



**REQUEST FOR QUALIFICATIONS AND
REQUEST FOR PROPOSAL**

**CITY HALL BUILDING
INCLUDING POLICE STATION
AND CITY COURT**

**CITY OF NORTH SALT LAKE, UTAH
20 E. HIGHWAY 89
NORTH SALT LAKE, UTAH 84054**

**Pre-RFQ/RFP Submittal Conference:
Thursday, January 3, 2008
9:00 a.m. in the
City Council Chambers
20 S. Highway 89
North Salt Lake, Utah 84054**

**RFQ/RFP Submittal Deadline:
Friday, February 1, 2008
at 3:00 p.m.**

NOTICE TO ARCHITECTS/ENGINEERS

The City of North Salt Lake, Utah is seeking the services of a qualified design team to design and manage construction of a new City Hall including a multi-level parking structure.

If you are interested in submitting a proposal, you may obtain the RFQ/RFP as of December 27, 2007 from the City of North Salt Lake at the City Offices located at 20 S. Highway 89, North Salt Lake, UT 84054. The RFQ/RFP is also published on the city's website at <http://www.nslcity.org>. Interested parties are responsible for monitoring the website for information concerning the RFQ/RFP and any addenda issued.

A non-mandatory pre-submittal meeting will be held on Thursday, January 3, 2008 at 9:00 a.m. in the City Council Chambers in City Hall at 20 S. Highway 89, North Salt Lake, UT 84054.

The deadline for submitting a proposal is Friday, February 1, 2008 p.m. at the City Hall offices at 20 S. Highway 89, North Salt Lake, UT 84054. The City of North Salt Lake will not accept any RFQ/RFP submittal by facsimile, electronic submission, or any method other than stated in the RFQ/RFP.

The City of North Salt Lake reserves the right to cancel or modify the terms of this RFQ/RFP and/or the project at any times and for any reason preceding contract award and reserves the right to accept or reject any or all proposals submitted pursuant to this request for proposals. The City of North Salt Lake will post any such cancellation and/or modification on the City's website.

The City of North Salt Lake looks forward to reviewing the RFQ/RFP submittals and working with the selected team in a successful development of this project. All questions should be directed to Collin Wood, City Manager, at 936-3877 Ext. 103.

Sincerely,

Collin Wood
City Manager

TABLE OF CONTENTS

1. Introduction
2. Background
3. Scope of Project
4. Qualification Content Requirements
5. Anticipated Schedule
6. Proposal Requirements
7. Criteria for Selection

1. Introduction

The City of North Salt Lake is a growing community in South Davis County which is in need of a new city hall to house the administrative, community development, engineering, police and court functions Davis County library branch, and community activities/public meetings, etc. of the City.. It is anticipated that the overall facility will be 2 to 3 stories with an attached 2 to 3 level parking terrace. North Salt Lake is a progressive community and all new facilities will incorporate new technology including energy efficient heating and cooling systems, computer network connectivities, energy efficient lighting, and other similar news technologies.

2. Background

The existing city hall is located at the southwest corner of Highway 89 and Center Street in North Salt Lake. It has housed the administrative offices of the city together with the police and court functions along with a fire station. The fire station will be moving to a new location in mid to late 2008. Other functions of the city are in need of additional space in an upgraded facility meeting today's seismic standards and changing technologies. The property on which the new city hall will be built is located directly south of the existing city hall. It tapers in width from north to south and has a large sloping grade from east to west (Highway 89 to Main Street). Access will be provided from both streets to the new facility.

3. Scope of Project

The City of North Salt Lake is accepting proposals from qualified architectural/engineering firms to prepare bid-ready design and specifications documents for the construction of a new city hall.

The architect /engineer will be responsible for providing all consultant services including but not limited to architectural and engineering in the fields of civil, mechanical, electrical and structural services as necessary. Geotechnical and site survey information will be provided by the owner. The planned uses of the building include administrative offices, city council chambers, court room with holding cells, police station with jail facility and evidence rooms, including necessary security features for the court and police functions. Community functions will include a branch of the Davis County Library, auditorium or such public meeting area, functional space for City sponsored education and recreation activities.

