

**LOT OPERATIONS STUDY AND FACILITY DESIGN
AT TOOELE COUNTY ROAD DEPARTMENT FACILITY
ENSIGN ENGINEERING AND LAND SURVEYING**

AGREEMENT dated this 17th day of January, 2023, by and between Tooele County, a political subdivision of the State of Utah (“Owner”), and Ensign Engineering and Land Surveying (“Contractor”).

The parties hereby mutually agree as follows:

1. Contractor shall: (a) provide the design for the civil infrastructure in and around the existing 16,500 square foot steel building located at the Tooele County Road Department Facility in Tooele, Utah; (b) provide a specifications booklet and bid documents for contractors to bid the project; (c) once the bid process is complete, work with the county and the successful bidder to manage construction of the project; and (d) do and perform all other tasks required by Contractor’s bid, the project plans and specifications, and other documents included in the Request for Proposal.

2. As payment in full, County agrees to pay to Contractor the amount of \$75,531 after completion and upon acceptance by County.

3. Contractor covenants and agrees that all work and labor shall be done and performed in the best and most workmanlike manner and in strict conformity with Contractor’s bid, the project plans and specifications, and other documents included in the Request for Proposal. Said plans and specifications, the Request for Proposal, and Contractor’s bid are hereby made a part of this Agreement as though they had been set forth herein.

4. Contractor shall begin the work on or before February 28, 2023 and shall complete the work no later than 90 days later.

5. Neither party to this Agreement shall be held responsible for delay or default caused by fire, riot, acts of God, war or pandemic beyond that party’s reasonable control.

6. Commencing immediately and continuing until completion, Contractor shall communicate with Road Department Director Jed Bell at least once each week to discuss percentage of completion, expected completion date, impediments to timely completion, etc.

7. Time is of the essence. Delay caused by Contractor’s lack of completion may result in significant cost to County. Therefore, as liquidated damages, County may deduct from the contract price up to \$100 per day for each day Contractor exceeds the work completion deadline.

8. Contractor and County shall complete a final punch list, and Contractor shall complete all items on the punch list within 14 days.

9. Contractor shall indemnify and hold harmless County and its officers and employees from and against all claims arising out of or related to Contractor's obligations pursuant to this Agreement.

10. Additional work and deviations from the project plans and specifications shall require written change orders which must be approved in advance by both parties.

11. This Agreement may only be amended, modified, or supplemented by written amendment signed by the parties.

12. This Agreement and the documents specified in paragraph 4 above constitute the entire agreement between the parties. All other agreements, promises and representations with respect to the subjects of this Agreement, other than those contained herein, are expressly revoked, as it has been the intention of the parties to provide for a complete integration within the provisions of this document.

13. The unenforceability, invalidity or illegality of any provision of this Agreement shall not render the other provisions unenforceable, invalid or illegal.

14. This Agreement shall be binding upon and inure to the benefit of the parties hereto, their successors and assigns, and their respective legal representatives. However, neither party may assign its rights or obligations under this Agreement without the express written consent of the other party, which consent shall not be unreasonably withheld.

15. In the event of default by either party hereto, the defaulting party shall pay all costs and expenses of the non-defaulting party, including a reasonable attorney's fee, which may be incurred by the non-defaulting party in enforcing its rights and remedies resulting from such default.

16. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

17. This Agreement shall be interpreted and enforced according to the laws of the State of Utah.

X

X

X

X

TOOELE COUNTY:

ENSIGN ENGINEERING AND LAND SURVEYING:

James A. Welch 1/23/2023
James A. Welch
Tooele County Manager

Jacob M. Clegg
By: JACOB M. CLEGG
Title: PRINCIPAL

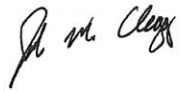
APPROVED AS TO FORM:

Colin Winchester 01/24/2023
Colin Winchester
Deputy County Attorney

TOOELE COUNTY:

James A. Welch
Tooele County Manager

ENSIGN ENGINEERING AND LAND SURVEYING:

