



REQUEST FOR STATEMENT OF INTEREST AND QUALIFICATIONS FOR ARCHITECTURAL SERVICES

I. DESCRIPTION OF PROJECT

The City of Farmington seeks a statement of interest and qualifications from qualified architectural firms for architectural services for the following project.

Project: **Gym Facility and Recreation Sports Park**
Location: **650 West 150 South**
Farmington, Utah 84025

Farmington City (the City) recently passed a general obligation (G.O.) bond and recreation, arts and parks (R.A.P.) tax to build a new gym facility and a recreation sports park. In anticipation of a successful G.O. bond and R.A.P. tax election, the City purchased about 43 acres of property at the project location. The source of funding for this project is Farmington City Corporation.

Farmington City reserves the right and intends to select one architectural firm to provide full design services required for the gym facility and park components of the project.

Scope of Work

The Architectural firm is required to demonstrate in its proposal that the design team can accomplish the following:

- A. Design a 210 ft. x 140 ft. (approximately 30,000 sq. ft.) gym facility that includes:
 1. Courts to be used for at least the following sports: basketball, volleyball, soccer, pickleball and tennis.
 2. A gym area with at least the following components, but not limited to:
 - a. Three (3) 84 ft. x 50 ft. high school basketball courts with fold-up ceiling-mounted hoops. Electronic scoreboards will be included in the design.
 - b. Three (3) 60 ft. x 30 ft. high school-sized volleyball courts with removable volleyball standards marked on the basketball courts.
 - c. Six (6) 75 ft. x 45 ft. youth-sized basketball courts with fold-up ceiling-mounted adjustable hoops.
 - d. Two (2) drop-down divider curtains to separate courts one from another.
 - e. Line colors on the floor to be determined by the City.
 - f. Bleachers around the perimeter of the gym.
 - g. Suspended walking track around the top of the gym perimeter.
 3. A reception and front desk area.
 4. Men's and women's restrooms placed so they are accessible from inside and outside the facility.
 5. A custodial closet near the restrooms.
 6. One family restroom.
 7. A mechanical room.
 8. Storage space.
 9. Public meetings
 10. Site Plan

- B. Design sports park site that includes:
1. Grass open space for soccer and football fields
 2. A trail system around the perimeter of the property.
 3. A softball/baseball fourplex with restrooms, concession stand, scorekeeping room on top, dugouts, fencing, score boards and lighting.
 4. Additional restrooms with storage for the remaining use of the park.
 5. A picnic bowery, basketball court, pickleball court and play structure.
 6. Water supply and automated sprinkler system.
 7. Civil engineering that includes:
 - a. Site grading.
 - b. Coordination with surveying functions prior to and during construction.
 - c. Coordination with the Contractor on drainage.
 - d. Coordination with the City Engineer on street drainage and site drainage.
 - e. Design of parking lots, walkways, storm drains.
 - f. Design surveying
 8. Adequate parking for the size of the complex, with curb gutter and sidewalks.
 9. Development of a phasing plan if the park needs to be built in phases.
 10. Provide as builds

Special Design Considerations

- A. The gym will need to be designed so that it can be added on to in the future.
- B. The site has existing land drains that need to remain in place.
- C. The property has four (4) gas lines running through it; special permits must be obtained.
- D. The property has drainage issues that must be addressed.
- E. Existing houses to be demolished by the City.
- F. City has potential fill material.

Fee Determination

Farmington City has \$8 million to construct both the gym facility and park components of the project. The gym facility and its associated site improvements will be built in its entirety. The recreation sports park will be built to the greatest extent possible with available funds.

The City requests architectural firms to submit as part of their proposals the percentage of the cost of a master plan of the park site and separate construction of the components that can be done within the city budget which they would like to base their full-service design fees.

Farmington City reserves the right to negotiate all fees according to the Utah Procurement Code as outlined in the applicable rules found in R33-15 Architect-Engineer Services. Fees will be negotiated at the time the City presents the opportunity to the firm deemed most qualified by the City. If fair and reasonable compensation, contract requirements, and/or contract documents cannot be agreed upon with the selected, most-qualified firm, the City shall advise that firm of the termination of negotiations. Upon failure of negotiations, the City will enter into negotiations with the next most qualified firm.

