



**OGDEN CITY CORPORATION  
REQUEST FOR PROPOSAL  
ARCHITECTURAL SERVICES**



Prepared by Edd Bridge

Recreation Division

May 22, 2025

# OGDEN CITY CORPORATION

## REQUEST FOR PROPOSAL

### ARCHITECTURAL SERVICES

#### ADVERTISEMENT

Ogden City is requesting sealed proposals from qualified architectural design firms to provide architectural services for various municipal facility projects. This RFP aims to establish a pre-qualified pool of providers to support the City's ongoing facility project needs.

Proposal packets are available and may be obtained by downloading from the Ogden City website at <https://www.ogdencity.gov/264/Purchasing>

Proposers are responsible for securing any and all addenda issued.

A **mandatory pre-proposal meeting** will be held on **May 28, 2025 at 2 PM MDT**. We will meet **online via Zoom**. Details are provided in the RFP.

**Sealed responses** to this RFP shall be submitted to the Purchasing Office, c/o 2nd Floor Information / Constable Desk, 2549 Washington Blvd, Ogden, UT, 84401 by **June 12, 2025 no later than 11 AM**.

**LATE PROPOSALS WILL NOT BE ACCEPTED.**

Ogden City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City.

**Ad Published:** May 24, 2025

# **OGDEN CITY CORPORATION**

## **REQUEST FOR PROPOSAL**

### **ARCHITECTURAL SERVICES**

#### **I. INTRODUCTION**

Ogden City seeks to establish a pool of qualified firms capable of delivering architectural design services for municipal facility projects. Services may include but are not limited to:

- Building programming and feasibility studies
- Facility assessments
- Design development and construction documentation
- Code compliance and accessibility planning
- Historic preservation and adaptive reuse
- LEED and sustainable building consultation
- High Security Architectural Design

Proposals will be evaluated to form a pool of qualified firms for a one-year contract with the possibility of two one-year extensions.

#### **SCOPE OF WORK (EXHIBIT A)**

Refer to Exhibit A for a comprehensive description of required services. These include:

- Full architectural design services for municipal buildings
- Space planning and conceptual design
- Energy efficiency and green building strategies
- Construction documents and specifications
- Bidding and construction administration

- Coordination with structural, MEP, and other design disciplines

It is anticipated that this RFP process will result in one OR may result in multiple contracts awarded. **The RFP document will become part of the final contract. The contract will be issued for a one-year period with the possibility of two one-year extensions.**

## **II. SCOPE OF WORK or SPECIFICATIONS – Refer to Exhibit A**

## **III. MANDATORY OR NON-MANDATORY MEETING**

A **mandatory** pre-proposal meeting will be held on May 28, 2025, at 2 PM MDT. We will meet online via Zoom. Below are the details.

Click the link to join the meeting.

<https://us02web.zoom.us/j/86419739437>

Or join meeting with the following methods

### **Phone one-tap**

Phone one-tap: US: [+17193594580](tel:+17193594580) or [+12532050468](tel:+12532050468)

### **Join by Telephone**

For higher quality, dial a number based on your current location.

Dial:

US : +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1  
346 248 7799 or +1 669 444 9171 or +1 669 900 9128 or +1 309 205  
3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or

+1 507 473 4847 or +1 564 217 2000 or +1 646 558 8656 or +1 646  
931 3860 or +1 689 278 1000 or +1 301 715 8592 or +1 305 224 1968

Meeting ID: 864 1973 9437

Passcode: 468234

Please allow at least one (1) hour for the preproposal meeting. All firms intending to submit a proposal are **REQUIRED** to attend to obtain relevant information.

#### **IV. RESPONSE TO RFP**

Ogden City is seeking proposals from providers capable of providing all the work described in the Scope of Work including attachments.

A. Each Proposal must include, as a **minimum**, the following information in this specific order:

1. Authorized Representative – Name, address, email, and phone number of the person authorized to bind the firm.
2. Firm Overview – History, size, location(s), and key personnel resumes.
3. Project Experience – Descriptions of similar municipal/facility projects including dates, scopes, and references. Evidence of completing at least 5 such projects each valued over \$10,000,000.00 within the past 5 years.
4. Project Team – Team organization, qualifications, and roles for anticipated projects.
5. Familiarity with Ogden – Experience with local codes, ordinances, and previous work with the City.
6. Cost Proposal – Hourly wage schedule within reason for proposed team.
7. Evidence of Insurability – Proof of required insurance coverage.
8. References – At least three references from companies worked with within the last five years with project details and contact information.

