



# **UNIFIED FIRE SERVICE AREA**

Request for Statement of Qualifications (RFQ)  
for General Contractor Services  
RFQ #2021-04

## ***INFORMATION & REQUIREMENTS***

### **I. OBJECTIVE**

Unified Fire Service Area (“UFSA”) is soliciting a request for statement of qualifications (“RFQ”) from qualified respondents to prequalify to receive Invitation for Bids to provide general contractor services for the construction or reconstruction of up to five (5) fire stations with locations in Salt Lake and Utah Counties.

UFSA intends to select a short list of General Contractor(s) (GC), licensed in the State of Utah, and proceed with Invitations for Bid to provide competitive construction bids on individual fire station projects as they become available from the design queue. The selection of the short list of general contracting firms will be based upon the submitted statement of qualifications and shall include up to five (5) firms.

Pricing is not a part of the first stage of this RFQ. Each fire station project will be bid and awarded separately as they become available from the design queue. Selected firms from the Invitation to Bid process will be considered a professional general contractor (GC) for all services described in the agreement. The GC will be expected to perform all duties expected of a professional contractor and manage the project in a professional way that reflects the best interests of the UFSA.

The Owner has engaged Construction Control Corporation (CCC) to serve as the Owner’s Representative on the UFSA Fire Station Construction Program. CCC is experienced in project management and construction and will act as the Owner’s Representative in managing the project, including the services by the GC and Architect.

The projects will be based on designs prepared by ajc Architects (**Architect**) for UFSA. Plans and specifications for each project will be made available to each of the proposing firms.

**II. CRITERIA FOR EVALUATION**

**1. Awards of orders will be on the basis of:**

Proposed Team Experience_____	25%
Firm Experience_____	20%
Approach_____	20%
Schedule_____	20%
Size of Firm (Capacity)_____	15%

(Scoring totals 100%)

Each category will be scored by the evaluation committee on a scale of 1-10, where 1 indicates that the SOQ fails to address some or all requirements described in the RFQ or fails to demonstrate that the respondent can perform the scope of work, and 10 indicates that the SOQ addresses and exceeds all requirements or criteria described in the RFQ. The category will then be given a corresponding percentage point. For instance, if a category is worth 30% of the overall score, a score of 10 will receive all 30 available percentage points for that category. A score of 9 will receive 90% (9/10, in other words) of the available percentage points for that category, which, in this example, equals 27 percentage points, and so on.

**IMPORTANT NOTICE:**

**PRE-SUBMISSION CONFERENCE. Respondents are advised there will be a **MANDATORY** Pre-Submission Conference held virtually on Tuesday, April 13<sup>th</sup>, 2021 at 11:00am (Mountain). All interested respondents must be in attendance. The purpose of this conference will be to clarify any questions regarding this RFQ. If UFSA omits anything from this RFQ that is necessary for a clear understanding of the RFQ, or if the instructions are unclear or in conflict, or if the respondents have any question or objection about any part of the RFQ or any of its parts, the prospective respondents shall bring such matter to UFSA’s attention at the conference. If necessary, following the conference, a written addendum shall be issued to all prospective respondents that attend the conference. Questions or objections to the RFQ or any of its parts not submitted prior to or at the conference shall not receive consideration. **RSVP IS REQUIRED to be sent to [elangenfass@unifiedfire.org](mailto:elangenfass@unifiedfire.org)**. Once an RSVP is received, details regarding the Pre-Submission Virtual Conference will be provided as a response to RSVP’s sent by respondents.**

### RFQ Schedule

Issue RFQ	6 April 2021
Pre-Submission Conference	13 April 2021
Last Day for Questions	20 April 2021
SOQ's Due	4 May 2021
Interviews	6-13 May 2021
Notice of Award	17 May 2021