Standard Contract Terms and Conditions

Any contract with any qualified architectural firm resulting from this request for SOIQ will be subject to AIA Document B101 with Farmington City modified terms and conditions.

Payments

Payment for Architectural services shall be made on a monthly basis for actual and invoiced costs incurred during the billing period. Final payment, including any retainage with interest, will not be made until deliverables required of the Architect have been submitted to the City.

Project Management Responsibility

Neil Miller, Farmington City Parks & Recreation Director, will have technical responsibility and be the City's project manager for the work described in this request for SOIQ. Mr. Miller will be the primary contact for the Architect.

Miscellaneous

The City reserves the right to waive minor informalities in the selection process and to reject any and all proposals.

II. SELECTION PROCESS

Except as authorized by the City or as otherwise stated in this request for SOIQ or in any pre-proposal meeting, communication during the selection process including questions, interpretations or clarifications of this request for SOIQ shall only be directed to:

Neil Miller, Parks & Recreation Director
720 West 100 North
Farmington, Utah 84025
Tel (801) 451-0953 / Fax (801) 451-7063 / Email nmiller@farmington.utah.gov

The Farmington City Architect-Engineer Professional Services Evaluation Committee will be composed of individuals from the City Parks and Recreation Department, Mayor, City Manager and others as may be deemed appropriate by the City.

Of the architectural firms that submit a SOIQ response, selection of the firm deemed most qualified will be made through an evaluation process based on the evaluation criteria described below.

SOIQ submittals will be screened and scored. If determined necessary for final selection, a limited number of firms will be short listed and invited to participate in oral interviews. The City will attempt to negotiate a contract with the highest-ranked firm. Following is additional information relative to the selection process:

- A. Mandatory Pre-proposal Meeting: To ensure sufficient information is available to firms preparing SOIQs, a mandatory pre-proposal meeting has been scheduled. The intent of this meeting is to show the site and have City staff available to discuss the project. Firms preparing SOIQs must attend and sign-in in order to have their submittals accepted. The pre-proposal meeting will be held:

Wednesday, January 7, 2015, 10:00 a.m.
Farmington City Hall
160 South Main Street
Farmington, Utah

- B. Architect's SOIQ Submittal: Specific requirements for submittals and scoring criteria are detailed in IV. SUBMITTAL REQUIREMENTS below. In order to facilitate review, six (6) copies of the submittal must be provided with a maximum of 20 pages limited to one side. Sealed submittals must be received at:

Farmington City Parks and Recreation Department
Attn: Neil Miller
720 West 100 North
Farmington, Utah 84025
Tel (801) 451-0953 / Fax (801) 451-7063

Deadline for delivery (whether mailed or hand delivered) is: 3:00 p.m. on Tuesday, January 20, 2015.

Late submittals will be rejected without consideration. Farmington City assumes no responsibility for costs of the architectural team for the pre-proposal meeting, the preparation or delivery of submittals or any part of the selection process.

Proposals become the property of Farmington City Corporation, are treated as privileged documents, and are disposed of according to City policies. The proposal of the successful Architect shall be open to public inspection. Proposals of Architects who are not awarded contracts shall not be open to public inspection. If the Architect selected for award has required in writing the non-disclosure of trade secrets and other proprietary data so identified, the City shall examine the request in the proposal to determine its validity prior to award of the contract. If the parties do not agree as to the disclosure of the data in the contract, the City shall inform the Architect in writing what portion of the proposal will be disclosed and that, unless the Architect withdraws the proposal, it will be disclosed.

- C. Screening Panel/Short List: Submittals will be evaluated by the Farmington City Architect-Engineer Professional Services Evaluation Committee. The evaluation committee will review and score the submittals. If deemed necessary, firms ranked the highest will be invited to an oral interview. It is anticipated that no more than five (5) firms may be interviewed.
- D. Oral Interviews. Any oral interviews held will be conducted on January 29, 2015. The time and venue for interviews will be determined by the evaluation committee and the information will be provided upon notification of selection for oral interviews. Key personnel from the firm and major consultants who will be directly involved with the project should attend the interview. The selection committee will, in particular, be interested in knowing about the project approach proposed and in meeting the individuals who will act as the primary contacts with the City.
- E. Selection Criteria Weighting. SOIQs will be evaluated and scored by the Professional Services Evaluation Committee based on the following criteria.
 - 20% Project Team
 - 20% Firm Capabilities
 - 25% Prior Experience/Performance
 - 20% Management Plan
 - 15% Fee
- F. Final Determination. The evaluation committee will make a recommendation to the city council which will make the final determination.