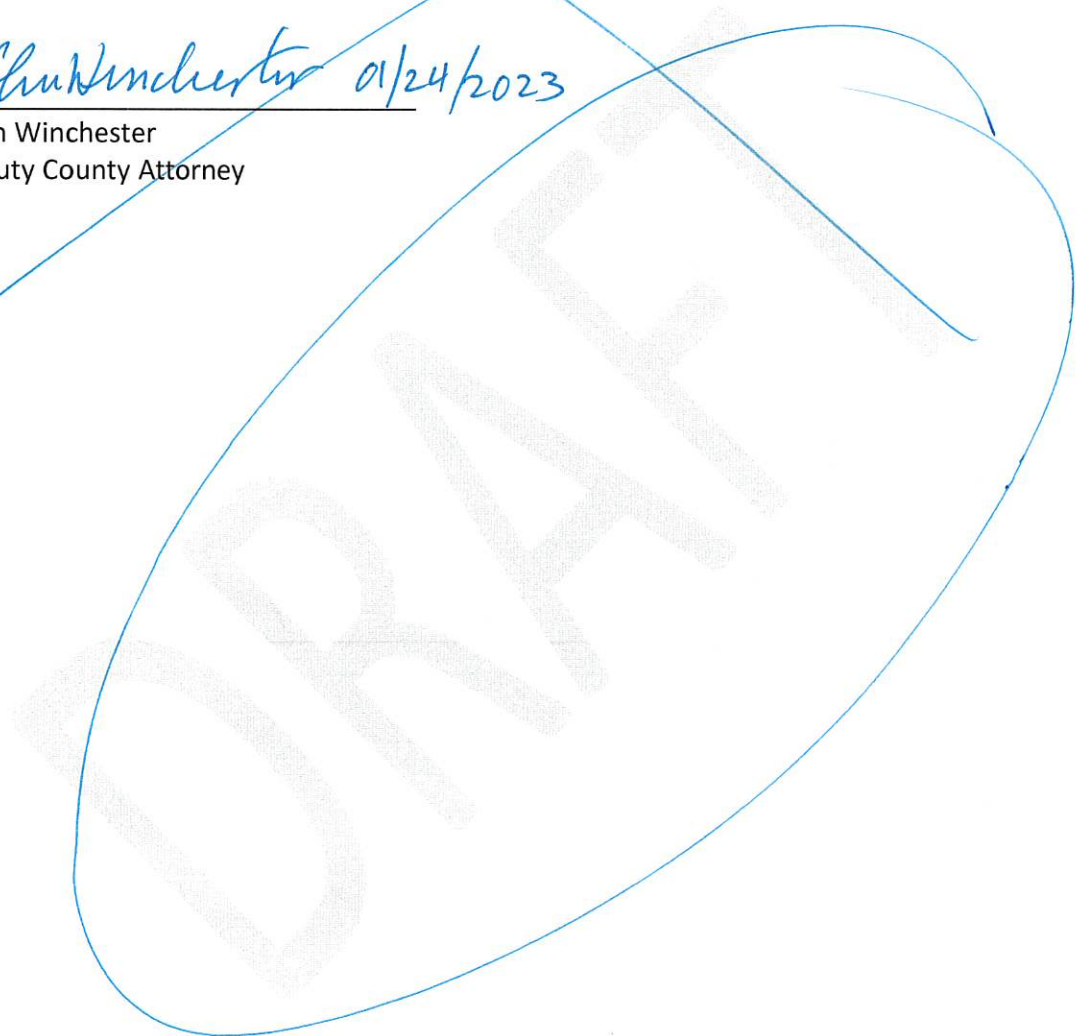


By: Jacob M. Clegg
Title: Principal

APPROVED AS TO FORM:

 01/24/2023

Colin Winchester
Deputy County Attorney





2023 Roads Department Lot Operations Study & Facility Design

PROJECT DESIGN FEE, PREPARED DECEMBER 14, 2022

TASK COST REPORT

Owner: Tooele County Roads Department
 Project: 2023 Roads Department Lot Operations Study & Facility Design
 Ensign
 Project #: T1891

PERSONNEL, ROLES, AND HOURLY RATES

- 1) Corey Child, PE, Project Manager - \$120
- 2) Robert Roussele, PE, Project QA/QC Manager - \$155
- 3) Brandon McCloy, Project Surveyor - \$155
- 4) Cameron Duncan, Tenant Improvement - \$170
- 5) Danielle Petersen, Tenant Improvement - \$85
- 6) Jacob Clegg, PE, Structural Design - \$195
- 7) Douglas Kinsman, PLS, Survey QA/QC - \$195

Task No.	Task Description	LABOR HOURS BY PERSONNEL							Total Hours	Labor Charges	Direct Reimbursable Expenses	Sub-consultant Expenses	Totals
		1	2	3	4	5	6	7					
		CC \$120	RR \$155	BM \$155	CD \$170	DP \$85	JC \$195	DK \$195					
1	Topographic Survey			20					20	\$3,100			\$3,100
1.1	Topographic Survey of Existing Site			20					15	\$1,800			\$1,800
1.2	CAD drafting after field survey	15							4	\$480			\$480
1.3	Survey QA/QC Review	4							4	\$480			\$480
	TASK 1 SUBTOTALS	19		20					39	\$5,380			\$5,380
2	Civil Design												
2.1	Schematic Design	8							8	\$960	\$231		\$1,191
2.2	Demolition Plan	4							4	\$480			\$480
2.3	Site Plan	15							15	\$1,800			\$1,800
2.4	Grading Plan	25							25	\$3,000			\$3,000
2.5	Drainage Plan	15							15	\$1,800			\$1,800
2.6	Hydraulic Calculations	5							5	\$600			\$600
2.7	Utility Plan	15							15	\$1,800			\$1,800
2.8	Erosion Control Plan	5							5	\$600			\$600
2.9	Construction Details	3							3	\$360			\$360
2.10	QA/QC Review		10						10	\$1,550			\$1,550
2.11	Engineers Cost Estimate	5							5	\$600			\$600
2.12	Landscaping & Irrigation Plan	10							10	\$1,200			\$1,200
	TASK 2 SUBTOTALS	110	10						120	\$14,750	\$231		\$14,981
3	Construction Administration												
3.1	Bld Specs & Docs	10	2						12	\$1,510			\$1,510
3.2	Bld Meetings		6						6	\$930			\$930
3.3	Review Submittals	10	4						14	\$1,820			\$1,820
3.4	RFI Review	10	4						14	\$1,820			\$1,820
3.5	Project Close Out		6						6	\$930			\$930
	TASK 3 SUBTOTALS	30	22						52	\$7,010			\$7,010
4	Office Space and Shop Tenant Improvement Design												
4.1	Kick off meeting and site visit				6	6			12	\$1,530			\$1,530
4.2	Concept Floor Plans				4	16			20	\$2,040			\$2,040
4.3	Architectural Design Plans				20	80			100	\$10,200			\$10,200
4.4	Interior Design Plans				10	40			50	\$5,100			\$5,100
4.5	QA/QC Review				4	12			16	\$1,700			\$1,700
	TASK 4 SUBTOTALS				44	154			198	\$20,570			\$20,570
5	Electrical Design											\$4,000	\$4,000
5.1	Site Electrical Plan											\$4,000	\$4,000



