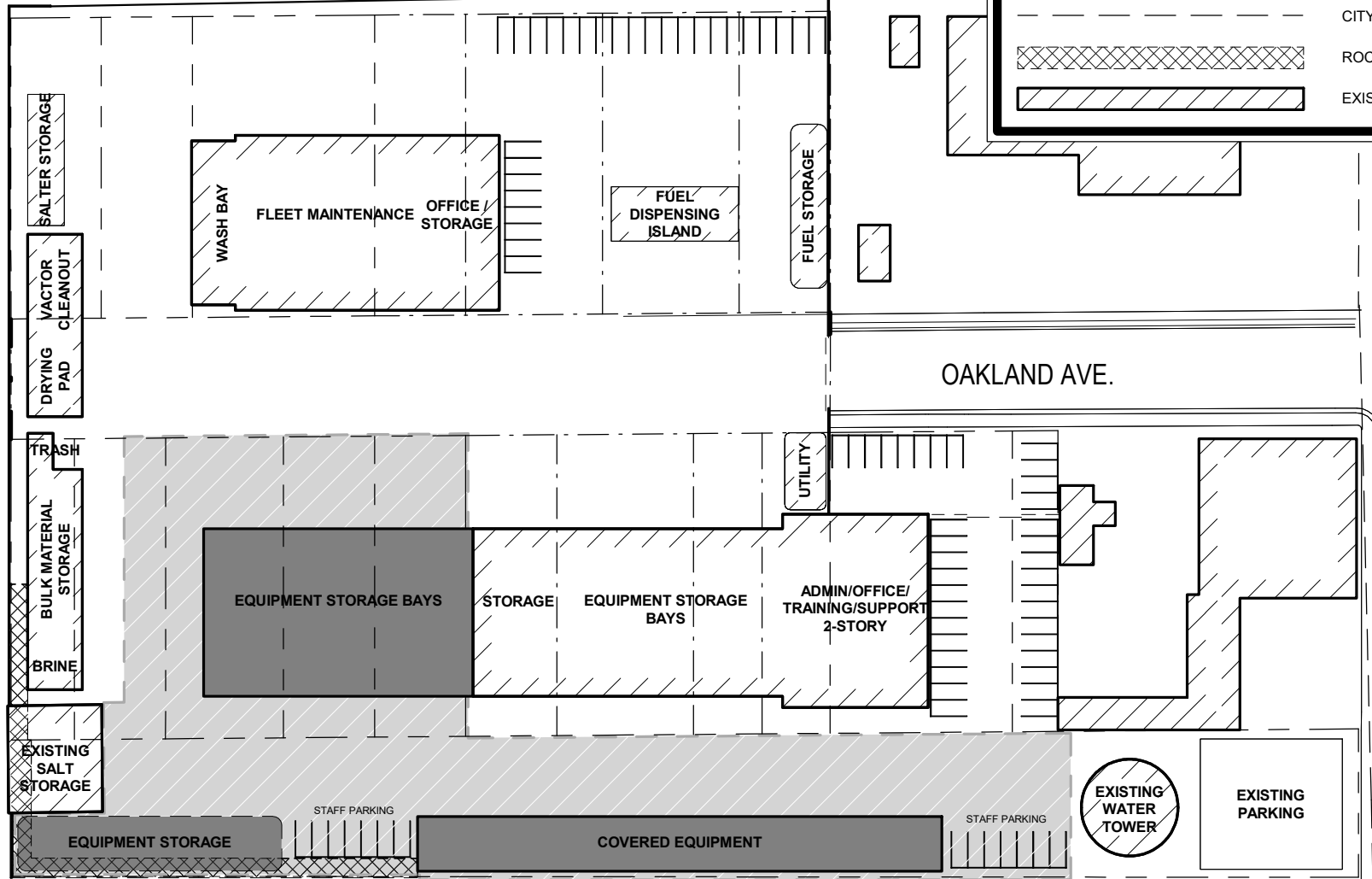
-  PHASE 3 PROGRAMMED SPACES
-  PHASE 3 SITE WORK
-  OWNED PROPERTY LINE
-  PROPERTY LINE OF PARCELS TO BE PURCHASED
-  CITY BLOCK LINE
-  ROCKY MOUNTAIN EASEMENT
-  EXISTING STRUCTURE



LEGEND:

DRAFT

-  PHASE 4 PROGRAMMED SPACES
-  PHASE 4 SITE WORK
-  OWNED PROPERTY LINE
-  PROPERTY LINE OF PARCELS TO BE PURCHASED
-  CITY BLOCK LINE
-  ROCKY MOUNTAIN EASEMENT
-  EXISTING STRUCTURE



WEST TEMPLE ST.

