

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES  
BLUFF COMMUNITY CENTER RENOVATION AND ADA IMPROVEMENTS PROJECT  
**RFQ #2023-001**

The Town of Bluff has received a Community Development Block Grant (CDBG) and an American Rescue Plan Act Grant (ARPA) for the renovation of a portion of the Bluff Community Center located at 190 N 3rd E, Bluff, UT 84512 during the 2023 calendar year.

The project construction project will include creating new ADA walkways, parking, and ramp. Drinking fountains and bathrooms will be made ADA compliant. There are five office spaces: one will become the permanent food pantry and will require installing new windows and replacement doors. The first office will be repurposed with a separate entry for the public and enlarged windows. North side drainage will be remedied from the foundation. The size of the space is approximately 1000 square feet.

Contingent upon this award, the Town of Bluff is soliciting offerors of a statement of qualifications in response to this Request for Qualifications for architectural or engineering services to assist the Town of Bluff in both (a) designing and (b) supervising construction of this project in compliance with all applicable requirements under the CDBG Program. Payment terms may be negotiated with the selected offeror.

**PART ONE: SCOPE OF SERVICES**

The Town of Bluff is soliciting qualification statements for engineering services to assist with preliminary engineering, design engineering, and inspections of this project in compliance with CDBG Program requirements. The agreement will be on a lump sum, fixed price basis (or cost reimbursement "not to exceed" basis), with payment terms to be negotiated with the selected offeror. Reimbursement for services will be contingent on the Town of Bluff receiving funding from CDBG/ARPA. The maximum amount of engineering fees that can be paid with CDBG funds will be determined by the Town of Bluff and CDBG and may require adjustments in the proposed contract amount.

The services to be provided will include, but not be limited to:

1. Designing renovation plans and providing ADA improvement specifications for the Bluff Community Center;
2. Preparing a construction cost estimate
3. Assisting the administrative team with the construction bid package in conformance with applicable federal requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed.
4. Assist in conducting the preconstruction conference.
5. Field staking, on-site supervision of construction work, and preparing inspection reports.
6. Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body.

7. Providing reproducible plan drawings to the Town of Bluff upon project completion.
8. Prepare operating and maintenance manuals.
9. Conducting final inspection and testing.

### **Pre-Bid Meeting**

A non-mandatory pre-bid meeting will be held on Thursday, February 16<sup>th</sup> at 2:00PM at the Bluff Community Center located at 190 N 300 E, Bluff, UT 84512.

### **PART TWO: REQUEST FOR QUALIFICATION STATEMENTS**

The following information should be included under the title “Request for Qualification Statements for Professional Services for the Bluff Community Center Renovation Project”:

1. Name of Respondent
2. Respondent address
3. Respondent telephone number
4. Respondent federal tax identification number
5. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.

### **Contents of RFQ**

Respondents should letter and number responses exactly as the questions are presented herein. Interested Respondents are invited to submit RFQs that contain the following information:

1. Introduction (transmittal letter)
2. Background and Experience
3. Specialized Knowledge
4. Personnel/Professional Qualifications

#### **1. Introduction (transmittal letter)**

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The RFQ response should include:

- a. A brief statement of the Respondent’s understanding of the scope of the work to be performed;
- b. A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of Utah;
- c. A confirmation that the Respondent has not had a record of substandard work within the last five years;
- d. A confirmation that the Respondent has not engaged in any unethical practices within the last five years;
- e. A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- f. Any other information that the Respondent feels appropriate;
- g. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFQ

## **2. Background and Experience**

Respondents should:

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which Respondent's firm assisted a governmental entity in dealings with renovation projects and any other projects relating to CDBG. Respondent should include all examples of work on similar projects as described in Part One. Respondent should provide a list of completed renovation projects, and/or similar CDBG projects. Preference is for the types of projects similar to those described in Part One. Respondent should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Respondent should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work and compliance with performance schedules Respondent cites in this section.
- c. Describe the firm's workload and current capacity to accomplish the work in the required time.
- d. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to handle the proposed project(s).
- e. Describe Respondent's firm's presence in the State of Utah.
- f. Provide current information on professional errors and omissions coverage carried by Respondent's firm, including amount of coverage.
- g. Provide evidence of adequate financial stability through certified financial statements, including a balance sheet and income statement. The state reserves the right to request any additional information to assure itself of a Respondent's financial status.

## **3. Specialized Knowledge**

Respondents should:

- a. Describe their knowledge and experience in the particular types of projects described in Part One.
- b. Describe their knowledge of HUD's requirements for the Community Development Block Grant Program and any relevant experience working on CDBG projects.

## **4. Personnel/Professional Qualifications**

Respondents should:

- a. Identify staff members (as applicable), in the job classifications of (1) Principal in Charge, (2) Project Engineer, (3) Senior Engineer, (4) Mid-level Engineer, (5) Junior Engineer (6) Surveyor, (7) Engineer interns (8) Senior CAD technician, (9)CAD technician, and (10) Engineering technician; who would be assigned to act for Respondent's firm in key management and field positions providing the services described in Part One: Scope of Services, and the functions to be performed by each.
- b. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe, for each such person, the projects relevant to CDBG on which they have worked. Provide the names, telephone numbers, and email

addresses of contact persons with the firms or organizations with whom these staff members worked on CDBG projects.

- c. Estimate the number of persons to be assigned to this project, indicating the number working in Utah and the number working elsewhere.

### **PART THREE: SELECTION CRITERIA**

The Town of Bluff shall evaluate each potential contractor in terms of:

1. Professional qualifications necessary for satisfactory performance of required services;
2. Specialized experience and technical competence in the type of work required,
3. Capacity to accomplish the work in the required time;
4. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules;
5. Location in the general geographical area of the project and knowledge of the locality of the project; provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project;

Respondents will be evaluated on the basis of the written materials submitted and according to the following factors:

| Criteria  | Points |
|---|--------|
| 1. Experience of the firm with this type of construction project as described in Part One | 25     |
| 2. Experience of the firm with other CDBG construction projects                           | 25     |
| 3. Current capacity to accomplish the work in the required timeframe                      | 20     |
| 4. Reference from other clients attesting to firms:                                       |        |
| a) Quality of Work  | 15     |
| b) Compliance with performance schedules  | 10     |
| 5. Location   | 5      |

Total Points Available 100

In the event of a tie, oral interviews will be held with those firms during an open public meeting. The Town reserves the right to interview one or more firms/teams to further evaluate qualifications. As a result of the interviews, the Town of Bluff will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

Questions should be addressed to Erin Nelson, Town Manager at [manager@townofbluff.org](mailto:manager@townofbluff.org) or by phone at 435-672-9990.

Responses to this RFQ should be mailed to:

**Town of Bluff**  
**PO Box 324**  
**Bluff, UT 84512**

or Hand-Delivered to:

**190 N 300 E**  
**Suite 1**  
**Bluff, UT 84512**

Sealed responses to this RFQ must be **received** no later than Wednesday, March 1, 2023 at 5:00PM. Please state "Bluff Community Center Qualifications Statement - Professional Services" on the cover.