2023 Roads Department Lot Operations Study & Facility Design

PROJECT DESIGN FEE, PREPARED DECEMBER 14, 2022

TASK COST REPORT

Owner: Tooele County Roads Department
 Project: 2023 Roads Department Lot Operations Study & Facility Design
 Ensign
 Project #: T1091

PERSONNEL, ROLES, AND HOURLY RATES

- 1) Corey Child, PE, Project Manager - \$120
- 2) Robert Rousselle, PE, Project QA/QC Manager - \$155
- 3) Brandon McCloy, Project Surveyor - \$155
- 4) Cameron Duncan, Tenant Improvement - \$170
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		1	2	3	4	5	6	7						
		CC	RR	BH	CD	DP	JC	DK						
5.2	Electrical Design													
5.3	Electrical Com-Check													
5.4	Construction Administration											\$4,000	\$4,000	
TASK 5 SUBTOTALS														
6	Mechanical Design													
6.1	Mechanical Plans												\$5,000	\$5,000
6.2	Mechanical Com-Check													
6.3	Plumbing Plans													
6.4	Construction Administration												\$5,000	\$5,000
TASK 6 SUBTOTALS														
7	Plan Submittal													
7.1	Submit Plans to County			2	6				8	\$1,330				\$1,330
7.2	Respond to WC3 Plan Review Comments				6	14			20	\$2,210				\$2,210
TASK 7 SUBTOTALS														
				2	12	14			28	\$3,540				\$3,540
8	Project Bidding												\$2,500	\$2,500
8.1	Bid Documents & Specs								6	\$1,020				\$1,020
8.2	Bid Meetings				2	6			8	\$850				\$850
8.3	Bid Response				2	2			4	\$650				\$650
8.4	Contractor Selection				2	10	6		18	\$2,520			\$2,500	\$5,020
TASK 8 SUBTOTALS														
				2	10	6			18	\$2,520			\$2,500	\$5,020
9	Construction Administration													
9.1	Construction Meetings				30				30	\$5,100				\$5,100
9.2	Submittal Review				10	10			20	\$2,550				\$2,550
9.3	RFI Review				10	8			18	\$2,380				\$2,380
TASK 9 SUBTOTALS														
					50	18			68	\$10,030				\$10,030
SUB-CONSULTANT EXPENSES														
1														
2														
3														
4														
5														
6														
7														
8														



2023 Roads Department Lot Operations Study & Facility Design

PROJECT DESIGN FEE, PREPARED DECEMBER 14, 2022

TASK COST REPORT

Owner: Tooele County Roads Department
 Project: 2023 Roads Department Lot Operations Study & Facility Design
 Ensign
 Project #: T1891

PERSONNEL, ROLES, AND HOURLY RATES

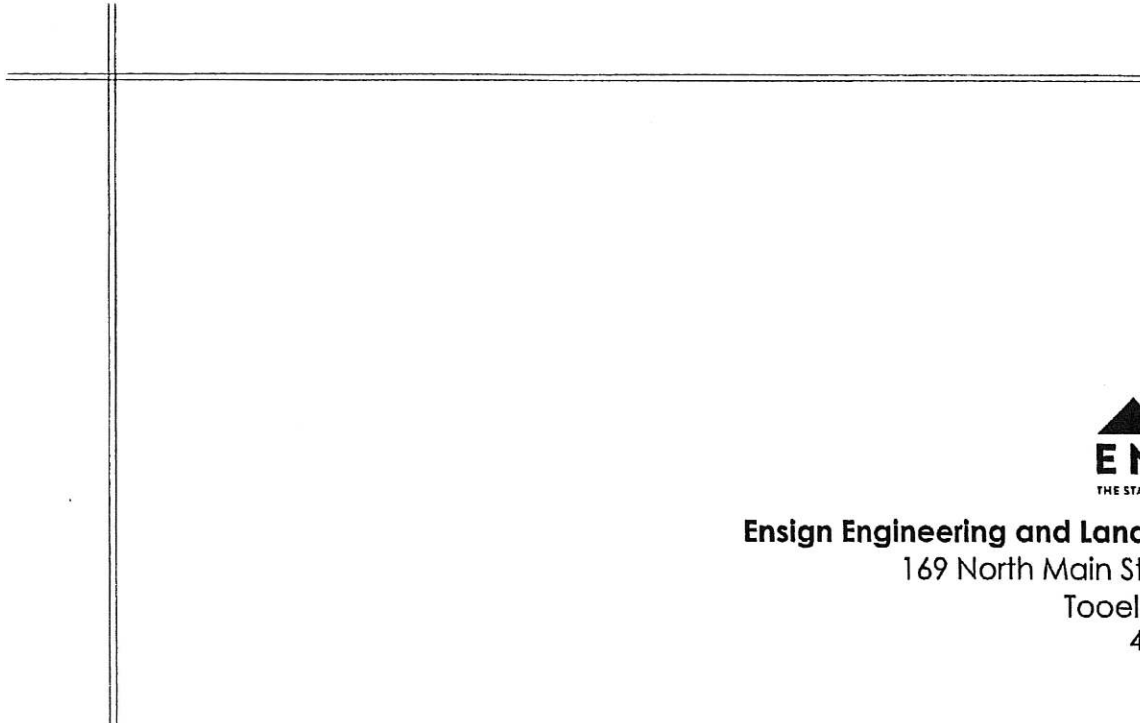
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		1	2	3	4	5	6	7					
		CC	RR	BM	CD	DP	JC	DK					
9													
10													
11													
12													
13													
14													
15													
SUB-CONSULTANT SUBTOTAL													
TOTALS		159	32	24	116	192			523	\$63,800	\$231	\$11,500	\$75,531