The new city hall building will be built to the south of the existing city hall which will be used by city functions until the new city hall is completed.

The work will proceed in phases as follows:

Phase 1 - Pre-Design Services

The initial phase will include a space needs assessment for the entire facility and a master plan for the entire site. This will entail meeting with all departments involved and assessing their respective space needs and functions. This will also include an assessment and recommendation evaluating future needs of each department and function either to build those needs into the new

facility or allow for future expansion alternatives. These should be broken out in 5, 10 and 20 year intervals.

The firm chosen for this work will provide construction cost estimates as part of their scope of services. The firm chosen will also evaluate and give recommendation costs associated with parking, site development, and furnishings. Current industry design guidelines and space standards for each function will be used.

Phase 2 - Design and Construction Documents

The second phase will be to design the facility using all applicable codes and standards. The architect shall include services of mechanical, electrical, structural, civil, landscape, security and interiors. The North Salt Lake City Building Department will be consulted on code before the documents are finalized.

The facility design will include careful consideration to allow ease of maintenance and a cost effective sustainable operation.

Phase 3 - Bid and Award

The third phase will include the bidding process including the evaluation of the low bidder and their ability to perform the work required. A recommendation will be submitted by the North Salt Lake City Hall Steering Committee and presented to the Mayor and City Council for approval.

Phase 4 - Construction

The fourth phase will be Construction Administration including monitoring of construction to see that the building is built to plans and specifications. It will include review and recommendation on pay requests and monitoring of the work to verify that the CM/GC stays within budget.

4. Qualification Content Requirements

The proposal will include the following items:

- Letter of Interest
- Identification and resumes of personnel to be directly involved in this project, including principal, project architect/engineer, and construction administration staff.
- Experience of the prime architectural/engineering project team members with this type of building design. Experience with police and court facilities must be listed with each team member. Show a minimum of 3 similar projects in the past 5 years.
- The architect's/engineer's designated project team's record of meeting estimated budgets and schedules for projects of similar scope, budget and schedule.

- The percentage of a full-time commitment each project team member will have to the project by design and construction phases.
- A description of the firm's design and project management philosophy and approach to the project.
- Identification of and a description of the project team's approach to design challenges of the assignment.
- References for the project principal, project architect and construction administration staff from recent similar projects. Reference sources to include: key owner personnel, sub-consultants and the contractor's project manager. Please include at least one reference for each person identified as part of the proposed team.
- A list of similar projects completed by the project team.
- Current firm workload and projected workload over the anticipated project schedule.

5. Anticipated Schedule

RFQ/RFP submittal	February 1, 2008
RFQ/RFP review	February 1 - February 29, 2008
Selection of Architect by City Council	March 6, 2008
Design Completion and bid project	February 15, 2009
Construction complete	December 15, 2009

6. Proposal Requirements

Proposals must be submitted on hard copies. Twelve (12) copies must be submitted to the City of North Salt Lake, in care of Collin Wood, City Manager, 20 S. Highway 89, North Salt Lake, UT 84054. Submittals must be received by 3:00 p.m., Friday, February 1, 2008.

7. Criteria for Selection

Proposals will be evaluated and a shortlist established using the following criteria:

- Experience with municipal building type design, including court and police functions.
- History of effective schedule and budget management for projects of similar scale and budget.
- Qualifications of assigned staff; experience with similar projects; successful teamwork on complex projects.
- Availability of staff to meet the design schedule.
- Work plan identifying staff and schedule.
- Experience working effectively with client groups to design and plan similar facilities.
- Evidence of competent design work plan of attractive and functional work places and public spaces.

The proposals will be reviewed by the North Salt Lake City Hall Steering Committee who will present their recommendation to the Mayor and City Council. The Steering Committee includes the City Manager, the City Finance Director, the City Police Chief, the Community and Economic Development Director, the City Engineer, and the City Building Official.