#### **IV. STATEMENT OF QUALIFICATION SUBMISSION**

- ❑ Sign and return the **Statement of Qualification Response Cover Sheet (ATTACHMENT 1)**. The form must be signed by a company representative authorized to bind the respondent contractually.
- ❑ Submit all required information as outlined in the **Statement of Qualification Content and Evaluation Criteria** section of **ATTACHMENT 1**.
- ❑ UFSA allows for RFQ's to be submitted electronically. Electronic RFQ's may be submitted through a secure mailbox at SciQuest, <http://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=StateOfUtah> until the date and time as indicated in this document. It is the sole responsibility of the supplier to ensure their RFQ reaches SciQuest before the closing date and time. There is no cost to the supplier to submit Unified Fire Service Area electronic quotations via SciQuest. Here is a link to the Division of Purchasing's website where it provides training materials for vendors on the SciQuest platform - <http://purchasing.utah.gov/for-vendors/> Electronic RFQ's may require the uploading of electronic attachments. The submission of attachments containing embedded documents is prohibited. All documents should be attached as separate files.
- ❑ Submission Deadline: **Tuesday, May 4<sup>th</sup>, 2021 at 11:00am (Mountain)**.
- ❑ **RFQ's received after the deadline will not be considered.**

#### **V. ACCEPTANCE**

UFSA reserves the right to reject any or all RFQ's and to waive minor technicalities and irregularities in RFQ's received. Failure of the respondent to provide, in its RFQ, any information requested in the RFQ may result in rejection for non-responsiveness.

#### **VI. ADDITIONAL INFORMATION**

For additional information concerning the services specified in this Request for Statement of Qualifications, interested parties may contact Erica Langenfass via email at [elangenfass@unifiedfire.org](mailto:elangenfass@unifiedfire.org). Correspondence between suggested respondents and UFSA must be in written format.

For information concerning the Request for Statement of Qualifications procedures and regulations (i.e., submission deadline, forms required, etc.), or Americans with Disabilities

(ADA) accommodations, interested parties may contact Erica Langenfass, Purchasing Agent, via e-mail at [elangenfass@unifiedfire.org](mailto:elangenfass@unifiedfire.org) or Telecommunications Relay Services (TRS) at 711.

## **VII. AWARD BY WRITTEN AGREEMENT**

- The respondent selected to provide the services/products will be required to enter into a written agreement. It is expected that the UFSA will use standard AIA contract documents, including A101 (Contract) and A201(General Conditions).
- Signature on the *Request for Statement of Qualification Cover Sheet* acknowledges that the respondent is willing to enter into an Agreement if awarded the contract, subject to price negotiations, as stated in Section II above.
- Signature on the Certification of Compliance With E-Verify Program Or Equivalent, located as Exhibit B to the RFQ.
- If respondent has any exceptions to request, the procedures stated under Paragraph X, EXCEPTIONS, of this section must be followed.

## **VIII. PREPARATION OF RFQ's**

- A. Failure to read the Request for Statement of Qualifications and these instructions will be at the Respondent's own risk.
- B. Corrections and/or modifications received after the closing time specified will not be accepted.
- C. Request for Statement of Qualifications should not exceed 25 pages.

## **IX. STATEMENT OF QUALIFICATION INFORMATION**

- A. Discussions with Respondents. UFSA may conduct discussions and site inspections with Respondent's who submit RFQ's determined to be reasonably susceptible to being selected for award. However, RFQ's may be accepted without such discussions or inspections, at UFSA's option.
- B. Equal Opportunity. UFSA will make every effort to ensure that all Respondents are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.
- C. Cost of Developing RFQ's. All costs related to the preparation of the RFQ's and any related activities are the sole responsibility of the respondent. UFSA assumes no liability for and will not reimburse any costs incurred by respondent throughout the entire selection process.

D. Statement of Qualification Ownership. All RFQ's, including attachments, supplementary materials, addenda, etc., shall become the property of UFSA and will not be returned to the respondent.

E. Rejection of RFQ's.

- UFSA reserves the right to reject any or all RFQ's received. Furthermore, UFSA shall have the right to waive any informality or technicality in RFQ's received when in the best interest of UFSA.
- No RFQ shall be accepted from, or agreement awarded to, any person, firm or corporation that is in arrears to UFSA, upon debt or contract or that is a defaulter, as surety or otherwise, upon any obligation to UFSA, or that, based upon its past business practices, may be deemed irresponsible or unreliable by the Chief Financial and Legal Officers. Respondents may be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in this RFQ.

