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REQUEST FOR QUALIFICATIONS
SUMMIT COUNTY, UTAH
FIRE STATION #34

REQUEST FOR QUALIFICATIONS
PARK CITY FIRE SERVICE DISTRICT, UTAH
FIRE STATION #34

TABLE OF CONTENTS

Section 1 – SCHEDULE.....Page 3
Section 2 – NOTICE.....Page 4
Section 3 – GENERAL OVERVIEW.....Page 5
Section 4 – SCOPE OF WORK.....Page 8
Section 5 – SUBMITTAL REQUIREMENTS.....Page 10
Section 6 – EVALUATION CRITERIA.....Page 12
Section 7 – APPENDICES.....Page 13

**REQUEST FOR QUALIFICATIONS
PARK CITY FIRE SERVICE DISTRICT, UTAH
FIRE STATION #34**

SECTION 1 – Schedule

RFQ Available.....	March 1, 2021
Deadline for Questions.....	March 22, 2021
Qualifications Due.....	March 31, 2021
Interviews.....	April 7, 2021
Contract Commencement.....	April 12, 2021
Construction Document Completion.....	July 31, 2021
Construction to Commence.....	Spring 2022

Respondent or their agents are instructed not to contact Park City Fire Service District (Fire District) selection committee members, Fire District employees, agents or contractors of the Fire District, the Fire Chief or the Administrative Control Board, or to externally manipulate or influence the procurement process in any way, other than through the instructions contained herein, from the date of release of this RFQ to the date of execution of the Agreement resulting from this solicitation. The Fire District, in its sole discretion, may disqualify Respondents in violation of this paragraph.

**REQUEST FOR QUALIFICATIONS
PARK CITY FIRE SERVICE DISTRICT, UTAH
FIRE STATION #34**

SECTION 2 – Notice

Park City Fire Service District (District) is soliciting Statements of Qualifications from qualified Architecture firms/teams interested in design and administration of the Park City Fire District Fire Station #34 building in western Summit County, Utah. The Fire Station #34 building is a tear down and rebuild of a two story multipurpose building which will include but not limited to office space, truck bays, storage, kitchen, sleeping quarters, living quarters, bathrooms, training room, utility room, decon room, laundry room, turnout room and solar panels.

An RFQ package which includes a Scope of Work describing the required services can be obtained online at the District website at www.pcfcd.org beginning March 1, 2021. Statement of qualifications, per specification requirements, must be submitted by 4:00 PM on March 31, 2021 by email to dbarney@pcfcd.org. If a respondent desires to prove hard copies, these should be delivered to the following address:

Park City Fire District
Attn: Del Barney, CFO
Purchasing Agent
P.O. Box 980010
736 W. Bitner Road
Park City, UT 84098

Respondents may contact Del Barney at (435) 940-2505 or dbarney@pcfcd.org with questions regarding the website and the request for qualifications.

The right to reject any and all statements or to accept any statement that is deemed to be more advantages to the public and District is reserved.

The statements will be evaluated by a District selection committee and several Respondents may be invited to be interviewed.

Following completion of the evaluation and establishment of the preference ranking, negotiations for contract purposes may be initiated with the top-ranked Respondents.

The cost to prepare the Statement of Qualifications is the responsibility of the submitting Architecture firm.

**REQUEST FOR QUALIFICATIONS
PARK CITY FIRE SERVICE DISTRICT, UTAH
FIRE STATION #34**

SECTION 3 – General Overview

I. REQUEST FOR QUALIFICATIONS

Park City Fire District (“**District**”) is soliciting proposals from qualified firms (“**Respondent**”, “**Respondents**”, “**Architect**”) to design the rebuild of Fire Station #34 and property (“**Station #34**”), commencing April 12, 2021. The District has funds for the approximate 5,000-square-foot facility, including architectural fees and other costs. The Respondent is to work closely with the District and its representative(s) to develop the project. A detailed description of the overall work to be performed is provided in the “scope” portion of this document.

II. MINIMUM QUALIFICATIONS

- A. The Architect and Sub-Consultants Engineers must be licensed to practice their profession in the State of Utah with their license in good and active status.
- B. The Respondent firm must have been incorporated for a minimum of five (5) years.
- C. Demonstrated experience in facilitating design, development, and installation of similar size projects. Provide a portfolio including at least three samples of relevant work.
- D. Demonstrate experience in meeting project budgets.

III. WRITTEN AGREEMENT REQUIRED

The selected Respondent will be required to enter into written agreement with the District to provide all services required in this RFQ. The standard form of agreement will be the AIA B101 2017 series contract with adjustments. The District may modify the terms of the agreement at any time prior to execution.