OAKLAND AVE.

05.05 - PHASE FOUR



Exhibit 3 - Preliminary Budget (2019)



ARCHITECTS

South Salt Lake Public Works

Preliminary / Needs Assessment

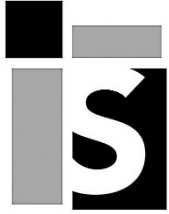
July 30, 2019

JRCA Cost Opinion

Item	Gross Area	Rate	Budget	Notes
Building Area	72,490	\$ 196.98	\$ 14,278,858	
Accessory Structures/ Elements	20,208	\$ 57.01	\$ 1,151,980	
Site Improvements	181,657	\$ 6.60	\$ 1,199,312	
Div 2-16 Sub Total			\$ 16,630,149	
Timing Inflation Factor		8.00%	\$ 1,330,412	Anticipate work commencing late 2020
Construction Sub Total			\$ 17,960,561	
Construction Contingency		3.00%	\$ 498,905	
Construction Budget Total			\$ 18,459,466	
Project Soft Cost				
A and E Fees		6.00%	\$ 1,107,568	% of Construction Cost
FFE Design Fee		8.00%	\$ 34,795	
FFE Budget		\$6.00	\$ 434,940	Allowance
Audio Video Systems			\$ 80,000	Allowance
Information Technology			\$ 50,000	Allowance
Construction Testing & Inspection		0.35%	\$ 62,862	% of Construction Sub Total
Builders Risk Insurance			\$ -	% of Construction Sub Total
Utility Connection Fees			\$ -	Unknown TBD
Geotechnical Evaluation			\$ 3,500	Allowance for additional properties
Water Flow Analysis			\$ 2,000	Allowance
Development Impact & Permit Fees			\$ -	Unknown TBD
Land Acquisition	2 Acres		\$ 2,000,000	Estimated and subject to market conditions
Existing Facility Demolition			\$ 120,000	Allowance for additional properties
Total Project Budget			\$ 22,355,255	

Preliminary Project Budget

Exhibit 4 - Typical SSLC PSA



City of South Salt Lake
220 E. Morris Ave., Suite 200
South Salt Lake City, Utah 84115
Phone: (801) 483-6000

SOUTH^{SALT}
LAKE

PROFESSIONAL SERVICES AGREEMENT- XXX DESCRIPTION OF PROJECT XXX

This Professional Services Agreement ("Agreement") is by and between **The City of South Salt Lake**, hereinafter referred to as "THE CITY," and _____, hereinafter referred to as "CONSULTANT":

WITNESSETH:

WHEREAS, the CITY desires to retain a vendor to perform _____ and issued a Request for Proposals ("RFP") on XXX, attached as Exhibit X;

WHEREAS, CONSULTANT submitted a response to the RFP on _____ and was determined by the CITY to be the most responsive/best value;

WHEREAS, the CITY desires to retain CONSULTANT to perform _____ services, as more fully described in Exhibit A, hereinafter referred to as the "Services"; and

WHEREAS, CONSULTANT represents that it has the personnel with technical expertise, experience and knowledge to perform such work for the CITY;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **SCOPE OF SERVICES**

CONSULTANT shall perform and accomplish in a manner satisfactory to the CITY _____ as further described in Exhibit A, which is attached hereto and incorporated by this reference. The CONSULTANT shall exercise the same degree of care, skill, and diligence in the performance of the Services as is ordinarily possessed and exercised by a member of the same profession who is currently practicing under similar circumstances.

2. **TIME OF PERFORMANCE**

CONSULTANT shall begin performing the Services upon receipt of this executed Agreement and shall work diligently to complete the Project to the satisfaction of the CITY [by no later than _____], in accordance with the terms provided herein.

3. **COMPENSATION**

A. **Compensation** - During the term of this Agreement, the compensation paid by the CITY to CONSULTANT for all Services specified herein relating to the Project

shall be in an amount not to exceed \$ _____. The method and time of payment shall be as set out below. Any compensation exceeding this amount must be pre-authorized in writing by the Mayor of the CITY.

