

REQUEST FOR PROPOSAL

ARCHITECTURAL, ENGINEERING, DESIGN AND PROJECT MANAGEMENT SERVICES

SPECIAL SERVICES DISTRICT

RFP#250701

This Request for Proposal (RFP) is issued pursuant to the Hurricane Valley Fire Special Service District (District) Purchasing and Procurement Policy (SOP #A201001, enacted January 17, 2023). All procurement activities, including evaluation, award, and protests, will be conducted in accordance with the District's adopted policy, except as otherwise required by applicable state or federal law.

The District hereby solicits proposals from individual architectural/engineering firm(s) (Respondent) to provide architectural, design, engineering and project management for the construction and possible remodeling of multiple fire stations for a period of five (5) years.

The District's selection will be based on its evaluation of the written proposal(s), Respondent's qualifications and experience, client references, the areas of fire station design and project management services which the Respondent is willing to provide and the overall fee structure. The District may engage more than one firm or individual for services if it is determined that it would be in the best interest of the District.

Proposals in whole or in part must be received by the District's administrative office on or before 4:00 PM, August 28, 2025. Proposals must be clearly marked, "Architectural Services RFP#250701." Respondents must submit an original proposal and three (3) copies.

MISCELLANEOUS REQUIREMENTS: The District will not be responsible for any expenses incurred by a respondent in preparing, submitting, or presenting a proposal. All proposals shall provide a straightforward, concise delineation of the architects/engineer's or firm's capabilities to satisfy the requirements of this request. Emphasis should be on the completeness and clarity of content.

The District reserves the right to waive any informality in proposals, to accept or reject any or all proposals for any reason, to negotiate with any respondent and to select one or more of the Respondents deemed to have submitted a proposal which in the judgment of the District's Board is in the best interest of the District.

Proposals may be held by the District for a period not to exceed sixty (60) days from the date of the opening of proposals for the purpose of reviewing proposals and investigating the qualifications of the proposals prior to the award of a contract.

INTRODUCTION

The District has an Administrative Control Board/Chief Administrative Officer form of administration with the fire chief operating as the CAO. The District responds to approximately 6,500 fire and emergency medical calls for service annually. Like most Districts, the Hurricane Valley Fire SSD is involved in a variety of activities which require a diversity of emergency response and the associated facilities.

THE PROPOSAL

SCOPE OF SERVICES

The District anticipates completing the projects listed in Appendix "A" at the anticipated times listed within a five (5) year period. The District is looking for a Respondent that has shown the ability to complete the necessary services "in house" for the projects. These services include, yet not limited to; design, engineering, materials testing, survey and project management. Respondents to the RFP shall provide a list of services offered and the associated fee(s). If an applicant is selected to provide services to the District with regard to one or more or all of the areas of architectural, design, engineering and project management work designated by the applicant, the District reserves the right, at its discretion, to employ another Individual or firm to provide similar services to the District from time to time if the District's Board deems to be in the best interest of the District.

QUALIFICATION AND EXPERIENCE

The proposal must identify the principal architect or engineer who will be providing services to the District. The proposal should demonstrate the qualifications, competence, and capacity of the individual to complete the services for the District in each of the listed service areas. The Respondent making a proposal must describe their expertise in providing the services required by the District, specifically identifying its expertise in fire station construction and project management.

The successful Respondent must have completed a minimum of five (5) like projects within the last 10 years.

CLIENT REFERENCES

List a minimum of five clients who have received services for like projects within the last ten (10) years and references with addresses and phone numbers who may be contacted by the District in connection with the proposal.

OTHER REQUIRED NARRATIVE TOPICS

GOOD STANDING AND LICENSE: The Respondent submitting a proposal must be in good standing and licensed to complete the required work within the State of Utah.

GOING CONCERN: The Respondent shall have been in operation completing projects of similar scope, size and of this type for a period of not less than 15 years. The Respondent shall have completed a minimum of five (5) like fire station projects in not less than ten (10) years. The intent of this specification is to

ensure as much single source responsibility as possible for the services proposed by the Bidder.

The Bidder shall disclose any pending or anticipated litigation between the Bidder and any other party or parties that might affect this contract.

ACCESS, AVAILABILITY AND TIMELINE: Each Respondent must identify the address of their offices where the work will be completed and their normal business hours. A timeline of the last five (5) like projects and architect's estimate in relation to the final project cost.

CONTRACT FOR SERVICES: The Respondent that is selected by the District will be required to sign a contract and additional terms and provisions may be included in the contract with the initial term of five (5) years. In addition, the District anticipates that the following provisions will become a part of that contract.

COMPENSATION: Each applicant must state the compensation that will be required for the services of the applicant and the formula used to derive the fee structure. The Board Chair will be required to approve the billing before each payment will be made by the District. Such bills shall be submitted on a basis no more frequently than monthly. Billing for services shall be explained in detail including all support services and costs. Applicants shall also list any services that will be provided free of charge.

ALTERNATIVE PROPOSALS: If alternative proposals are submitted, the bidder should explain the reasons for the alternative(s) and its comparative benefits. Each Proposal submitted will be evaluated on its own merits. Proposals taking **total exception** with the specifications of this RFP will be considered non-responsive and will not be accepted.

AUTHORIZED REPRESENTATIVE: The Proposal must contain the signature of a duly authorized officer or agent of the manufacturer's company empowered with the right to bind and negotiate on behalf of the manufacturer for the amounts and terms proposed.