IV. BACKGROUND

The District is located approximately 30 miles due east of metropolitan Salt Lake City, Utah, in the western portion of Summit County and can be characterized as a residential/suburban ski resort community surrounded by wildland interfaces. The area is nestled in the grand setting of the Wasatch Mountains and is rapidly growing, partly due to its three world-class ski areas and the Utah Olympic Park with its ski jumping and bobsled-luge-skeleton track facilities. Currently, the community consists of 29,000 year round residents and draws 4 million annual over-night visitors, mostly in the winter and summer months. Additional day visitors frequent the area. Many visitors come from around the United States, as well as from around the world. Also, the status of some of our visitors, such as actors, celebrities, prominent government officials, and business leaders, is sometimes of a higher profile.

The District serves an area of 110 square miles consisting of residential, commercial, and wildland zones. The District employs 78 full-time fire personnel and 16 administrative personnel. It also employs and manages two paid-call rural ambulance transport services of 23 personnel each on behalf of Summit County. Station #34 will be a multipurpose building which will include but not limited to office space, truck bays, storage, kitchen, sleeping quarters, living quarters, bathrooms, training room, utility room, decon room, laundry room, turnout room and solar panels.

**REQUEST FOR QUALIFICATIONS
PARK CITY FIRE SERVICE DISTRICT, UTAH
FIRE STATION #34**

SECTION 3 – General Overview (Continued)

The District requests that a budget of \$ 2,000,000 million is not to be exceeded and must include all design/engineering, site development (including disturbance to adjacent facilities), building construction costs, miscellaneous project costs, and FF&E. At 30% and 50% design completion, the Respondent shall provide drawings to the District for construction budget analysis. It will be the responsibility of the Respondent to make design adjustments to align the design with the budget.

V. TERM OF AGREEMENT

It is the intent of the District to enter into an agreement with the successful Respondent for the duration of the design and construction of the Fire Station #34 building. The agreement will include all architecture and sub-consultants for the schematic design (SD), design development (DD), budget redesign (if necessary), construction document preparation (CD), bidding and negotiation (BN), construction contract administration (CA), and project close-out.

VI. SCOPE OF AGREEMENT

The selected Respondent will be required to provide all labor, supervision, materials, supplies, transportation, equipment, and services necessary to assume overall responsibility for the coordination and administration of the Project.

VII. RESPONSABILITIES OF THE SELECTED RESPONDENT

The services being requested are outlined in Section 4 – Scope of Work.

VIII. EVALUATION AND EVALUATION CRITERIA

Statement evaluation criteria are outlined in Section 5 – Submittal Requirements. The selection committee will consider all documents, the response to this RFQ, information gained while evaluating responses, and other relevant information to make its determination. The committee's selection will be those Respondents which, in the committee's sole opinion, are the best able to provide the services according to the District's needs.

IX. SUBMISSION PROCEDURE AND STATEMENT CONTENT

A. Statements shall be submitted not later than 4:00 p.m. local time on March 31, 2021, addressed by email to dbarney@pcfd.org. Respondents desiring to deliver a hard copy of their RFQs shall do so to:

Park City Fire District
Attn: Del Barney, CFO
Purchasing Agent
P.O. Box 980010
736 W. Bitner Road
Park City, UT 84098

B. One (1) electronic copy shall be submitted. Statements shall be limited to fifteen (15) single-sided pages in length, excluding cover sheets and cover letter.

C. Statements shall contain all required information and be in the format outlined in Section 5 – Submittal Requirements. Any exceptions should be noted and explained.

**REQUEST FOR QUALIFICATIONS
PARK CITY FIRE SERVICE DISTRICT, UTAH
FIRE STATION #34**

SECTION 3 – General Overview (Continued)

- D. All Statements must include a cover letter indicating the Respondent’s name, address, telephone number, e-mail address, and facsimile number. The statement must be signed by an authorized representative of Respondent’s firm.

X. INSURANCE REQUIREMENTS

The selected Respondent, at its own cost and expense, shall secure and maintain the following policies of insurance:

- A. Commercial general liability insurance with the District as an additional insured in the minimum amount of \$1,000,000 per occurrence. The commercial general liability policy or policies shall provide coverage for premises operations, acts of independent contractors, and completed operations. The policy must provide that coverage will not be cancelled or reduced without at least thirty (30) days prior written notice to the District.
- B. Business Auto Insurance in the minimum amount of \$1,000,000 combined single limit each occurrence. The policy must provide that coverage will not be cancelled or reduced without at least thirty (30) days prior written notice to the District.
- C. Evidence of Workers Compensation and employer’s liability with coverage for statutory benefits required by the State of Utah.
- D. Professional liability insurance in the minimum amount of \$1,000,000.
- E. The Respondent shall ensure that all sub-contractors and consultants are equally insured.