- B. Proposals shall not exceed 15 pages (appendices excluded). Double-sided pages count as two pages.
- C. For City record-keeping purposes, please do not use spiral or wire binding methods. The following methods will be accepted:
  - a. Submitted as loose leaf with binder clip
  - b. Submitted in a regular 3-ring binder
- D. Proposals submitted to Ogden City are considered public records, unless protected within [Utah Code 63G-2-1.](#)

## V. EVALUATION OF PROPOSALS

Proposals will be evaluated in accordance with the criteria listed below:

- |   |                    |
|---|--------------------|
| A. Key team members' qualifications                     | 30 Possible Points |
| B. Firms capability and experience                      | 30 Possible Points |
| C. Experience collaborating with local government staff | 20 Possible Points |
| D. Cost proposal  | 35 Possible Points |
| E. Familiarity with Ogden City projects and standards   | 5 Possible Points  |

*A total of **120 possible points** may be awarded to one proposal.*

The selection committee will primarily be composed of City employees. On occasion, consultants may be invited to participate in the review.

Note that proposals that are received after the deadline or not conforming to the RFP requirements may be deemed non-responsive and eliminated. Each Proposer bears sole responsibility for the items included or not included in the response submitted by that Proposer.

All proposals in response to this RFP will be evaluated in a manner consistent with the Ogden City policies and procedures. Ogden City reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP. Ogden City reserves the right to disqualify a proposal due to any late response, no response or missed deadline.

In the initial phase of the evaluation process, the selection committee will review all responsive proposals in a cursory manner to eliminate from further consideration proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration. At the conclusion of this initial phase, finalist proposals will be selected for detailed review and evaluation.

Ogden City may require an in-person presentation by a Proposer to supplement their written proposal.

Being selected and entering into an agreement does not guarantee the Proposer will be extended any specific amount of work.

## **VI. SUBMISSION OF PROPOSALS**

**By June 12, 2025 No later than 11 AM;** Proposers shall submit five (5) copies of the proposal in a sealed envelope.

On the envelope, indicate your company's name and the RFP name.

### **Submit to:**

Ogden City Corporation  
c/o 2<sup>nd</sup> Floor Information / Constable Desk  
ATTN: Purchasing Office  
**ARCHITECTURAL SERVICES**  
2549 Washington Blvd.  
Ogden, UT 84401

### **LATE PROPOSALS WILL NOT BE ACCEPTED.**

If the sealed proposal is submitted by mail or other delivery service, it must be received prior to the submission deadline.

The sealed Proposal may also be hand-carried to the 2<sup>nd</sup> Floor Information / Constable Desk at the same address.

**No facsimile or email transmittals will be accepted.**

It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location and in compliance with the stated date and time.

City offices are closed on the weekends and observed holidays.

## **VII. INSURANCE REQUIREMENTS**

The successful Proposer shall procure and maintain for the duration of the contract the required insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. **The Contractor shall pay the cost of such insurance.**

A. The amount of insurance shall not be less than:

1. **Business Automobile Liability:** \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.
2. **Workers' Compensation and Employer's Liability:** Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.
3. **Professional Liability:** Minimum of \$1,000,000 aggregate with \$500,000 per occurrence

B. Each insurance policy required by this Agreement shall contain the following clauses:

1. "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation".



2. "It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy."
- C. Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause in a separate endorsement:
1. "Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation."
- D. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Contractor's insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract.
- E. City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. **All certificates and endorsements are to be received by Ogden City before work begins on the premises.**
- F. City reserves the right to require complete, certified copies of all required insurance policies at any time.
- G. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- H. Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages

for Contractor's contractors shall be subject to all of the requirements stated herein.

I. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees, or contractors upon the Premises during the License Period.

J. For purposes of this contract, under the “**Certificate Holder**” section, list the following information:

Ogden City Corporation  
2549 Washington Blvd.  
Suite 510  
Ogden, UT 84401

## **VIII. GENERAL TERMS AND CONDITIONS**

A. Qualified respondents shall be Licensed Contractors in the State of Utah, for this type of work, and who meet Ogden City's insurance and bonding requirements, and have experience with all work defined in the scope of work. They must also be located within 120 miles of Ogden City.

B. For projects that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows “Criminal History Verified” and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFP.