B. Method and Time of Payment - Payment shall be made in the following manner:

- (i) CONSULTANT shall submit monthly invoices to the CITY for work completed to date. All such invoices shall (a) provide an itemization of Services performed during the previous month, (b) indicate the percentage of each Service that has been completed by CONSULTANT as of the date of the invoice, (c) indicate the total amount charged for each Service during the previous month, (d) indicate the time spent by each of the CONSULTANT's employees and approved subcontractors assigned to the Project during the previous month, and (e) provide a summary of all other direct and indirect costs incurred by CONSULTANT during the previous month that pass to the CITY pursuant to the terms of this Agreement. All such invoices will be based on actual cost incurred.
- (ii) The CITY shall reimburse CONSULTANT within thirty (30) calendar days after the receipt of each invoice.
- (iii) CONSULTANT shall maintain complete records of all costs incurred under this Agreement. All such records shall be maintained on a generally accepted accounting basis for a minimum period of five (5) years after final payment is made under this Agreement and shall be clearly identifiable and readily accessible to authorized representatives of the CITY for inspection and audit.

C. Compensation After Termination - In the event that this Agreement is terminated as provided below, the CONSULTANT shall be compensated for all hours worked and other expenses incurred under this Agreement prior to the date of receipt of the termination notice or other termination date specified in such notice. The CONSULTANT and any of its subcontractors, agents and legal representatives agrees to accept this amount of compensation in full satisfaction of all claims for compensation under this Agreement.

4. **CHANGES AND ADDITIONAL SERVICES**

This Agreement constitutes the entire agreement between the CITY and CONSULTANT and it may not be amended or altered in any way except by a written amendment signed by both parties to this Agreement; provided, however, that at any time during the term of this Agreement the CITY, by written notice to CONSULTANT, may modify the scope of the Services to be furnished by CONSULTANT under this Agreement. If such modification causes an increase or decrease in the amount of Services to be provided by CONSULTANT or in the amount of time required for their performance, equitable adjustment shall be made to the provisions of this Agreement for payments to CONSULTANT.

5. **TERMINATION**

- A. The CITY reserves the right to terminate this Agreement at any time with or without cause by giving CONSULTANT advance written notice of such termination.
- B. In the event of any such termination, the CONSULTANT shall deliver to the CITY, as the property of the CITY, all designs, reports, drawings, studies, estimates, computations, memoranda, documents, and other papers or materials either furnished by the CITY or prepared by or for the CONSULTANT under this Agreement.
- C. CONSULTANT may terminate this Agreement at any time with or without cause by giving CITY advance written notice of such termination.

6. **COPYRIGHT AND OWNERSHIP OF DOCUMENTS**

No reports, maps or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of CONSULTANT. Ownership of all designs, reports, drawings, studies, estimates, models, computations, and other related items prepared under this Agreement shall vest in the CITY upon payment to the CONSULTANT for all Services rendered herein through the date of the expiration or termination of this Agreement.

7. **ASSIGNMENT**

The CONSULTANT's rights, obligations and duties under this Agreement shall not be assigned in whole or in part without the prior written consent of the CITY. However, claims for money due to the CONSULTANT from the CITY under the terms of this Agreement may be assigned to a bank, trust company or other such financial institution, provided that prompt written notice of such an assignment is given to the CITY. None of the Services covered by this Agreement shall be subcontracted without the prior written approval of the CITY.

8. **INDEPENDENT CONTRACTOR**

CONSULTANT will act as an independent contractor in the performance of the Services under this Agreement. Accordingly, CONSULTANT shall be responsible for the payment of all required business license fees and all taxes including Federal, State and local taxes arising from CONSULTANT'S activities under the terms of this Agreement.

9. **PROHIBITED INTERESTS**

No officer, member or employee of the CITY, no member of the CITY's governing body and no other public official of the locality or localities in which the Project is being carried out who exercises any functions or responsibilities in the review and approval of this Project shall participate in any decision related to this Agreement affecting, either directly or indirectly, his or her own personal interest.

10. **CONFLICTS OF INTEREST**

- A. CONSULTANT hereby certifies that the company and any personnel assigned to work for the CITY under this Agreement are not involved in other community

projects that would pose a conflict to the CONSULTANT's ability to successfully carry out the responsibilities of this Agreement. If potential conflicts arise during the term of this Agreement, the CONSULTANT agrees to notify the CITY immediately in writing and discuss the potential issues and work with the CITY to address any potential issues arising from the situation.

