REQUEST FOR PROPOSAL
PUBLIC WORKS SITE / BUILDING RE-MODEL

Issued: 8/12/2022
Deadline for final submission: 9/2/2022, no later than 1:00 pm MST.

Introduction
Brian Head Town is an alpine resort community located in the mountains of Southern Utah about 30 miles east of Cedar City and just a few minutes north of Cedar Breaks National Monument. At an elevation of 10,000 feet, the scenic value and recreational opportunities in Brian Head Town are unmatched. The vast majority of the nearly 1,400 residences are vacation homes and condos.

Scope of Services
The Town is seeking a qualified Engineering Firm to provide Civil Engineering, land surveying, and architectural design services for the development of concept/construction plans for the existing Town of Brian Head Public Works Facility. The plans will be used to facilitate the permitting of a new Special Use Permit with the US Forest Service to acquire additional right of way for building and site expansion. Please include the cost of the following services:

- Topographic survey or boundary survey of the existing site (approximately 3 acres)
- Conceptual site plan
- Architectural design plans/cost to re-model current Public Works buildings
- Geotechnical investigation
- Engineering support for permitting with the US Forest Service

Selection Criteria
Brian Head Town intends to enter into a professional services contract with the successful engineer. Compensation for the services rendered is to be based upon a time-expended basis with an agreed maximum not to exceed value. The selection of the engineer or engineering firm will not be based solely on the fee.

There is no specific selection formula identified for this project. The Town is under no obligation to select the low bid for professional services. The Town is certainly price sensitive but will be looking for the bidder that provides the best value in terms cost and quality of service. Special consideration will be given to bidders with experience in Brian Head, other mountain towns, or similar environments. Selection is expected to occur 9/7/2022

RFP Submittal Requirements
Interested engineers should provide the Town with a thorough proposal which discusses the following:
Proposals are to follow the format and are to contain the information listed in this section. To be considered, proposals must address all the items listed in this section and adhere to page limitation.

1. Provide cost of meeting the requirements of the Scope of Services.
2. Identify billing rates of each member of the project team and number of hours required for the project tasks, as well as estimated direct charges.
3. Cost shall be reasonably itemized based on Scope of Services.
4. List similar projects completed by firm (minimum two).

**Submittal Instructions**
Responses will be received at Brian Head Town Hall, 56 N. Hwy 143, PO Box 190068, Brian Head, UT 84719, until 1:00pm 9/2/2022. Bidders need only to submit one copy of their response, which may also be submitted electronically to abiasi@bhtown.utah.gov. Responses should be limited to no more than the requirements set forth above. Correspondence, questions and / or clarifications of the proposal procedure should be directed to Aldo Biasi, abiasi@bhtown.utah.gov, 435-592-0031.