



REQUEST FOR QUALIFICATIONS

Summary

General Information	
Project Name	Administration Building
Project Description	The Jordanelle Special Service District (“JSSD”) needs to engage an architect to design a new administration building located to the south of JSSD’s current offices.
Approximate Budget	\$500,000-\$600,000
Project Start Date/Length	The building needs to be ready for occupancy by the fall of 2018.
Contract Type	Professional Services contract
Procurement Process Information	
Contract Administrator	Theresa Baronek P.O. Box 519 Heber City, Utah 84032 theresa@jssd.us <i>All communications regarding this solicitation must be through the Contract Administrator.</i>
Evaluation Criteria: <ul style="list-style-type: none"> • Experience in designing buildings of similar type and size • Project Team • Project Approach 	This is a Qualifications Based Selection wherein the proposer determined by the District to be the most qualified, in the District’s sole discretion, will be invited to enter into negotiation of a contract providing for fair and reasonable compensation to the selected proposer. Evaluation criteria are listed to the left, and will be weighted equally.
Deadline to submit Statements of Qualifications (“SOQ”)	March 1, 2018
SOQ Page Limit	10 pages <i>Resumes do not count toward page limit.</i>
Submittal Instructions	Email SOQ, in .pdf format, to the Contract Administrator by the deadline listed above

1. The Special Service Districts

The Jordanelle Special Service District (“JSSD”) is a special service district organized pursuant to Utah Code Ann. § 17D-1-101 *et seq.* JSSD provides culinary water and sanitary sewer services in portions of Wasatch County, Utah. The Wasatch County Council serves as the governing body of JSSD, which is managed by a General Manager. JSSD also provides administrative and operations service under contract for other special service districts within Wasatch County including Twin Creeks Special Service District, North Village Special Service District, Strawberry Lakeview Special Service District and Strawberry Ranch Special Service District.

2. The Project Background

JSSD’s administrative staff currently occupies offices in the JSSD Water Reclamation Facility (“WRF”), located at 5780 North Old Highway 40, Heber City, Utah. The WRF is not yet operational, but JSSD plans to place the facility into operation no later than the fall of 2018. When the WRF is operational, its offices will be occupied by WRF staff, and JSSD’s administrative staff will need new office space to move into.

3. The Project Scope

The new administration building will be located on JSSD property to the south of the WRF. The new building will need to accommodate 10 employees. It is anticipated to be a 4,000 – 4,500 square foot building. Functions within the building to include JSSD administrative offices, receiving and processing of customer utility payments, small conference meeting room (up to 6 persons), large conference/board meeting room (up to 25 persons), computer server room, public restrooms, ADA accessibility, employee break/lunch room. It is contemplated that the large conference/board room can be opened up to adjacent breakroom for larger gatherings and food service functions. Some areas of the building may remain unfinished as part of initial construction to be completed in future as needed.

JSSD anticipates that the scope of work will include design charrette meeting with JSSD Management, prepare detailed design of the Project including 50%, 90%, and final construction drawings, specifications, cost estimates, assistance with procurement of a construction firm in accordance with the Utah Procurement Code, and services during construction, provide project construction services review of shop drawings and submittals, response to contractor RFI’s, prepare closeout documentation, prepare record drawings in ACAD and PDF format.

4. Pre-Proposal Conference

A pre-proposal conference will be held February 13 at 9:00 am at the JSSD WRF facility. ***Attendance to the pre-proposal conference is mandatory for JSSD acceptance of proposal.***

5. Statements of Qualifications

Professional architects or architecture firms desiring to be considered for the Project should submit a Statement of Qualifications in accordance with this Request for Qualifications. Only licensed professional architects will be considered.

Statements of Qualifications should include the following:

- Experience:
 - A narrative description of your experience in designing office buildings similar in size and type as the Project.
 - A list of past projects that relate to similar JSSD or government design/construction of a similar size and scope. Include: project name, building size in square feet, initial cost estimate, final actual cost, and a contact name/phone number from that entity familiar enough with the past project to give a reference.

- Project Team:
 - Names of key personnel that will be assigned to the project, and their anticipated involvement (by percentage or hours) in the project.
 - Resumes of key personnel proposed for the Project.
 - The names and license numbers of any other engineers or architects proposed to work on the Project.
 - A list of sub-consultants that will be used and their role on the project.

Note: Civil engineering will be completed by the JSSD District Engineer.

- Project Approach
 - Describe approach to the Project, with emphasis on how you will complete the Project on-time and on-budget, with minimal change orders and problems.
 - Unique suggestions, considerations, or requirements that may help distinguish the proposed team, help JSSD anticipate issues, or help better understand the proposal.

In addition, the Statement of Qualifications should include the names of the principals of the firm, the type of organization for all parties involved (partnership, corporation, individual, LLC, etc.), and proof of insurance.

JSSD may contact any references that you list, as well as any other third parties that have relevant knowledge about any proposer, or any entity or individual listed on a proposer's team, and JSSD will consider comments from any such references in selecting the most qualified proposer.

The Statement of Qualifications must not include any information about pricing or hourly rates.

6. Evaluation and Selection

The Districts will appoint an evaluation committee to review responsive SOQs. The evaluation committee will rank the responsive SOQs using the criteria identified in this Request for Qualifications. The General

Manager will enter into negotiations with the highest-ranked proposer, to arrive at contract terms and pricing that are fair and reasonable. If the General Manager and the highest-ranking proposer are unable to agree to satisfactory contract, the General Manager will terminate negotiations with that proposer and enter into negotiations with the next-highest-ranking proposer. The final selection of the architect is subject to the approval of the Wasatch County Council, acting as the governing body of JSSD.

The Districts may request additional information from any proposer. The Districts may cancel this solicitation at any time.