



Purchasing Department
440 E 100 S RM118
Salt Lake City, Utah 84111
(801) 578-8264

Statement of Interest
for
Architectural Services
For Projects under \$600,000

SOI #M1150-A

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Due: 18 March 2010, 2 p.m.

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Purchasing Supervisor

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SECTION 1 - PURPOSE OF SOI

1.01 Purpose. The Salt Lake City School District is soliciting architectural services from qualified firms/individuals to perform design services for the following project(s):

- 1) Renovation of existing buildings
- 2) New additions to existing buildings

The objective for issuing the SOI is to establish a pool of architectural firms in compliance with the provisions of the State Procurement Code and District Procurement Policy and to encourage firms to submit annually a 'Statement of Qualifications and Performance Data'. The file for the statements of qualifications shall be maintained in the Auxiliary Services Department.

Architectural services shall be selected from a minimum of three of the most highly qualified firm(s) as determined from the submitted "Statements of Qualification and Performance Data" sheets. Actual fee compensation shall be determined by negotiating a fair and reasonable rate.

SECTION 2 - GENERAL INFORMATION

2.01 Administrative Guidance. This SOI is designed to provide interested firms with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or to exclude any relevant or essential data there from. Firms are at liberty and are encouraged to expand upon the specifications to evidence service capability under any proposal.

2.02 Issuing office and SOI Reference Number. The Purchasing Department is the issuing office for this SOI and all subsequent addenda relating to it. The reference number for the transaction is M1150-A. This number must be referred to on all proposals, correspondence, and documentation relating to the SOI.

2.03 Eligibility Requirements. In order to be eligible to respond to this SOI, firms must meet all of the following initial qualifications:

- 1) Properly licensed to conduct business in the State of Utah.
- 2) Comply at all times during the bidding and contracting period with all applicable Federal, State, County, and City anti-discrimination and immigration laws, ordinances, rules and regulations.

Any violations of these provisions shall be considered a violation of a material provision of the audit contract and shall be grounds for cancellation, termination or suspension.

- 2.04 Response Date. In order to be considered for selection, your proposal must be received in the Purchasing Office (440 E 100 S, Salt Lake City, Utah 84111) **no later than 2 p.m. current Mountain Time on 18 March, 2010.** Paper copies (one (1) original, plus three (3) copies) of all documents will be accepted. Any proposal in route, either in the mail or sent to another location within the district will not be considered timely and will be returned unopened. Proposals received after this deadline will be late and ineligible for consideration. Faxed or electronic copies will not be accepted. Following the deadline, the names of those responding to the SOI will be made public. All other information will remain confidential, as provided by law (please see section 2.14 hereof).
- 2.05 Pre-Proposal Conference. **Not Required**
- 2.06 Inquiries . All inquiries or requests for clarification or interpretation arising subsequent to the issuance of this SOI, that could have a significant impact on the responses to the SOI, should be submitted electronically via e-mail to either: greg.maynard@slc.k12.ut.us or larry.turner@slc.k12.ut.us Questions and answers will be consolidated and available to all suppliers on record as having received this SOI. All inquiries must be received by **(no later than 2:00 p.m. current Mountain Time on 11 Mar, 2010.)**
- 2.07 Oral Presentation. An oral presentation by a firm to supplement the SOI may be required. These presentations will be scheduled, if required, by the Purchasing Department subsequent to the receipt of the SOI and prior to the award of any contract.
- 2.08 Selection Committee. A selection committee will be composed of qualified individuals from the school district and others as may be deemed appropriate by the district. They shall consider no less than three firms and then shall select the most highly qualified from the current and submitted 'Statements of Qualification and Performance Data' sheets and other criteria established and published in the SOI.
- 2.09 Gratuities. By written notice to the firm(s), the School District may disqualify from consideration or cancel any subsequent contract if it is found by the School District that gratuities, in the form of entertainment, gifts, or otherwise were offered or given by the firm, or any agent or representative of the firm, to any officer or employee of the School District with the intent to secure this contract or secure favorable treatment with respect to the awarding or amending of this contract. See UPC §63-56-72 & 73
- 2.10 Resulting Contract Documents. The Board of Education through the Auxiliary Services and Purchasing Departments is the only agency authorized to award a

contract for the proposed services. Upon selection for a specific project, the chosen firm will be required to sign an agreement with the District, providing the successful negotiation of a reimbursement fee that is agreeable to both parties.