C. All work must meet current industry standards including all Federal, State and local rules and regulations.

- D. Ogden City reserves the right to request clarification of the information submitted, and to request additional information from any Proposer.
- E. Ogden City will make every effort to ensure all Proposers 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.
- F. Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the Proposer. Ogden City assumes no liability for any costs incurred by Proposers throughout the entire selection process.
- G. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the Proposer.
- H. Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.
- I. Non-Collusion – The Proposer guarantees the proposal is not a product of collusion with any other Proposer and no effort has been made to fix the proposal price or any Proposer or to fix any overhead, profit or cost estimate of any proposal price.
- J. Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussing proposals received from prospective service providers.
- a. The selected company shall enter into a written agreement with Ogden City.
  - b. Ogden City reserves the right to cancel this Request for Proposal.
  - c. Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter contracts with more than one vendor.

K. Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If Proposer wishes to protect any records, a request for business confidentiality may be submitted to the Ogden City Records Office at the time of submittal. The form can be accessed through the Recorder's webpage at this link: [https://www.ogdencity.gov/DocumentCenter/View/19762/May-2021-Business-Confidentiality-Claim\\_revised](https://www.ogdencity.gov/DocumentCenter/View/19762/May-2021-Business-Confidentiality-Claim_revised)

## **IX. ADDITIONAL INFORMATION**

Price Guarantee: If applicable, all pricing must be guaranteed for one (1) year. Following the guarantee period, any request for price adjustment must be for an equal guarantee period and must be made at least 30 days prior to the effective date.

Requests for price adjustment must include sufficient documentation supporting the request and demonstrating a logical mathematical link between the current price and the proposed price.

Any adjustment or amendment to the contract will not be effective unless approved by Ogden City.

Price Reductions: It is understood and agreed that the City will be given the immediate benefit of any decrease in the market, or allowable discount.

The contractor will only be allowed to invoice for the cost of services / goods in compliance with the submitted proposal as accepted by Ogden City Corporation.

- A. Invoices must contain a complete description of the work / service / goods that were performed / provided, the contract price for each service, the City purchase order or contract number, and address of service location or delivery address.
- B. Upon the Award of Contract, the Contractor may receive a request to process payments electronically.
- C. If offered by Contractor, Ogden City seeks a discount for early payment. The City shall only take such a discount if earned.
- D. Invoices shall be promptly sent to the following address:

Ogden City Corporation  
c/o Recreation  
1875 Monroe Blvd  
Ogden, Utah 84401

Or;

Email invoices to: [eddbridge@ogdencity.gov](mailto:eddbridge@ogdencity.gov)

## **X. GOVERNING INSTRUCTIONS**

This RFP will constitute the governing document for submitting Proposals and will take precedent over any oral representations.

## **XI. RFP SCHEDULE**

Ogden City will follow the timetable below. Ogden City reserves the right to modify the dates due to unforeseen circumstances. Revision of dates, specifically the RFP response deadline will result in an RFP amendment. Amendments will be published in the City's Purchasing webpage - <https://www.ogdencity.gov/264/Purchasing>

<b>EVENT</b>	<b>TARGET DATE</b>
Open RFP Process	May 22, 2025
Ad – Standard Examiner	May 24, 2025
Pre-Proposal Meeting via Zoom	May 28, 2025; 2 PM
Last day for Q&A	June 6, 2025; No later than 3 PM
RFP Response Deadline	June 12, 2025; No later than 11 AM
Committee Review and Selection process	To Be Determined
Contract Start Date	To Be Determined

## **XII. CONTACT INFORMATION**

For any questions related to this RFP, please contact the Ogden City Purchasing Office via email [purchasing@ogdencity.gov](mailto:purchasing@ogdencity.gov) or at (801) 629-8742.

The question-and-answer period ends at 3 PM on June 6, 2025.

Please check the City's Purchasing webpage for any published Q&A document(s) that might have already addressed your questions or concerns -

<https://www.ogdencity.gov/264/Purchasing>

***Thank you for your interest in doing business with Ogden City.***

## **EXHIBIT A**

### **SCOPE OF WORK / SPECIFICATIONS**

Provide full architectural design services for municipal facility projects including but not limited to:

- Project scoping and feasibility
- Building programming
- Site planning and conceptual design
- Construction drawings and technical specifications
- Code compliance and ADA consultation
- Contract preparation
- Bidding assistance
- Construction phase services and oversight
- Coordination with consultants (MEP, structural, civil)
- Sustainable design strategies and LEED documentation
- Historic preservation consultation
- Final project documentation and close-out support
- Landscape design