Proposal for:

Tooele County

2023 Roads Department Lot Operations Study & Facility Design



Ensign Engineering and Land Surveying
169 North Main Street, Unit 1
Tooele, UT 84074
435-843-3590

December 14, 2022

NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER AND
SUBMITTED WITH BID

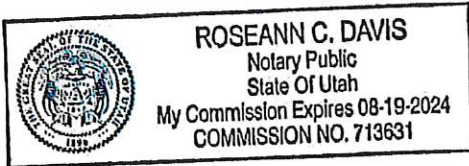
Jacob Clegg, being first duly sworn, deposes and says that he or she is
Principal of Ensign Engineering, the party making the foregoing bid.
The bidder, offeror, or contractor represents that it has not: 1) provided an illegal gift or payoff to a
Tooele County officer or employee or former Tooele County officer or employee, or his or her
relative or business entity; 2) retained any person to solicit or secure this contract upon an
agreement or understanding for a commission, percentage, brokerage or contingent fee, other than
as exempted in the County conflict of interest ordinance; or 3) knowingly influenced (and hereby
promises that it will not knowingly influence) a Tooele County officer or employee or former Tooele
County officer or employee to breach any of the ethical standards set forth in the county conflict of
interest ordinance, title 1, chapter 11 of the Tooele County code.

Responsible Managing Officer J. C. Clegg
Title Principal
Organization Ensign Engineering and Land Surveying
Address 169 North Main Street, Tooele, Utah 84074

STATE OF Utah
COUNTY OF Tooele :SS

On this 14th day of December, 2022, personally appeared before me, Jacob Clegg
who being by me duly sworn did say that he or she is the Principal
of Ensign Engineering, and that the foregoing instrument was signed in behalf
of said entity by proper authority, and he or she acknowledged to me that said entity executed
the same.

Roseann C Davis
NOTARY PUBLIC





Structural Engineering
Municipal Services
Civil Engineering
Land Surveying

December 14, 2022

Jed A. Bell, Roads Department Director
TOOELE COUNTY
47 South Main Street
Tooele, Utah 84074

RE: 2023 Roads Department Lot Operations Study & Facility Design

Dear Review Committee:

Following is Ensign Engineering and Land Surveying's (Ensign) proposal to assist Tooele County with the planning and site civil design of the department property at 900 S 555 W in Tooele. Our team understands the current building needs to be redesigned to provide an administrative area, a shop and functionality.

Ensign is a Utah based, full-service consulting engineering firm specializing in Site Civil and Structural Engineering, and Land Surveying. Ensign began business as a land surveying firm in 1987 (35 years). Ensign, along with our sub-consultants, meets the required qualifications with certifications and licenses to perform this work.

Ensign will coordinate, manage and track Schedule A and Schedule B with the entire team.

Ensign is available at your convenience to discuss any questions you may have as it relates to our scope and fee. We appreciate the opportunity to team with you on this project. Our fee will be submitted in a separate sealed envelope.

Regards,

Jacob Clegg, PE, Principal
jclegg@ensignutah.com
cell: 801-599-5828

Robert Rousselle, PE, Senior Project Manager
rousselle@ensignutah.com
cell: 801-859-4759

ABOUT ensign

COMPANY BACKGROUND

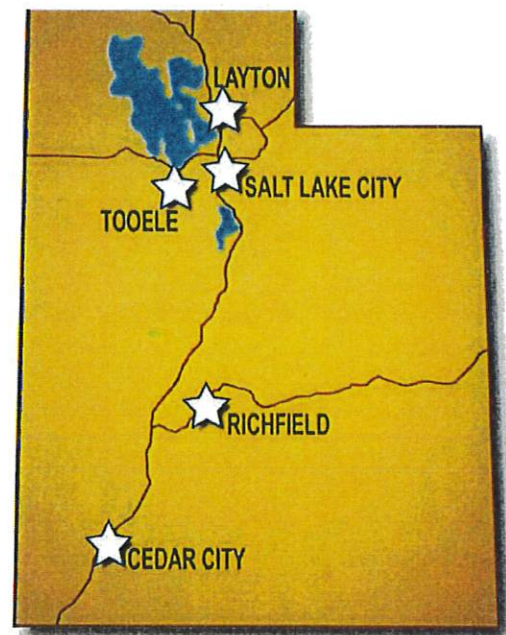
Name: Ensign Engineering and Land Surveying
Website: www.ensignutah.com
435-896-2983

Robert Rousselle, P.E., Associate, Project Manager
rrousselle@ensignutah.com
801-255-0529 Office
801-859-4759 Mobile

Ensign is a Utah based, full-service consulting engineering firm specializing in Municipal Services, Civil and Structural Engineering, and Land Surveying. Ensign began business as a land surveying firm in 1987 (35 years). We have the resources to work on any size and complexity of project, yet we are small enough to be flexible and responsive to our clients' needs. Excellent client relationships and delivering a quality product will continue to be the foundation upon which we build in the future.

Ensign has office locations in Richfield, Cedar City, Sandy, Tooele, and Layton.