#### X. EXCEPTIONS TO STATEMENTS OF QUALIFICATION

An exception to any term or condition set forth in this RFQ must be clearly identified in the response to this RFQ. **Exceptions or deviations to any of the terms and conditions must not be added to the RFQ pages but must be submitted in a separate document accompanying Respondent's RFQ identified as "Exceptions."** Such exceptions shall be considered in the evaluation and the award processes. UFSA shall be the sole determiner of the acceptability of any exception.

#### XI. CONFIDENTIALITY

All responses, inquiries, and correspondence relating to this RFQ and all reports, charts, displays, schedules, exhibits, and other documentation produced by the respondent that is submitted to UFSA, as part of the RFQ or otherwise, shall become the property of UFSA when received by UFSA and may be considered public information under applicable law. UFSA is subject to the disclosure requirements of the Government Records Access and Management Act, ("GRAMA") Title 63G, Chapter 2, Utah Code Annotated. UFSA generally considers SOQ's and all accompanying material to be public and subject to disclosure. **Any material considered by the respondent to be proprietary must be accompanied by a written claim of confidentiality and a concise written statement of reasons supporting the claim as required by GRAMA §63G-2-309. Blanket claims that the entire RFQ is confidential will be denied.** UFSA cannot guarantee that any information will be held confidential. If the respondent makes a claim of confidentiality, UFSA, upon receipt of a request for disclosure, will determine whether the material should be classified as public or protected, and will notify the respondent of such determination. The respondent is entitled under the GRAMA to appeal an adverse determination. **UFSA is not obligated to notify the respondent of a request, and will not consider a claim of confidentiality, unless the respondent's claim of confidentiality is made in a timely basis and in accordance with the GRAMA.**

**XII. REPRESENTATION REGARDING ETHICAL STANDARDS**

The respondent certifies that it has not: (1) provided an illegal gift or payoff to a UFSA officer or employee or former UFSA officer or employee, or his or her relative or business entity; (2) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; or (3) knowingly influenced, and hereby promises that it will not knowingly influence, any UFSA officer or employee or former UFSA officer or employee to breach any ethical standards set forth in UFSA's conflict of interest policy or any of the provisions of Utah Code Title 67, Chapter 16.

**REQUEST FOR STATEMENT OF QUALIFICATION CONTENT &  
EVALUATION CRITERIA**

Unified Fire Service Area - Request for Statement of  
Qualifications  
for General Contractor Services

**SOQ'S SUBMITTED FOR EVALUATION MUST INCLUDE, AT A MINIMUM, THE FOLLOWING INFORMATION AND MATERIALS:**

**A. GENERAL**

The respondent shall furnish full general contractor services to construct or re-construct up to five (5) new fire stations in Salt Lake and Utah Counties. The anticipated gross square footage for the stations are to be between 10,500gsf and 15,500gsf each. It is anticipated that construction will begin in June 2021 and be completed by the end of 2022.

The Owner reserves the right to award to one or multiple respondents.

Please see the attached documents for recommended specifications and scope of work. Please see "Exhibit A".

**B. QUALIFICATIONS**

- A statement of the company's experience working within the general contracting industry and qualifications to meet the requirements of Unified Fire Service Area Scope of Work. The statement should include related experience with fire station construction.
- Identify proposed staff members who would be involved in providing the services requested herein and submit statements or resumes detailing their qualifications.
- Detail your company's experience in providing the services requested herein for similar customers of similar size, with dates of performance and/or completion. Include three references with customer name, contact person and telephone numbers.
- In addition to the information and qualifications specified above, identify any special knowledge or skills provided by your firm that may be related or helpful to the services requested herein.
- Indicate any efficiencies that may be realized in the construction of multiple facilities of similar design/program requirements that are being placed on different sites.

- Indicate your firm’s ability to meet the construction staffing needs of the project including the construction of multiple locations at the same time and providing construction administration at multiple concurrent locations.

**C. PROPOSED APPROACH TO SERVICES**

- Provide a statement of your understanding of the service requested and a general description of your proposed approach to the Scope of Work (Exhibit “A”).
- Detail how your proposed services will work.
- Time is of the essence for all project activities to assure the earliest possible project delivery. Discuss your scheduling process and your experience with successfully scheduling projects like the new facilities proposed by The Owner. Provide a project schedule that details the major milestones and the estimated time and steps each will take to complete. Identify key timelines that will be critical to the overall process from your perspective.

