



Request for Proposals

Wasatch County Children's Justice Center Facility Needs Assessment & Architectural Design

Wasatch County Administration Building
25 N Main Street, Heber City, Utah 84032

Open 3/24/2025 12:00 PM MDT

Close 4/18/2025 5:00 PM MDT

INTRODUCTION AND BACKGROUND

Through this Request for Proposals (RFP), Wasatch County is hereby soliciting statements of qualifications from all qualified applicants to provide a Facility Needs Assessment of the Children's Justice Center located at 1540 E 980th S, Heber City, Utah and architectural design services for an expansion of that facility. The existing Children's Justice Center, built in 2005, is a homelike facility that provides coordinated services during the child abuse investigative process. A facility needs assessment is required to inform the general feasibility and requirements of a future building addition. The design of a building addition is contingent on the findings of the needs assessment. Responses to this RFP should address the included scope of work and proposal requirements and may provide additional relevant information. Wasatch County intends to compare and evaluate all qualifying submissions to select the most qualified provider based on proposal content and the proposer's responsiveness to this request for proposals.

Wasatch County intends to begin architectural design upon conclusion of a facility needs assessment, but this is contingent on the assessment's findings. Proposals should be structured to provide a facility needs assessment and design services as potentially independent services. Award for a facility needs assessment does not guarantee award of architectural design services. Wasatch County is open to submittals for only one of the two services. If an additional request for design services is warranted after the completion of the needs assessment, submissions to this request for proposals will be automatically included for future consideration. Wasatch County anticipates selecting one of the responding firms, but there is no guarantee that any responding firm will be selected. Selection of a firm to provide the assessment or design will be based upon the review of the submitted materials. The County reserves the right to reject any and all submissions.

GENERAL PROVISIONS

- A. Wasatch County will award a contract in reliance upon the information contained in proposals submitted in response to the RFP. Wasatch County will be legally bound only when and if there is a signed agreement entered into between Wasatch County and the awarded Proposer.
- B. It is vitally important that any person who signs an application or agreement on behalf of a respondent certifies that he or she has the authority to so act. The proposer who has its application accepted may be required to answer further questions and provide further clarification of its proposal and responses.
- C. Receiving this RFP or responding to it does not entitle any entity to participate in services or transactions resulting from or arising in connection with this RFP. Wasatch County shall have no liability to any person or entity under or in connection with this RFP, unless and until Wasatch County and such person have executed and entered into an agreement pursuant to the terms of this RFP.
- D. By responding to this RFP each responding party acknowledges that neither Wasatch County nor any of its representatives is making or has made any representation or warranty, either express or implied, as to the accuracy or completeness of any portion of the information contained in this RFP. The responding party further agrees that neither Wasatch County nor any of its representatives shall have any liability to the responding party or any of its representatives as a result of this RFP process or the use of the information contained in this RFP. Only the terms and conditions contained in an agreement when, as, and if executed, and subject to such limitations and restrictions as may be specified therein, may be relied upon by the respondent in any manner as having any legal effect whatsoever.

SCOPE OF WORK

The selected applicant will engage with CJC staff to gather information on the existing facility, analyze relationships between existing programs and spaces, and provide suggestions for expansion of the facility. The expected Facility Needs Assessment should include at least the following:

1. Existing Conditions Assessment: A summary of the existing building's physical condition, including additional detail for structural, mechanical, and electrical systems, identifying noteworthy features, and identifying limitations and deficiencies in the structure.
2. Programmatic Space Analysis: A comparison of existing spaces against desired programmatic functions, requirements of best practices, and best uses of existing spaces to identify areas of improvement, programmatic limitations and deficiencies resulting from space constraints, and best use cases of existing or new spaces. Analysis of these items should inform recommendations on how to improve the facility and better meet short and long-term goals of the organization.
3. Recommendations: Recommendations should guide and inform practical improvements to the existing building wherever possible. The CJC is seeking expertise to improve unforeseen weaknesses in the facility and regulatory constraints as well as guidance through known challenges including ADA compliance of the lower level, ideal locations of new building

envelope and parking areas, build-out space lists, implementation schedules or phasing plans, and concept-level cost estimation.

Utilizing a completed facility needs assessment, an applicant selected for architectural design services must produce a construction-ready design following a design-build method. Deliverables will include standard design phases of Schematic Design, Design Development, Construction Documents, Bidding and Negotiation, and Contract Administration. The selected architect will work with CJC staff to refine a conceptual budget throughout the design process while recognizing that the original CJC was constructed primarily through volunteer and charity efforts and that an addition is likely to include similar components.

PROPOSAL REQUIREMENTS

1. Application Materials will be accepted via email until 5 p.m. on Friday, April 18, 2025. Clarifying information will be sent to all applicants who have expressed interest or asked questions by Friday April 4, 2025. Direct questions and submissions to: Kurt Hoffman at khoffman@wasatch.utah.gov.
2. Submissions should include the following for each service proposed:
 - a) Company name, website (if applicable), and specific contact information.
 - b) Statement of qualifications that includes professional credentials, experience, certifications, and anything else in addressing the above Scope of Work.
 - c) A description of the extent of services offered, including costs to provide those services.

EVALUATION CRITERIA

Wasatch County will utilize the following in selecting a contractor to provide either service:

1. Competence to perform the Scope of Work as reflected by technical training and education, and by direct experience in providing the services outlined herein. (35% score rating)
2. The contractor's history of effective management for similar services. (35% score rating)
3. The best value cost of the offered services. (30% score rating)

Oral interviews may be requested with one or more prospective firms. The decisions of the county's selection committee shall be final and conclusive. This RFP will be awarded to the highest scoring, responsive and responsible vendor meeting the stated requirements.

Wasatch County intends to conduct interviews with applicants regarding the facility needs assessment over the following 14 to 21 days. As necessary, additional interviews for architectural design will be scheduled at a later date. Final award of the RFP is anticipated to take place at a County Council meeting during May 2025.