All agreements shall be signed by an authorized agent of the selected firm(s) and returned, along with any required documents, to the District within five (5) working days. Agreements are of no effect until approved and signed by the appropriate officials of the District. Any work performed by the firm(s) prior to receipt of a fully executed agreement shall be at the firm's own risk. Failure to execute the agreement or comply with other requirements within the time period identified herein shall be sufficient cause for voiding the award. If the selected architectural or engineering firm(s) refuses the award or fails to execute the agreement, the District may award the contract to the next qualified highest ranked firm.

- 2.11 Pool Period and Effective Date. The pool period will be for a minimum of one (1) year from February of the current year to March of the following year.
- 2.12 News Releases. News releases pertaining to the SOI, any proposal or the contract will be made only by the School District.
- 2.13 Protected Information. State procurement rules as well as the Government Records Access and Management Act, Section UPC §63-2-101 et seq., Utah Code Ann. (1953), as amended ("GRAMA") provides that information in the successful proposal(s) submitted may be open for public inspection after the contract has been awarded. If a firm desires to have certain proprietary information contained in its proposal(s) protected from such disclosure, the firm may request that the School District consider such treatment by providing a "written claim of business confidentiality and a concise statement of reasons supporting the claim of business confidentiality" with the proposal (GRAMA, Section UPC §63-2-308). Pricing elements of any proposal will not be considered protected. All material contained in and/or submitted with the proposal becomes the property of the School District and may be returned only at the School District's option.
- 2.14 Incurring Costs. The School District will not be liable for any cost which firms may incur in the preparation or presentation of their SOI's. SOI's should be concise, straightforward and prepared simply and economically. Expensive displays, bindings or promotional materials are neither desired nor required. However, there is no intent within these instructions to limit the SOI's content or to exclude any relevant or essential data there from.
- 2.15 Addendum to SOI. In the event that it becomes necessary to revise this SOI in whole or in part, an addendum will be provided to all firms on record as having received this SOI.

- 2.16 Authorized Firm Representatives. The SOI will list the name, title, office address, telephone number, and fax number of the person(s) authorized to represent the firm regarding this SOI. The School District reserves the right to negotiate a change in the individual assigned to represent the firm awarded any resulting contact if the assigned representative is not supplying the needs of the School District appropriately. The right shall carry forward through the response period and during the term of any ensuing contract.
- 2.17 Restrictions. Responses to this SOI must clearly set forth any restrictions or provisions deemed necessary by the firm to effectively service any future contract.
- 2.18 Right to Reject. The School District reserves the right to reject in whole or in part any or all SOI's and to waive any informality or technicality in any SOI in the interest of the School District. Subsequent procurement, if any, will be in accordance with Salt Lake City School District contractual action. Non-compliance with the conditions of this SOI may result in disqualification of the offending firm

SECTION 3 - SPECIFICATIONS

- 3.01 Project Description. (Include in this area a description of the project, project size, unique requirements, a statement of what services are required, how the project will work – design/bid, etc.)
(None, at this time. Specific projects will be established as needed.)

Note:

The selected list of architects who meet the minimum requirements and pre-qualifications shall be maintained on an annual basis.

The submittal of an Annual Statement of Qualifications and Performance Data by any Architectural firm does not constitute a commitment on the part of the School District to use the Architect on any project. The submittal allows the School District to consider the Architect's capabilities for establishing a pool from which such services will be selected when need arises. The School District makes no guarantee of any particular type of project arising.