**EVALUATION CRITERIA WEIGHTING MATRIX:**

Proposed Team Experience	25%
Firm Experience	20%
Approach	20%
Schedule	20%
Size of Firm (Capacity)	15%



# Exhibit “A”

## SCOPE OF WORK AND SPECIFICATIONS

### Unified Fire Service Area - Request for Statement of Qualifications for General Contractor Services

Unified Fire Service Area (“UFSA”) is soliciting competitive sealed requests for statement of qualifications (“RFQ”) from qualified respondents to provide construction services for up to five (5) new fire stations to be located throughout Salt Lake and Utah Counties. Construction of the fire stations is intended to begin in June 2021 and move-in completed for each station by the end of 2022.

UFSA engaged AJC Architects to begin design services for the new facilities at each location and is currently in all phases of design for the five stations. Station 251 and 253 are in schematic design, Station 102 and 112 are in design development, and Station 125 is in construction documents. Each location requires zoning updates and/or land purchase, and the project team is currently working through those processes. The first location for construction is intended to be ready for permit review by the middle of May 2021, and ready for construction in June 2021. The remaining locations will follow as they become ready.

The scope of work for the construction or re-construction of up to five (5) fire stations in Salt Lake and Utah Counties is as follows:

Station	Location	Scope Description
Station 102	8609 W Main St, Magna, Utah 84044	Demo Existing Facility, Construct New Facility, Sitework, Landscaping, FF&E/Move-In Coordination
Station 112	3612 Jupiter Dr, Millcreek, Utah 84124	Demo Existing Facility, Construct New Facility, Sitework, Landscaping, FF&E/Move-In Coordination
Station 125	655 W Center St, Midvale, Utah 84047	Construct New Facility, Sitework, Landscaping, FF&E/Move-In Coordination
Station 251	TBD, Eagle Mountain, Utah	Construct New Facility, Sitework, Landscaping, FF&E/Move-In Coordination
Station 253	TBD, Eagle Mountain, Utah	Construct New Facility, Sitework, Landscaping, FF&E/Move-In Coordination

# EXHIBIT "B"

## CERTIFICATION OF COMPLIANCE WITH E-VERIFY PROGRAM OR EQUIVALENT

This is to certify that \_\_\_\_\_ ("Company") covenants, represents and warrants to Unified Fire Service Area ("UFSA") that Company is and at all times during the performance of any contract with the UFSA will be in full compliance with the requirements of Utah Code Ann. § 63G-12-302(3) (including amendments and substitutions to the law) relative to the verification of the work eligibility status of employees and, in particular, that Company is registered and participates in a Status Verification system as required by law.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Name of Company

By: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

# ATTACHMENT 1

## Request for Statement of Qualification Response Cover Sheet



### Unified Fire Service Area - Request for Statement of Qualifications for General Contractor Services

**TO:** Unified Fire Service Area  
Unified Fire Service Area - Request for Statements of Qualifications  
for General Contractor Services  
3380 South 900 West  
Salt Lake City, Utah 84119

The undersigned, having carefully read and considered the Request for Statement of Qualifications to provide general contractor services does hereby offer to perform such Plan on behalf of UFSA, in the manner described and subject to contract negotiations to occur after the selection of the highest ranking respondent.

#### RESPONDENT

Company Name: \_\_\_\_\_

Doing business as: [ ] an individual [ ] a partnership [ ] a corporation (*mark appropriate box*), duly organized under the laws of the State of \_\_\_\_\_.

BY: \_\_\_\_\_  
(Signature of authorized representative) (Please Print or Type Name)

#### PRINCIPAL OFFICE ADDRESS:

Street Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

#### TAXPAYER IDENTIFICATION NUMBER:

(Attach IRS Form W-9 "Request for TIN and Certification")

Employer I.D. No. \_\_\_\_\_ **OR** Social Security No. \_\_\_\_\_  
(Corporation or Partnership) (Individual)