ANTI-COLLUSION: The submission of a Proposal constitutes a representation and agreement that the bidder, its partners, or assigned agents have not divulged its Proposal to, or colluded with, any other potential bidder, manufacturer or dealer or any other party to the Proposal.

RIGHT TO REJECT: District reserves the right to reject any or all Proposals and to waive any informality or technicality in any Proposal in the interest of District. District shall not be held liable for reimbursement of expenses incurred by the manufacturer or dealer related to the preparation of a qualification in response to this RFP.

RELATIONSHIP OF THE PARTIES: In assuming and performing the obligations of any Contract, District and any manufacturer and / or dealer shall each be acting as independent parties and neither shall be considered or represent itself as an employee of the other.

TAXES - DISTRICT IS EXEMPT: District is exempt from the payment of any federal excise or any Utah sales

tax.

HOLD HARMLESS CLAUSE: The Respondent shall indemnify, defend, and hold harmless the Hurricane Valley Fire Special Service District, its officers, agents, employees, and volunteers from and against any and all claims, damages, losses, liabilities, judgments, costs, and expenses (including reasonable attorneys' fees) arising out of or resulting from the performance of services under the contract, including but not limited to claims involving bodily injury, death, personal injury, or property damage to any third party, to the extent caused by the negligent acts, errors, omissions, or willful misconduct of the Respondent, its employees, subcontractors, or agents.

INSURANCE: The Respondent shall maintain, at its own expense, the following minimum insurance coverage for the duration of any contract with the District:

1. Professional Liability Insurance with limits of not less than \$1,000,000 per claim and \$2,000,000 aggregate.
2. Commercial General Liability Insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, including coverage for bodily injury, property damage, and contractual liability.
3. Workers' Compensation Insurance as required by Utah law, covering all employees of the Respondent.
4. Automobile Liability Insurance (if applicable) covering owned, non-owned, and hired vehicles with a minimum limit of \$1,000,000 combined single limit.

Certificates of insurance evidencing the required coverage shall be submitted to the District prior to contract execution and shall name the Hurricane Valley Fire Special Service District as an additional insured on the Commercial General Liability policy.

UNAVAILABILITY: The Respondent must provide advance notification to the District/CAO or his/her designee of times when Respondent will be unavailable to provide the listed services.

SELECTION PROCESS: Proposals shall be reviewed by a selection advisory committee with a recommendation made to the District Board. Membership on the committee shall be determined by the District Board and may include staff, board members and anyone else the District Board deems appropriate. The committee shall make a recommendation to the District Board who shall make a final selection. Proposals will be evaluated according to the following weighted criteria:

<u>Evaluation Category</u>	<u>Weight</u>
<u>Qualifications & Experience</u>	<u>30%</u>
<u>Technical Approach & Methodology</u>	<u>25%</u>
<u>Cost/Fee Proposal</u>	<u>20%</u>

<u>Evaluation Category</u>	<u>Weight</u>
<u>Past Performance & References</u>	<u>15%</u>
<u>Responsiveness & Completeness</u>	<u>10%</u>

The District will assign scores to each category using the weighting above to determine the best overall value for the District. While pricing is an important factor, the District will prioritize qualifications and demonstrated expertise when determining the award. The District reserves the right to negotiate scope and fees with the highest-ranked Respondent(s).

PROTEST RIGHTS: Any Respondent may submit a written protest concerning the RFP process or award in accordance with Utah Code § 63G-6a-1602 by contacting: Chief Administrative Officer – Hurricane Valley Fire SSD, 202 E. State St., Hurricane, UT 84737.

CONFLICT OF INTEREST CERTIFICATION: By submitting a proposal, the Respondent certifies that neither it, nor any of its principals or employees, has any conflict of interest that would impair its ability to perform the services required under this RFP or that would give the appearance of impropriety in connection with the award of a contract. Any potential conflicts of interest must be disclosed in the proposal.

DEBARMENT CERTIFICATION: By submitting a proposal, the Respondent certifies that it is not debarred, suspended, or otherwise prohibited from contracting with any governmental agency, including federal, state, or local entities. If the Respondent has been debarred or suspended in the past, details must be provided with the proposal.

PROPOSAL VALIDITY PERIOD: Proposals shall remain valid and binding for sixty (60) days from the proposal due date. By submitting a proposal, the Respondent agrees to this validity period and to honor the proposal terms throughout that period unless otherwise extended by mutual agreement.

SCHEDULE OF KEY DATES: The anticipated schedule for this RFP is as follows (subject to change at the District's discretion):

- RFP Issued: 7/31/2025
- Proposal Submission Deadline: 8/28/2025, 4:00 P.M.
- Evaluation of Proposals: 9/1/2025-9/12/2025
- Interviews with Selected Respondents (if required): 9/15/2025-9/19/2025
- Anticipated Award by District Board: 10/6/2025

Appendix “A”

Project #1

Project: Sand Hollow Administration Station

Estimated Project Date: January 2026

Scope: Design and construction of a new Fire Station with Administrative offices, training facility and Reserve Apparatus storage

Project #2

Project: Future “Residential Fire Station”

Estimated Project Date: June 2026

Scope: Design and construction of a Fire Station generally to fit in a residential neighborhood

Project #3

Project: Kolob Fire Station

Estimated Project Date: June 2026

Scope: Design and construction of a Fire Station in the Kolob Community area