XI. ADDITIONAL INFORMATION

- A. No interpretation of the meaning of any provision in this RFQ, nor corrected of any apparent ambiguity, inconsistency, error, or any other matter pertaining to this RFQ shall be made to the Respondent orally. Every request for interpretation or additional information regarding this RFQ shall be made in writing to Del Barney, District CFO/Purchasing Agent, via email to dbarney@pcfcd.org. The deadline for questions shall be March 22, 2021. The District shall not be obligated to respond to requests for such interpretation or correction.
- B. Respondents or their agents are instructed not to contact District selection committee members, District employees, agents or contractors of the District, the Fire Chief or the Administrative Control Board, or to externally manipulate or influence the procurement process in any way, other than through the instructions contained herein, from the date of release of this RFQ to the date of execution of the Agreement resulting from this solicitation. The District, in its sole discretion, may disqualify Respondents in violation of this paragraph.
- C. The District reserves the right to cancel or modify the terms of this RFQ at any time. The District will provide Respondents with written notice of the cancellation or modification.
- D. The selection committee shall notify those respondents to be given further consideration of an interview on April 7, 2021. The interview requirements and format will be provided to the finalists in advance. A fee proposal will be expected at the time of interview (Base Contract with Alternates A, B, & C).

**REQUEST FOR QUALIFICATIONS
PARK CITY FIRE SERVICE DISTRICT, UTAH
FIRE STATION #34**

SECTION 4 – Scope of Work

- I. The selected Architect shall be responsible for design within the budget defined in Section 3 – General Overview and the timeframe provided in Section 1 – Schedule. The Architect will run weekly design meetings with the District near Kimball Junction (District offices), or on-site. The selected Architectural firm/team will be responsible for the management and production of all phases of the design and contract administration including the following AIA and other phases:
 - Schematic Design (SD)
 - Design Development (DD)
 - Budget Redesign
 - Construction Documents (CD)
 - Bidding and Negotiating (BN)
 - Construction Contract Administration (CA)
 - Project Close-out

- II. The Architect will be responsible for management and coordination with all sub-consultants necessary for completion of the site and building design – no portion of the design scope is to be deferred as “Design/Build”. The sub-consultants that may be required, but not limited to, include:
 - Civil Engineering (including demolition of existing structures and infrastructure)
 - Landscape Design
 - Structural Engineering
 - MEP Engineering (Mechanical, Electrical, Plumbing)
 - Fire and Life Safety Engineering
 - Interior and Furniture Design
 - Lighting Design (Interior and Exterior)
 - Kitchen Design
 - IT/Audio-Visual/Security/Telecom Design
 - Sustainable Design (Not LEEDS Certified)
 - Graphic Design
 - Renderings
 - Acoustic/Vibration Design
 - Sleeping Quarters
 - Vender Specialties

- III. The District will provide the following:
 - Record of Survey and Topography
 - Geotechnical Engineering Report and Recommendation
 - Construction Cost Estimating @ 30% and 50% design completion
 - Preliminary Construction Budget and Program breakdown

- IV. The Architect will be responsible for Construction Contract Administration including Weekly construction meetings, shop drawing review, design clarifications, inspection reviews, payment processing, project close-out, etc.

- V. Design Focus: The District expects a building that fulfills the pragmatic needs of the services to be provided and will be of durable and lasting construction suitable for a public building.

**REQUEST FOR QUALIFICATIONS
PARK CITY FIRE SERVICE DISTRICT, UTAH
FIRE STATION #34**

SECTION 4 – Scope of Work (Continued)

- VI. Preliminary Space Requirements:
- Total: 5,000 SF
 - Two-Story Structure with Solar Panels
 - Office Space: 96 SF
 - 3 Bays: 670 SF Each (2,010 Total SF)
 - Storage: 300 SF
 - Kitchen: 350 SF
 - 5 Sleeping Quarters: 96 SF Each (480 SF Total)
 - Training Room: 550 SF
 - Living Quarters: 350
 - Turnout Room: 144 SF
 - 3 Bathrooms: 350 SF Total
 - Utility Room: 86 SF
 - Laundry Room: 86 SF
 - Decon Room: 60 SF
 - The District will provide more detailed space programming to the selected Architect.
- VII. Preliminary Site Requirements:
- Project Address: 7805 Royal Street East, Park City, UT 84060
 - See designated development area on the attached Master Plan “Contract Limit”
 - Approximate Area: .17 Acres (85’ Wide X 92’ Deep)
 - Includes complete exterior design: civil, hardscape, landscape, lighting, furniture, etc.
 - Site Storm-water Retention is to meet Summit County standards

**REQUEST FOR QUALIFICATIONS
PARK CITY FIRE SERVICE DISTRICT, UTAH
FIRE STATION #34**

SECTION 5 – Submittal Requirements

Respondents are requested to respond to each of the following inquiries and in order stated. It is the Respondents responsibility to provide information demonstrating the minimum requirements (Section 3 – General Overview Part II) have been met. Please respond in full narrative sentences and restate each inquiry prior to responding:

I. ORGANIZATION, RESOURCES, AND PERSONNEL

A. Provide the information listed below:

- Respondent’s name, address, principle office, and type of entity (i.e., corporation, LLC, etc.)
- The date of incorporation/organization and the state in which Respondent is incorporated or organized.
- Former names, if any, under which Respondent has conducted business and the years of operation under each name.
- The name of the contact person responsible for the RFQ process including title, telephone number, and email address.