Ensign Office Locations



KEY project professionals

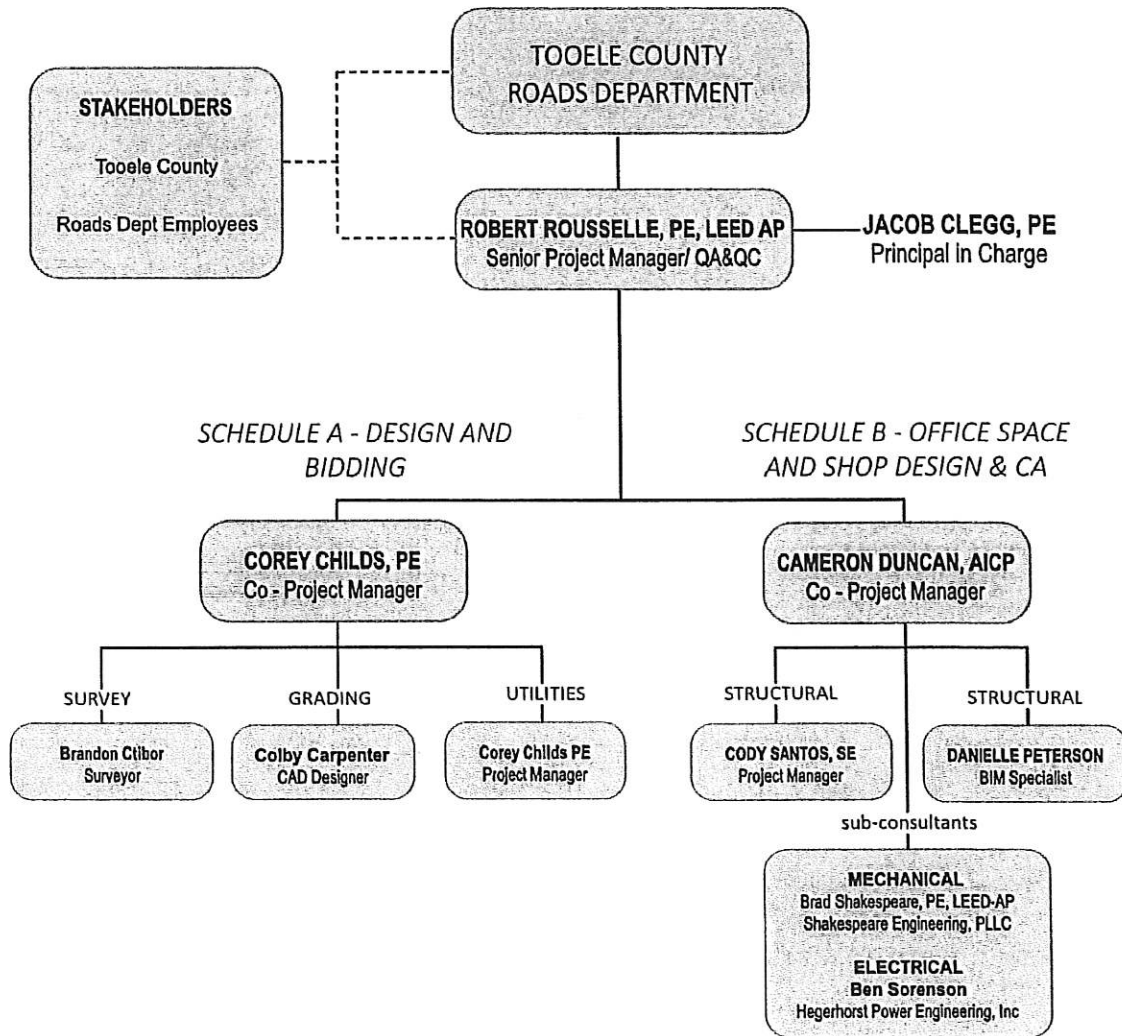
TEAM SUMMARY

Robert Rousselle, PE, will be the Project Manager and the main contact for this project with Tooele County. He will be supported by Jacob Clegg, PE, Principal, as needed and he will closely with two co-Project Managers, Corey Childs, PE, on the site civil and survey side and Cameron Duncan, AICP, on the building side. From the organizational chart that follows, you will see the supporting staff.

Sub-consultants will be: Brad Shakespeare, PE, Leed AP, with Shakespeare Engineering, PLLC for mechanical and Ben Sorenson, with Hegerhorst Power Engineering, Inc for electrical.

- **Robert Rousselle, PE, Associate, Project Manager, Utah #7885569-2202** ~ Robert has 17 years of experience with municipal and site improvement projects. He works on and coordinates projects starting at the funding stage all the way through planning, design and construction. Robert has extensive experience on projects ranging from a few thousand dollars up to \$48 million including extensive work with DFCM and State Parks.
- **Jacob Clegg, PE, Principal in Charge, Utah #9447427-2202** ~ Jacob has completed a wide range of both civil and structural projects. His civil design experience includes the design storm drain design, open channel flow modeling, subdivision layout, roadway design, grading and drainage plans, detention and retention basin design. On the structural side, he has completed numerous retaining walls and box culverts.
- **Corey Childs, PE, Co-Project Manager, Utah #10924116-2202** ~ Corey has completed residential, commercial, and mixed-use projects for private developers as well as assisted municipalities in various capacities. He has become proficient with site design for large scale projects including design of water, sewer, and storm drainage systems as well as detailed site grading plans. He has experience working with the complete team approach with clients, architects, planners, and contractors working together to successfully complete projects.
- **Cameron Duncan, AICP, Co-Project Manager** ~ Cameron has completed numerous designs of planning of new and remodel projects. While working closely with his clients, he designs projects to meet their specific and sometimes unique requirements. He has worked with Dominion Energy and has completed multiple projects using pre-engineering metal buildings as well as concrete masonry units (CMU). These projects have been specific to the users needs. Many have included large fabrication and storage areas with smaller office work areas, while others have been finding creative solutions to repurpose open sheds into storage and weld bays. Cameron has also worked with the Utah Army National Guard in designing unique conex container structures. These structures are used by first responders to train for search and rescue operations in collapsed structures. He has also been involved in the design and construction for a large vehicle bay structure used to garage specialized vehicles for the National Guard's North Salt Lake Readiness Center.