- 3.02 Minimum Response Requirements. In order to be considered, all responses must include the following:
- A. Letter of Interest & Certificate of Proposal
 - B. Completed 'Annual Statement of Qualifications and Performance Data' form (See Attachment: B)

SECTION 4 - SOI RESPONSE OUTLINE

4.01 SOI Response Outline. SOI's must be concise and in outline format. Pertinent supplemental information should be referenced and included as attachments. All SOI's must be organized and tabbed to comply with the following sections:

- A. LETTER OF INTEREST. The letter of interest should include:
 - 1. A statement indicating the firms desire to participate in the selection process
 - 2. Statement that the firm would comply with schedules set by Salt Lake City School District;
 - 3. Any other information not appropriately contained in the proposal itself should also be included in the letter.
 - 4. Attach the signed Certificate of Proposal (See Attachment A)

- B. STATEMENT OF QUALIFICATIONS. This section should constitute the major portion of the SOI. It must contain specific and concise information as listed in Attachment B - "Annual Statement of Qualifications and Performance Data". Failure to provide this completed form will be interpreted by the School District as an inability by the provider to offer the requested service or function.

- C. AREAS OF DISCIPLINE. If the Statement of Qualifications and Performance Data form does not address your specific area(s) of discipline, include a brief description and listings of the various areas of discipline the firm may desire to participate in. It should also indicate any major disciplines that cannot be met by the firm.

SECTION 5 - PROPOSAL EVALUATION

5.01 Proposal Evaluation Criteria. The criteria to be used by the Selection Committee to evaluate the SOI are the specific and concise information relating to paragraphs A thru E of Section 4.01. Weighting of the criteria will reflect the priority of the information asked for in the SOI.

	Project Weight
Statement of Qualifications:	
Firm organization and required documents ----	10%
Financial strength of Firm -----	5%
Strength of team-----	25 %
Previous related experiences -----	35%
Reference -----	<u>25%</u>
Total	100%

5.02 Evaluation. Upon the conclusion of an initial evaluation phase, Architects may be selected for detailed review and evaluation, including oral presentations if required. The School District reserves the right to be the sole judge as to the overall acceptability of any proposal or to judge the individual merits of specific provisions within competing offers. Upon completion of the evaluation process, all firms will be notified in writing of The Selection Committee's decision.

SECTION 6 - POST SELECTION

6.01 Project Process: As projects occur, Auxiliary Services' Management will use the pool of selected firms to select an architect appropriate for that project in compliance with Utah Code §63-56-702. Upon the successful agreement by both parties as to the compensation fees, Auxiliary Services will recommend the firm to the Board for approval. Upon Board approval, and the signing of an appropriate district contract, the District Purchasing Department will issue a Purchase Order. Only Salt Lake City School District Purchasing Department may issue purchase orders.

6.02 Post Project Evaluations. If a firm is selected for a project, at the end of the awarded project the firm will be rated by Salt Lake City School District Personnel on how the firm performed on the project. This information will be shared within Salt Lake City School District personnel.

The evaluation will include, but will not be limited to the following:

Quality and Practicality of Design	Accuracy of Drawings and Specification
Submittals and Shop Drawings	Ability to meet deadlines
Project Meetings/Communication	Accurate Payment Applications

6.03 Compliance. Any contracts resulting from this SOI will be in compliance with State of Utah Architect General provisions and district policies.

SOI CERTIFICATION OF PROPOSAL

We have read the Salt Lake City School District request for a Statement of Interest and fully understand its intent. We certify that we have adequate personnel and resources to fulfill the proposal requirements. We further understand that our ability to meet the criteria and provide the required services shall be judged solely by the Salt Lake City School District.