III. SCHEDULE

Following is a detailed schedule of events for the SOIQ process of the project.

Event	Day & Date	Time	Place
Advertisement	Wednesday, December 17, 2014		
SOIQ Document Available	Wednesday, December 17, 2014	3:00 PM	City website*
Mandatory Pre-proposal Meeting	Wednesday, January 7, 2015	10:00 AM	City Hall**
Last Day to Submit Questions	Friday, January 9, 2015	4:00 PM	Neil Miller***
Addendum Deadline	Tuesday, January 13, 2015	3:00 PM	City website*
SOIQ Submittal Due	Tuesday, January 20, 2015	3:00 PM	P&R Dept.****
A/E Interview List Released	Friday, January 23, 2015	(TBD)	City notification

A/E Oral Interviews (if necessary)	Thursday, January 29, 2015	(TBD)	(TBD)
Announcement of Firm Selected	Tuesday, February 3, 2015	(TBD)	
Anticipated Notice to Proceed	Wednesday, February 4, 2015	(TBD)	

- * Farmington City Website: www.farmington.utah.gov
- ** City Hall Address: 160 South Main Street, Farmington, Utah
- *** Neil Miller Email Address: nmiller@farmington.utah.gov
- **** Farmington City Parks & Recreation: 720 West 100 North, Farmington, Utah 84025

IV. SUBMITTAL REQUIREMENTS

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this request for SOIQ. The evaluation committee is interested in receiving SOIQ submittals that are clear and concise. Following are elements that will be used to evaluate each firm's qualifications:

A. PROJECT TEAM

Identify the project principal, the project manager, key staff and sub-consultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project.

- Name, location and size of the firm.
- Qualifications, certifications, licenses and unique knowledge of key team members relating to the project including key sub-consultants.
- Key staff involvement in project management and on-site presence.

Note: Architectural firms and their employees, representatives, agents, consultants, subcontractors and sub-consultants shall comply with the license laws of the State of Utah. **The principal in charge on the project must be a licensed Architect in the State of Utah.** The principal in charge must be available at whatever time and at whatever level of consultation the project requires. All key personnel identified by the Architect shall not change during the project without the approval of the City.

B. FIRM CAPABILITIES

- Clearly identify the lines of authority and coordination.
- Identify essential management functions and how they are effectively integrated, e.g., sub-consultants' roles delineated.
- Indicate present professional liability insurance coverage (minimum of \$1,000,000 annual aggregate limit required.)
- Provide financial statements of the firm.

Note: Organization charts and graphs depicting the team's capabilities may be included.

C. PRIOR EXPERIENCE

Use this portion of the submittal to describe relevant experiences with the project type and the various services to be provided as described in this request for SOIQ.

- Demonstrate experience of the firm and key staff with projects of similar scope and complexity. Include renderings/photographs or other information that would aid in the evaluation of the designs, such as cost, durability, energy efficiency, etc.
- Demonstrate specific experience in designing multi-use gym facilities and recreation turf complexes of similar size and use.
- Provide references.

D. MANAGEMENT PLAN

The Management Plan should be concise yet contain sufficient information for evaluation by the evaluation committee. For the project and services outlined in this request SOIQ, describe how you plan to accomplish the following project control and management issues:

- Describe the team's collaborative approach
- Address how the team will manage:
 - Budget/Cost Control
 - Quality Control
 - Meet Project Deadline/ Schedule Construction
- Describe your experience with the Construction Management/General Contractor (CM/GC) Delivery Method.
- Time Line of Project
 - Site plan for park/ Building Layout.
 - Design of Building.
 - Parking.
 - Landscaping/ Fields.
 - Fourplex.
 - Other Fields for Park.

E. FEES

- Submit a percentage of the cost of a master plan of the park site separately.
- Submit the components that could be completed within the City's budget.
- Provide full service design fees on a percentage of construction cost basis.