PROJECT organizational chart

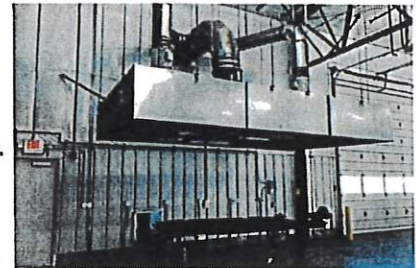


PROJECT examples and references

LOGAN FABRICATION SHOP ~ LOGAN, UT

REFERENCE: Reed Rhodes - DOMINION Supervisor/Project Manager 801-381-0038

This project was constructed in 2018. It is a 7,500 sq. ft. with a 2,000 sq. ft. mezzanine, on a 1.5 acres site. This pre-engineered metal building was an expansion at the existing Dominion Energy Logan shop. The new building provided three (3) drive thru bays with a larger depth than the existing shop building. The mezzanine was designed with a stairway access for parts storage. The west wall incorporated a welding hood to exhaust welding fumes. The main floor was designed with an employee restroom and shower. The site had on site detection and a new security fence with key fob access for 24 hour emergency access.



SUPERIOR EXCAVATION & HAULING/AIRE EXPRESSO HEATING AND COOLING BUILDINGS ~ TOOELE, UT

Ensign worked with the client to design two (2) sister buildings on the same lot. Each building was a 5,000 sq. ft. pre-engineered metal building with office areas in the front and shop areas in the back. Each building has three (3) overhead doors for large vehicle access. The shop areas are heated by radiant heat and the office areas are conditioned with a traditional furnace and condenser.



SLC FABRICATION SHOP ~ SLC, UT

REFERENCE: Reed Rhodes - DOMINION Supervisor/Project Manager 801-381-0038

Ensign is currently working with Dominion Energy on a new fabrication shop in SLC. The shop is 19,000 sq. ft with a storage mezzanine of 2,000 sq. ft. The east half of the building will have a five ton crane that extends thru the building and then an additional 75' outside the building for loading and unloading materials. The area below the mezzanine is designed for staff restrooms, and break rooms. The crane clear hook height is 16', with a large custom door of 28' wide by 20' tall rolling door.

SUBSTANTIVE content

SCHEDULE A - PROPERTY AND YARD

It is our understanding you have an existing 16,500 sf steel building that was built in 2022. This proposal is to provide the design for the civil infrastructure around the building for vehicle access and parking. It is our understanding that it is a 5 acre lot and will have parking, landscape, and access areas.

We will provide a specifications booklet and bid documents for contractors to bid the project. Once the bid is complete, we will work with the county and the successful contractor to manage the construction of the facility.

TASK 1 TOPOGRAPHIC SURVEY

1. Topographic Survey of Existing Site
2. CAD Drafting
3. Survey QA/QC Review

TASK 2 CIVIL DESIGN

1. Site Civil Design
2. Engineers Cost Estimate
3. Landscape and Irrigation Design

TASK 3 CONSTRUCTION ADMINISTRATION

1. Bid Spec and Documents
2. Bid Meetings
3. Review of Submittals
4. RFI Review
5. Project Closeout

OUT OF SCOPE

- ***Construction Staking*** - This can be provided for the improvements to the property. This fee can be provided once the site plans have been approved.
- ***Geotechnical Report*** - Tooele County will need to provide a geotechnical report prior to us completing the design.

SUBSTANTIVE content

SCHEDULE B - OFFICE SPACE AND SHOP

It is our understanding , Tooele County has an existing 16,500 sf steel building that was built in 2022. This proposal is to repurpose the existing building and mezzanine into new staff offices and fleet shop including office space, and shop areas. We can work with a crane supplier to coordinate the 5-ton crane.

We will work with the Tooele County staff to provide interior design services for the paint, carpet, and office furnishings such as desks, chairs, tables, and cubicles. These areas will be designed to be similar to the County Emergency Operations Center.

We will provide a specifications booklet and bid documents for contractors to bid the project. Once the bid is complete, we will work with the County and the successful contractor to manage the construction of this facility.

TASK 4 OFFICE SPACE AND TENANT IMPROVEMENT DESIGN

1. Project KickOff Meeting
2. Visit CEOC to see level of finish and furniture.
3. Verify building size and existing conditions.
4. Provide concept space plan per RFP Schedule B (two revisions).
5. Cover Sheet
6. Dimension Floor Plan
7. Building Cross Section
8. Construction Details
9. Reflected Ceiling Plan
10. Exiting Plan
11. Shell Com-check

TASK 5 ELECTRICAL DESIGN

1. Site Electrical Plan
2. Electrical Plans
3. Lighting Plans
4. Electrical One-line, Schedules, and Details
5. Electrical Com-check

SUBSTANTIVE content

TASK 6 MECHANICAL DESIGN

1. Mechanical Plans
2. Mechanical Schedules, Notes and Details
3. Plumbing Plans
4. Plumbing Schedules, Notes and Details
5. Mechanical Com-check

TASK 7 PLAN APPROVALS

1. Submit Plans to Tooele County for Approval

TASK 8 PROJECT BIDDING

1. Bid Documents and Specs
2. Bid Meetings
3. Bid Response
4. Contractor Selection

TASK 9 CONSTRUCTION ADMINISTRATION

1. Ensign will review contractor submittals to verify they meet the intent of the construction drawings and respond to questions during the construction phase. This task is anticipated to be hourly as needed.