B. Include information generally describing the size of Respondent’s firm, location of the office that will work directly with the District, and number of years in business. Include information on subcontractors, if any.

C. List and provide resumes of the key individuals who will be assigned to work with the District. Specifically provide the Partner-In-Charge, Project Manager, and Lead Designer (s). Provide information regarding their project experience. Include information on subcontractors as applicable.

D. Provide a narrative describing the team and the qualities that the selection committee should consider. Include information relating to the team size at various phases of the project.

E. List any and all projects for which the Respondent was involved that resulted in design- or construction-related litigation within the past five (5) years, and include the resolution.

II. DEMONSTRATED PROJECT EXPERIENCE

A. Discuss Respondent firm’s overall qualifications and experience.

B. Provide a portfolio illustrating at least three (3) relevant projects. Portfolio may include projects linked to individual team members-as part of the current firm or past experience-and their individual project roles.

C. List at least three (3) clients who would provide references for Respondent’s work, with phone numbers, e-mails, and addresses. Please list any government and/or utility provider references.

III. NARATIVE/APPROACH

A. Discuss Respondent firm’s experience, capabilities, and expected approach to design and problem solving as it relates to the Fire Station #34 building.

B. Discuss Respondent firm’s experience in relation to meeting project budgets.

**REQUEST FOR QUALIFICATIONS
PARK CITY FIRE SERVICE DISTRICT, UTAH
FIRE STATION #34**

SECTION 5 – Submittal Requirements (Continued)

- C. Discuss Respondent firm's overall design philosophy. Recognize that the selection committee may include District, Summit County, and /or Park City staff or elected officials; profession designers; and construction industry experts.
- D. Discuss Respondent's team philosophy as it relates to the District, sub-consultants, and construction contractor(s).

IV. DESIGN FEE

A design fee is not to be included as part of the written response to the Request for Qualifications. A fee proposal will be expected at the time of interview (Base Contract).

V. INSURANCE VERIFICATION

Insurance verification is not required as part of the written response to the Request for Qualifications. However, insurance verification and certificates will be required at the time of interview.

VI. WRITTEN CONFIRMATION ON SIGNING AGREEMENT

Provide a statement that Respondent has read the attached agreement form and if selected shall execute the agreement with no exceptions.

**REQUEST FOR QUALIFICATIONS
PARK CITY FIRE SERVICE DISTRICT, UTAH
FIRE STATION #34**

SECTION 6 – Evaluation Criteria

The Respondents meeting the minimum qualifications stated herein shall be evaluated as follows:

I. EVALUATION CRITERIA

- A. Business structure, organization, resources, and experience of personnel available to County and District.
- B. Firm’s demonstrated experience in providing design services of the type covered in this RFQ.
- C. Firm’s demonstrated approach to design.

II. WRITTEN STATEMENT CRITERIA WEIGHING (40% weight of final rank)

<u>Factor</u>	<u>Weight</u>
Organization, Resources, and Personnel.....	30%
Demonstrated Project Experience.....	30%
Project Approach.....	30%
Selection Committee Discretion.....	10%

III. INTERVIEWS

Following the evaluation of the written Statements of Qualifications using the criteria above, the District will interview three to five Respondents for further consideration. Submission of a Statement of Qualifications does not guarantee the right to an interview. The District reserves the right to accept or reject any or all Statements of Qualifications. Additional information and a Request for Proposal will be provided to those Respondents being interviewed. The interview will be weighted at 60% toward the final rank.

IV. FINAL SELECTION

The District shall award a single contract to the top-ranked Respondent following successful fee negotiations. Should the negotiations not be successful, the District may enter negotiations with the next highest-ranked firm. Selection is no guarantee of work and the resulting contract will be strictly non-exclusive.

APPENDIX A

PARK CITY FIRE SERVICE DISTRICT PROVIDOR/PROFESSIONAL SERVICES AGREEMENT

Page intentionally left blank. Draft contract agreement will be provided prior to Statement of Qualification submittal.

Parcel Aerial Photograph and Topographical Map

Site Plan

Existing Floor Plan

--End of RFQ--