We further certify that, since the receipt of this SOI, no contact, discussion, or negotiation have been made nor will be made regarding this proposal for services for with any Salt Lake City School District employee or board member other than the listed contact people in the SOI. We understand that any such contact could disqualify this proposal.

We further certify that we are properly licensed to conduct business within the scope of this SOI, in the State of Utah.

We certify that all schedules and addenda contained herein shall be considered part of the entire SOI response and that the complete document submitted shall be considered a legally binding document.

Submitted by: _____

Firm Name: _____

Authorized Signature: _____

Name and Title: _____

Telephone #: _____

Date: _____

Statement of Qualifications and Performance Data

Instructions: Make all entries on this form except where otherwise directed to attach additional sheets. All sections must be completed. Enter NA if the question is not applicable to your organization. Omission of requested information will be considered non-responsive. **Do not attach promotion or sales materials.**

1. Project Identification/Annual Statement			Submittal Date:
Check one: This qualification statement is [] in response to the following SLC School District Project(s) or is [] an annual update:			
2. Architect Identification, Firm Organization and Ownership			
Name of firm:		Type of ownership:	
Street address:		Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other (specify) <input type="checkbox"/>	
City, State:		ZIP code:	
Telephone:		Federal Tax ID	
FAX:		Area(s) of Specialization	
# (EIN):		Landscape Design <input type="checkbox"/> Commercial Design <input type="checkbox"/> School Design <input type="checkbox"/>	
Name of firm's principal Architect/Engineer:		Title:	
How many years has this firm been in business:		How many years experience does this firm have with school construction projects?	
Other:		Location of principal office: Years at this location: Location of other offices:	
Under what other names has this organization operated?			
If the organization is a corporation, provide the following:		Date of incorporation:	State of incorporation:
President:		Vice-president:	
Secretary:		Treasurer:	
:			

<i>If the organization is a partnership, provide the following</i>	<i>Date of organization:</i>	<i>Type of partnership:</i>
<i>Names of general partners:</i>		

<i>If the organization is individually owned, provide the following:</i>	<i>Date of organization:</i>
<i>Name of owner:</i>	

3. Bonding and Insurance Information

<i>Name and phone number of bonding agency and agent</i>	<i>Surety bonding limit</i>
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<i>Name and phone number of insurance agency and agent:</i>	
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<i>General liability:</i>	<i>Excess liability:</i>	<i>Workers compensation and employee liability</i>
\$	\$	\$

Claims and suits (if the answer to any of these questions is Yes, please attach details).

1) *Has your firm filed any lawsuits or requested arbitration with regard to any architectural contracts in the last five years?*
 Yes No *If Yes, Explain:*

2) *Within the past five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete an architectural contract?* Yes No *If Yes, Explain:*

4. Licensing

List jurisdictions, trade categories and registration or license numbers in which your organization is legally qualified to do business

<i>Jurisdiction</i>	<i>Trade category</i>	<i>Issued to</i>	<i>License number</i>

5. Project References

List five projects that this firm has completed within the past five years. Attach brief project summaries, and photos if available. Educational projects (K12 schools) will receive greater consideration than all other types of construction. If applicable, list these projects first. The District may send architect **Reference Check** letters to at least three of the references listed.

Project name Location:	Owner: Contact person:	General Contractor:	Completion date: Contract amount:
Project name Location:	Owner: Contact person:	General Contractor:	Completion date: Contract amount:
Project name Location:	Owner: Contact person:	General Contractor:	Completion date: Contract amount:
Project name Location:	Owner: Contact person:	General Contractor:	Completion date: Contract amount:
Project name Location:	Owner: Contact person:	General Contractor:	Completion date: Contract amount:

6. Certification

The undersigned hereby deposes that the information provided both herein and attached as requested, is correct and true.

Name of organization

By Title

Dated this day of 20__

<i>This section is for SLC School District use only</i>	<i>Qualification statement due:</i> <i>Date time</i>	<i>Qualification statement received:</i> <i>Date time</i>
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