



# Utah Community Action™

Committed to Ending Poverty

Utah Community Action

## Request for Proposal

### For Architectural Services

#### Question & Answers

1. What is the approximate number of projects anticipated under this contract?
  - a. Over the past five years, we have constructed one new facility and completed six major renovations, along with several smaller projects. Currently, we are unable to provide a project estimate as future projects are dependent in funding opportunities.
2. Is there an opportunity to arrange a call or meeting to learn more about Utah Community Action - specifically your mission and vision for this program?
  - a. No. Once the RFP has been issued we are unable to have individual conversations in order to ensure fair competition. We encourage proposers to visit our website at [www.utahca.org](http://www.utahca.org) to learn more about the agency.
3. Is there an opportunity to visit one of your current Head Start locations - to learn more about current operations?
  - a. No. Because the RFP has already been issued, we are unable to have individual meetings with proposers to ensure fair competition.
4. Are there any particular models or facilities that you might use for benchmarks?
  - a. Our flagship site is located at 5361 South 4220 West in Kearns, Utah. Proposers may use this facility as a model, although we are unable to accommodate proposers inside the facility.
5. In your Project Overview / Scope of Work section, do you also want to include the following services?
  - Facility Programming
  - Establish project vision and guiding principles
  - Establish a summary of functions and spaces
  - Establish individual space list
  - Establish individual space information (room data sheets)
  - Space blocking diagram
  - Establish building system goals
  - Bidding Service (Manage and coordinate procurement process on the owner's behalf)
  - Pre-qualify bidders
  - Issue bid documents
  - Conduct pre-bid meetings



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- Collect and respond to RFIs
- Receive and review bids with owner representatives
  - a. Yes, please refer to the attached State of Utah Fee Schedule which includes the above.
- 6. Is it your intention to follow the State of Utah High Performance Building Standards - as referenced in Appendix A. And if yes, will Utah Community Action hire those consultants directly?
  - a. While we value these standards and aim for our building to align with many of them, we do not intend to adopt them in a strictly prescriptive manner
- 7. If multiple facilities are anticipated, will the approach be to develop a prototype design which will be repeated (and adapted) to multiple sites? Or shall we assume that each facility will be a unique one-off design?
  - a. The way our operations function and the way projects arise do not lend themselves well to a prototyping approach. While we have constructed several new facilities that share certain characteristics, none are fully identical. We do, however, maintain standardized finishes and defined square-footage requirements.
- 8. Preferred delivery of our RFP – PDF delivery via email, correct?
  - a. PDF via email is preferred
- 9. For the 3 to 5-year on-call contract—are architectural services required for the planning, programming, and design of new builds, or renovations to existing buildings, or both?
  - a. Potentially both. Most fall into the renovation arena.
- 10. You're only looking for a fee percentage for our Fee Proposal, correct? Should our fee include a proposed consulting team to support our design efforts?
  - a. Yes, we are only requesting the fee percentage. We understand that the composition of the consulting team may vary from project to project.
- 11. Are you expecting the architect to carry (under contract) the consultants (MEP, technology and acoustics consulting, civil, survey, landscaping, geotechnical investigation, etc.) or are you contracting with these sub-consultants directly?
  - a. Yes we expect the architect to carry the contract for these consultants.
- 12. If the architect is asked to carry a consultant team, are we able to simply list "suggested consultants" in our proposal's organizational chart?
  - a. Yes that would be acceptable to list suggested consultants in the proposal.
- 13. Please explain what you are looking regarding the following Selection Criteria and what information the proposer can provide to help you evaluate these criteria.: Overall Service Convenience, Small Business / Labor Surplus
  - a. A firm qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201, Subsector 541512)



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- b. Overall service convenience can be evaluated by reviewing previous project timelines and assessing how closely they aligned with the original time estimates.