- B. The CONSULTANT covenants that it presently has no known personal or pecuniary interest and shall not knowingly acquire such interest, directly or indirectly, which could conflict in any manner with the performance of Services under this Agreement, including the submission of impartial reports and recommendations.

11. **STATUS VERIFICATION SYSTEM**

- A. Pursuant to Utah Code Ann. § 63G-12-302, the CONTRACTOR certifies that it is registered with and participates in a Status Verification System, as defined in the Utah Code, to verify the work eligibility status of its new employees that are employed in the state of Utah. The CONTRACTOR further agrees that it will require any subcontractor performing work on this project to similarly certify that it is registered with and participates in a state-approved Status Verification System to verify the work eligibility status of its new employees that are employed in the state of Utah. The CONTRACTOR will, within five days written notice, provide proof of enrollment and participation in a Status Verification System to the CITY.
- B. Alternatively, if CONTRACTOR is a sole proprietor or otherwise has no employees besides the individual performing Services, CONTRACTOR shall, within five days written notice, provide CITY with a signed affidavit confirming that CONTRACTOR:
 - (i) is a single individual and has no employees; and
 - (ii) is able to provide CITY with verified proof of the individual's legal eligibility to work in the United States.

12. **INDEMNIFICATION AND INSURANCE**

CONSULTANT expressly agrees to hold and save harmless and indemnify the CITY, its officers, agents, servants and employees for liability of any nature (including, without limitation, reasonable attorneys' fees) related to a breach of this Agreement by CONSULTANT, the Services provided under this Agreement by CONSULTANT or arising from any act or omission of CONSULTANT or of any employee or agent of CONSULTANT.

Before the Project is initiated CONSULTANT shall deliver to CITY a certificate of insurance demonstrating that CONSULTANT has in effect liability and other insurance appropriate to provide protection from claims arising from the Project resulting from the acts or omission of CONSULTANT, its agents or employees and all subcontractors or suppliers as well as their agents or employees, for whom CONSULTANT may be liable.

CONSULTANT shall maintain or cause to be maintained on its behalf insurance policies of the types required below with insurance companies authorized to do business in the State of Utah, (i) having a Best Insurance Reports rating of "A" or better and a financial size category of "X" or higher, or (ii) otherwise being acceptable to CITY with coverage limits and provisions at least sufficient to satisfy the requirements set forth below. All sureties shall be listed in the Department of the Treasury Circular 570, with bond amounts not exceeding those listed.

- A. Workers' Compensation Insurance: Statutory workers' compensation insurance (Part A). Such insurance shall also include employer's liability (Part B) insurance in a limit of not less than \$1,000,000 for each: accident, disease, and employee. No owner or officer may be excluded.
- B. General Liability Insurance: Commercial general liability insurance on an occurrence basis arising out of claims for bodily injury (including death) and property damage. Such insurance shall provide coverage for ongoing operations and products-completed operations, blanket contractual, broad form property damage, personal and advertising injury, independent contractors and sudden and accidental pollution liability (pollution liability arising out of a hostile fire) with not less than \$2,000,000 per occurrence limit combined bodily injury and property damage, with not less than \$3,000,000 aggregate limit, provided the general policy aggregate shall apply separately to the Contractor on a per project basis. Any aggregate limit that does not apply separately to the premises shall be at least double the required per occurrence limit.
- C. CONSULTANT's Professional Liability (Errors & Omissions): Professional Liability Insurance (Errors & Omissions insurance) for CONSULTANT's liability arising out of the rendering of professional services, including faulty workmanship, or any other professional service, including construction management and design related work in an amount not less than \$3,000,000 each claim, \$3,000,000 aggregate. CONSULTANT shall provide a certificate of insurance verifying coverage for a period of not less than three years after project completion.
- D. Excess Liability Insurance: The amounts of insurance required in the foregoing subsections; this subsection may be satisfied by the CONSULTANT purchasing coverage in the amounts specified or by any combination of primary and excess insurance, so long as the total amount of insurance meets the required limits specified above. Evidence of excess liability or umbrella policies shall include a schedule of underlying coverages.
- E. Endorsements
 - i. Additional Insured Endorsements: All policies of liability insurance required to be maintained by the CONSULTANT shall be endorsed to name the CITY as an additional insured for ongoing operations (ISO

CG 20 10 or equivalent) and completed operations (ISO CG 20 37 or equivalent) (except for insurance policies required in Sections 12(A), and (C)).