OUT OF SCOPE

- ***Survey and Civil Design*** - Schedule A (Page 6) covers this portion.
- ***Construction Staking*** - This can be provided for the improvements to the property. This fee can be provided once the site plans have been approved.
- ***Geotechnical Report*** - Tooele County will need to provide a geotechnical report prior to us completing the design.



Request for Proposal

PROJECT:

*2023 Roads Department Lot
Operations Study & Facility Design*

PREPARED FOR:

Tooele County
47 South Main Street
Tooele, UT 84074

January 2023

INTRODUCTION:

The Roads Department maintains various assets with-in the County ROW, including pavement maintenance and management, snow plowing and grading of gravel roads. The facility we operate out of no longer fits our needs; the yard is unorganized and doesn't function well. We are seeking one firm to evaluate the functionality of the lot and work with the Roads Department Director to find affordable solutions to re-design the yard to function better and meet our operational needs. This includes creating the design and specifications to be bid at a later date. We will need designated parking areas for the department staff and visitors, various pieces of heavy equipment, a pipe storage area, fencing, salter rack design and location. We will also need a recommendation on if we should demolish or update the existing operating facility. This lot also has a steel building that's 16,500 square feet with a 200 amp breaker that was built in the summer of 2022. It has two 30' by 35' mezzanines. The successful firm will design, bid and manage all stages of this project. This will include the design of all utilities (water, sewer, gas, phone, fiber optics, heat, A/C etc.) an additional 200 amp power panel (400 total), shop ventilation system, fire repression system or fire wall, three overhead doors and a 5 ton overhead crane. The area in the building with the two mezzanines, will be used for offices and operations. The upstairs of one mezzanine can be used for office space for the Department Director, Operations Manager and a work area with four cubicles for the supporting staff. The main floor underneath needs an entrance/waiting area for visitors, a work area for the department administrator, an ADA office/copy room, a lunchroom and a conference room. The second mezzanine will have a storage area and railing on the top level, a sign shop, welding bay and restrooms underneath on the main floor level. Budget for operating facility is \$1,300,000. All work shall be designed to meet the 2018 IBC and Tooele City building code requirements.

SCOPE OF WORK:

Schedule A

- Meet with County officials to evaluate the departments operational needs and the layout of the 5 acre lot at 900 So. 555 W. Tooele Utah, 84074.
- Provide a complete set of engineered drawings for the re-design of the lot including survey grades, a drainage/grading plan and specifications to be bid at a later date.

Schedule B

- Design the office space, overhead crane, conference room etc. with the mezzanine areas and the utilities for the new operating facility as described above by utilizing the existing 16,500 sq ft steel building. Provide plans and specifications for bidding purposes.
- Provide the interior design and furnishings for all office spaces including, desks, chairs, filing cabinets, tables and cubicles. The County Emergency Operations Center located at 49 south Main St.in Tooele Utah can be used for reference to the County's preferred architectural design.
- Assist in bidding new facility and provide project management services. The project will be bid for two weeks (**14 days**) on the State Procurement website by the County. All vendor questions will be answered by the successful firms Project Manager.
- Assign a Project Manager to manage the project for the County and create a project schedule with a completion date prior to **10-31-2023**.

I. Mandatory Requirements

Each proposal must include –

Company name, website (if applicable), and name, email and phone number of project manager.

Statement of qualifications that includes professional credentials, experience, and overall qualifications in providing the Project Scope stated in this Request for Proposal (“RFP”).

Three (3) examples of projects which demonstrate qualifications for providing the Project Scope stated in this RFP.

A list of any subconsultants or subcontractors proposed to be included in work outlined in the Project Scope. Provide a description of their previous work history.

Any current and applicable certifications of the staff to be assigned to this project.

II. Financial Requirements

All proposals must include a complete budget, detailing the following factors:

- The evaluation and engineered drawings and specifications for the 5 acre lot as described in Schedule A.
- The architectural design of office space, utilities in new operating facility as described in Schedule B.
- Project management services to manage the construction of the new operating facility.

III. Qualifications

Provide a list of three similar projects completed by your firm in the last five years. Provide references and contact information for each project on the list.

IV. Schedule

Provide a detailed schedule showing the dates of completion for each milestone. Vendors should consider that the Notice of Award will be on **1-6-2023**. The evaluation/study and design of the 5 acre lot, architectural design of new operating facility, bid, construction and furnishing installed in the new facility shall be completed prior to **10-31-2023**.

V. Timeline for RFP Process (times are MDT)

Event / Action	Date
Advertise RFP	November 28 th , 2022 @ 9:00 am
Questions Due	December 7 th , 2022 @ 5:00 pm
County's Response to Questions	December 10 th , 2022 @ 5:00 pm
Deadline for Submission of Proposals	December 12 th , 2022 @ 5:00 pm

PROPOSAL CONTENTS:

Proposals submitted for this project shall address all requested information. Firms are encouraged to keep the proposals brief and to the point, while still sufficiently detailed to allow for a fair evaluation. Proposals must include the following:

A) Cover Letter (1 page maximum)

The cover letter shall describe the offeror's business entity (corporation, LLC, partnership, sole proprietorship, etc.), and include: a statement of the offeror's general background, a discussion of the offeror's interest in the project, and the acknowledgement of receipt for any addendums.

B) Project Team

Identify project personnel and define their respective roles.

C) Substantive Content

Describe the offeror's abilities to meet or exceed the qualifications set forth in items I, II, III, and IV above.

D) Project Cost (Separately)

Pursuant to Utah Code Annotated (UCA) § 63G-6a-707(7), the cost proposal will be evaluated independently from the technical proposal; and as such, **must** be submitted separately from the technical proposal. Offerors must not include costs or pricing data in their responses to the Mandatory Minimum Requirements and the Technical Response.

