

# Request for Proposals for Public Works Facility & Needs Assessment

---

Public Works Department  
110 South Main Street, Springville, UT 84663  
Phone (801) 491-2780

Springville City (City) is currently soliciting proposals from qualified firms to prepare a Public Works Facility & Needs Assessment (Needs Assessment) that will allow for the necessary acquisition and development of plans to meet the operational needs of the Public Works Department (Department) and the associated divisions involved.

## BACKGROUND

Springville currently has a population of about 33,000 and a growth rate of 2%. Build out is expected to occur in about 25 years at around 60,000 residents. The current facilities housing the Department's crews and equipment were designed and built in the 1960's for a small city, except for some newer 1980 sheds, and have served the City well. The existing facilities are unable to meet the operations demands of the growing population.

The City owns approximately twelve (12) acres of unimproved property that has been identified for use to build facilities for the Department and associated divisions involved in the Needs Assessment. It is intended that the Needs Assessment will determine:

- What current City Public Works Department facilities can continue to be used by any of the four (4) Department divisions, and
- If the needs of the other divisions can be accomplished on the twelve (12) acre property, and/or
- If an adjacent property would be required to house additional facilities.

The Springville City Public Works divisions are currently operating in facilities located at multiple sites and in multiple buildings. These divisions include:

- Engineering & Inspection.
- Drinking Water & Secondary Water Maintenance.

- Wastewater Collection & Treatment, Storm Water Collection.
- Streets Maintenance, Solid Waste & Recycling Collection.

It is the common goal of the divisions involved to work toward a site or sites, that will allow good flow and interaction of the crews and equipment. When funding is established, the City will prepare a second RFP for actual plans and documents for constructing the facility.

### SCOPE OF PROPOSAL ELEMENTS

The project elements of the Needs Assessment will consist of furnishing all labor, materials, supervision and travel to undertake and complete the following:

1. Review of all existing City Public Works Department facilities and operations for current baseline of space needs.
2. Identify future levels of crew and equipment needs within the divisions of the Public Works Department.
3. Meet with necessary staff and apply professional knowledge and standards to determine building requirements for the office/employee area, shop/garage/warehouse and outside material storage areas.
4. Determine shop equipment needs and associated building space for specified divisions.
5. Provide a cost estimate for a conceptual plan based on the Needs Assessment outcome, including a discussion of value engineering of the findings.
6. Present the conceptual plans and conclusions to the Springville City Council at a regular work meeting of the City Council.

### QUALIFICATIONS AND SELECTION PROCESS

The firm shall provide sufficient written evidence to the Selection Committee to prove its qualifications to complete the Public Works Facility & Needs Assessment. Such evidence shall include:

- Letter of transmittal introducing the firm and the nature of the proposal.

- Previous experience with similar projects including budget and actual costs.
- A basic proposed facility design.
- Cost of providing services as set forth in the Scope of Proposal Elements.
- Team members and qualifications.
- Provide names and telephone numbers of three (3) references who will attest to your firm's ability to undertake and complete projects similar to this, on time and within budget.
- Experience with Springville City, if any.
- Method of completion, professional staff assigned to the project, and a proposed schedule of completion.

Firm selection for a presentation to the Selection Committee will be determined by the highest point totals based on the following:

1. Qualifications of the firm (Staff strength and similarity of projects).  
[30 Points Available]
2. Program of Work and general approach.  
[25 Points Available]
3. Cost of Proposed Service.  
[25 Points Available]
4. General knowledge of Springville City and surrounding community.  
[5 Points Available]
5. Past performance and references.  
[15 Points Available]

The City reserves the right to reject any or all proposals. When the Selection Committee engages the services of a professional architect or other professional and considers more than one such professional for engagement, they shall:

- (1) Consider as a minimum in the selection process:
  - (a) the qualifications, experience, and background of each firm submitting a proposal;
  - (b) the specific individuals assigned to the project and the time commitments of each to the project; and
  - (c) the project schedule and the approach to the project that the City will take.

(2) The City may engage the services of a professional architect, or engineer based on the criteria under subsection (1), rather than solely on lowest cost. (City Code 2-10-109)

MANDATORY PRE-SUBMITTAL MEETING

Qualified firms desiring to prepare and submit a Public Works Facility & Needs Assessment to the City are required to attend a MANDATORY Pre-Submittal Meeting to be held on Tuesday November 3rd, 2020, at 10:00 am, at the Springville City Civic Center multi-purpose room, 110 South Main Street in Springville, Utah.

SUBMITTAL

Proposals are to be submitted through Scquest and marked “Springville City Public Works Facility & Needs Assessment Proposal RFP #2020-06”. Proposals due by 10:00am Tuesday, November 10<sup>th</sup>, 2020. No questions or comments after Friday November 6<sup>th</sup>, 2020.

Bids will then be reviewed, checked for completeness and presented to the selection committee for consideration and scheduling of the qualifying firm’s presentations.

PROJECT INQUIRY INFORMATION

Additional information may be received by submitting questions or comments through Scquest.