- ii. Primary and Non-Contributory Endorsements: The CONSULTANT's insurance coverage shall be a primary insurance as respects to the CITY, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees or volunteers shall be in excess of CONSULTANT's insurance and shall not contribute with it.
- iii. Waiver of Subrogation Endorsements: The CONSULTANT hereby waives any and every claim for recovery from the CITY, Lenders and their respective officers and employees for any and all loss or damage covered by any of the insurance policies to be maintained under this Agreement to the extent that such loss or damage is recovered under any such policy. To the extent the foregoing waiver would preclude coverage under any insurance required by Section 12, the CONSULTANT shall give written notice of the terms of such waiver to each insurance company which has issued, or which may issue in the future, any such policy of insurance (if such notice is required by the insurance policy) and shall cause each such insurance policy to be properly endorsed, or to otherwise contain one or more provisions that prevent the invalidation of the insurance coverage by reason of such a waiver.

The certificate(s) of insurance shall be attached to this Agreement as "Exhibit B" and incorporated by this reference.

13. **CONFIDENTIALITY**

- A. The parties (and their employees, agents and contractors) shall not disclose, except to each other, any proprietary information, professional secrets or other information, records, data and data elements (including, but not limited to, protected health information) collected and maintained in the course of carrying out the responsibilities under this Agreement, unless such party receives prior written authorization to do so from the other party or as required by law.
- B. Notwithstanding paragraph 13A, the CONTRACTOR recognizes that documents provided to the CITY are subject to the Government Records Access and Management Act (GRAMA), Utah Code Ann. § 63G-2-101 et seq., and that records are presumed public unless appropriately classified as protected, private, or controlled. Any document for which protected or private status is sought should be so marked by the CONTRACTOR to avoid unauthorized disclosure to the public.
- C. All confidential obligations contained herein (including those pertaining to information transmitted orally) shall survive the termination of this Agreement. The parties shall ensure that their respective employees, agents and contractors are

aware of and shall comply with the aforementioned obligations.

- D. Either party that breaches the confidentiality agreement herein shall be liable to the non-breaching party for any damages that result from the breach of confidentiality (including, without limitation, reasonable attorneys' fees).

14. **DEFAULT**

In the event there is a default with respect to any of the provisions of this Agreement or its obligations under it, the non-defaulting party shall give the defaulting party written notice of such default. After receipt of such written notice, the defaulting party shall have fifteen (15) days in which to cure any monetary default and thirty (30) days in which to cure any non-monetary default, provided the defaulting party shall have such extended period as may be required beyond the thirty (30) days if the nature of the cure is such that it reasonably requires more than thirty (30) days and the defaulting party commences the cure within the thirty (30) day period and thereafter continuously and diligently pursues the cure to completion. The non-defaulting party may not maintain any action or effect any remedies for default against the defaulting party unless and until the defaulting party has failed to cure the same within the time periods provided in this paragraph.

15. **GOVERNING LAW**

This Agreement shall be interpreted under and governed by the laws of the State of Utah.

16. **NOTICES**

All written notices to CONSULTANT shall be considered sufficiently given if mailed, delivered in person or transmitted by facsimile machine to:

XXX

All invoices, written reports and written notices given to the CITY shall be considered sufficiently given if mailed, delivered in person, or transmitted by facsimile machine to:

XXX

17. **ENTIRE AGREEMENT**

This Agreement cancels and supersedes all previous discussions, negotiations, understandings, representations, warranties and agreements, written or oral, relating to the subject matter of this Agreement, and contains the entire understanding of the parties hereto.

18. **CONFLICTS WITH TERMS IN EXHIBITS**

To the extent there are any conflicts between the terms in this Agreement and _____ (Description of Exhibits), the terms of this Agreement shall supersede those terms. All non-conflicting terms in those exhibits are incorporated by reference into this Agreement.

(signatures appear on next page)

IN WITNESS WHEREOF, the parties hereto have signed this Agreement on the dates set forth below.

For CONTRACTOR:

Dated: _____

By: _____

Title: _____

For CITY:

Dated: _____

By: _____

Cherie Wood, Mayor

Attest: _____

Ariel Andrus, City Recorder

Approved as to form:

City Attorney