Offeror must include on a separate document a complete budget. If an offeror fails to include a complete budget, then its proposal will be considered non-responsive, and the proposal will be rejected.

E) Signature

The proposal shall be signed by a representative authorized to bind the team and shall expressly state the proposal is valid until the County Council awards the contract. By signing the cover letter and submitting a proposal, the proposer covenants that the proposer is fully qualified to provide the required services, and that the submitted information is true and accurate and may be relied upon in evaluating the proposal.

F) Non-Collusion Affidavit (Exhibit B)

The attached Non-Collusion Affidavit must be completed and returned with proposal.

PROPOSAL SUBMISSION:

Submission of the proposal can occur through the Utah State Purchasing U3P Website, or via mail of a physical copy. Mailing instructions are below:

Three, individually sealed, copies of the proposal must be received by the due date for submittal: **December 12th, 2022, at 5:00 pm**

Mailed submittals must be addressed and sent to:

**Tooele County Administration Building
c/o Aspen Wimmer
47 South Main Street
Tooele, UT 84074**

Proposal shall be submitted in a sealed envelope. The outside lower right-hand corner of the envelope shall be marked:

**Sealed Proposal of (Firm Name)
2023 Roads Department Lot Operations Study & Facility Design
Tooele County Administration Building**

Questions must be submitted through the Utah State Purchasing U3P Website and are due no later than **12-7-2022 at 5:00 pm**.

Submissions, modifications or corrections received after the closing time on **12-12-2022 at 5:00 pm** will be considered late and will not be opened.

If only one submission is received, County will evaluate proposal response to make sure the offer meets the minimum mandatory requirements and the technical RFP requirements stated in the RFP and will determine if the cost proposal is fair and reasonable to award. Or, if time permits, resolicit submissions for the purpose of obtaining additional submissions.

Tooele County shall not be obligated to respond to any proposal submitted, nor shall it be legally bound in any manner whatsoever by the receipt of a proposal.

Tooele County reserves the right to extend or cancel all scheduled proposal due dates. Notice of such extensions or cancellations shall be sent via addendum to this RFP.

PROPOSAL REVIEWAL:

Proposals will be reviewed by a selection committee consisting of at least three persons.

Proposals will be scored as follows:

Technical Criteria:	Possible Points:
<i>Three projects completed in past five years.</i>	10
<i>Schedule of milestones and project completion.</i>	30
<i>Years of experience with-in project team.</i>	20
<i>References</i>	10
<i>Cost</i>	30
Total:	100

The County may then enter contract negotiations with the proposer who, in the sole discretion of the selection committee, is determined to have submitted the proposal with the highest score and the most responsive and responsible proposal that meets all the RFP's requirements.

PROPOSAL REJECTION:

Tooele County reserves the right to reject any or all proposals submitted or make modifications to the scope of work, subject to appropriate negotiation. Tooele County agrees to not discriminate based on age, race, religion, sex, color, national origin, marital status, family status, source of income, sexual preference, mental or physical disability in review of the proposals or execution of agreements to the work. This RFP does not constitute any form of offer to contract. Tooele County will not pay any costs incurred by the proposer in preparing or submitting the proposal.

PROPOSAL ACCEPTANCE:

Award will be made to the highest scoring responsive and responsible offeror, meeting all RFP stated requirements.

Tooele County reserves the right to award a contract based on a proposal submitted or to further negotiate with proposer.

By submission of a proposal, proposer agrees to be legally bound, thereby if its proposal is accepted.

Contracts arising out of proposals submitted hereunder (including any negotiations that follow) shall not be binding on Tooele County, its officers, employees, or agents unless and until formally approved and duly executed by the Tooele County Manager or Council.

NOTIFICATION:

Due to Tooele County Policy, we have to present all responses in a County Council Meeting and get approval on the selected vendor prior to award. This process can take some time, and because of this, the posting will be closed on the State Purchasing Solicitation U3P Website. Following the County Council Meeting where the award is approved, all responders will receive an email notification of the results. Attendance of County Council Meeting are also permitted. Meeting dates and agendas can be found on the County website at <https://agenda.tooeleco.org/onbaseagendaonline>



Tooele County Council
Agenda Item Summary

Department Making Request:

ROADS

Meeting Date:

1/17/23 + 2-7 meeting Contract

Mark Options That Apply:

Grant 1 time

Contract 1 yr. or less

Purchase

Exp date: 10/31/23

Grant With County Match

Contract More than 1 yr.

Exp date: _____

Budget Impact:

In Budget

Over Budget

Amount of Contract, Service, Grant: \$ 75,531.00

Item Title: Signature on Contract - Lot Operations Study and Facility Design.

Please answer the who? what? when? why?

Roads Department is requesting signature on a contract for the 2023 Roads Department Lot Operations Study and Facility located at 555 W. 900 S.

This contract is for the site study of the entire lot and architectural design inside the new building.

This contract was budgeted in the 2023 Budget for \$100,000.00.

The RFP was posted, and we did not receive any responses.

The following vendors were then contacted for proposals, PEPG / Babcock Design and Ensign Engineering.

PEPG / Babcock Design proposal totaled \$124,020.00.

Ensign Engineering proposal totaled \$75,531.00.

Upon review of the proposals, the Roads Department is prepared to award the project to Ensign Engineering.

The Proposals and RFP's are attached for more details (if needed).

COLIN IS NEGOTIATING A CONTRACT WITH ENSIGN - TO BE SIGNED AFTER COUNCIL APPROVAL BY ANDY WELCH

List who needs copies when approved: Jed Bell