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Request for Statement of Qualifications

**Architectural Services for a  
New Transportation Facility  
July 2026**

Solicitation #TSD07022026

## **PURPOSE OF REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)**

Timpanogos School District (TSD) is requesting statements of qualifications from qualified Architectural firms to provide the design and related architectural services for a new Transportation Facility.

## **SUBMITTAL DEADLINE**

Submission packets will be accepted electronically through Utah Public Procurement Place (UPPP).

**SOQ DUE DATE: 2:00 p.m. Thursday, July 2<sup>nd</sup>, 2026**

RFSQ's received after the deadline will be late and ineligible for consideration.

Submittals should be concise and address the specific items listed on UPPP and in this packet.

## **SCOPE OF WORK**

- Working in coordination with Timpanogos School District, provide Architectural Services for a new Transportation Facility (approximately 12,000 – 14,000 sq. ft.) which will need to include (4) service bays, (1) drive-thru wash bay, (5) offices, (5) reception/cubicle spaces, (1) classroom training room. (3) bus canopies, covering 30 buses each will also be included in the scope. The facility will be located on an undeveloped site (approximately 12 acre) site located in Lindon, Utah.

Architectural Services shall include, but may not be limited to those stated in the standard form of agreement between Owner and Architect, AIA Document B101. Additional services may be requested by Timpanogos School District or required for the particular project and will be negotiated with the awarded firm.

## **PROPOSAL REQUIREMENTS AND RESPONSE FORMAT**

All proposals must include the following:

1. **SCHEDULE 'A' - CERTIFICATION OF PROPOSAL FORM.** The District's Certification of Proposal form completed and signed.
2. **SCHEDULE 'B' – Please respond to each of the items below and indicate the letter next to each response. Keep responses brief and concise.**

(Submittal must address/respond to each item "A" through "H")

- A. Submittal shall contain the name, location of all of its offices, and size of the firm, specifically indicating the principal place of business, the age of the firm, the total number of years of experience providing architectural services for educational projects, the average number of employees over the past five (5) years, and a brief history of the firm and the range of services offered.
- B. Indicate the team assigned to this project. Include the education, project experience, licensing, training level, qualifications, and expertise of members of the team; specific design and construction administration experience for similar projects recently constructed. Clearly identify what role each member of the team will play on the project and the percent availability through the design phase, as well as the construction phase. Submittal shall also include all proposed consulting engineers. Include a minimum of (3) references for each team member proposed. Include how the firm intends to manage its responsibilities and provide value

engineering, cost control, risk identification, and risk mitigation. ***Please note: Any firms listing projects or designs done by employees, who performed the work while employed by another firm, that is not duly noted in the RFSQ, may be cause for disqualification.***

- C. Describe the ability of the firm in designing and providing a complete and comprehensive set of construction documents in a timely and efficient manner; describe the ability to perform the required services of this project by managing the workload and the availability of adequate personnel, equipment, and facilities to perform the services expeditiously.
- D. Include overviews of similar projects the firm has designed and built over the past ten (10) years, along with, renderings and/or photographs of completed projects (concept plans the firm has generated are optional and may be also be included with submission). Include any other information that would aid in the evaluation of the designs, such as dates, costs, square footage, durability, energy efficiency, educational benefits, etc.
- E. Provide the names and contact information of at least five (5) clients who may be contacted, including at least two (3) for whom similar facilities of the size and nature indicated above were designed in the past ten (10) years. Reference information must include the name, position held within the company, company, address, phone number, and an email address. Timpanogos School District reserves the right to contact clients of submitting firms that are not listed in the RFSQ.
- F. Provide proof of the firm's present level of professional liability insurance coverage, including errors and omissions insurance. The insurance coverages of the firm, including errors and omissions insurance; must be insurable to a minimum of \$1,000,000 annual aggregate limit.
- G. The architectural firms must submit a certification that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from soliciting work by any governmental department or agency. Describe any litigation, arbitration, or other alternative dispute resolution proceedings the firm has been involved in with an owner within the past ten (10) years.
- H. Provide any other pertinent information regarding qualifications and performance data not requested in this RFSQ.

*Note: Successful vendor must submit and pay for background checks for any employee that will be working at a District site. (See enclosed document)*

## **AWARD AND CONTRACT**

The District will evaluate each vendor against the weighted criteria stated below to determine the vendor/s that will provide the best overall value for the District.

## **EVALUATION CRITERIA**

Evaluation of the RFSQ will be by a District Evaluation Committee utilizing the following criteria.

<b>20pts</b>	Firm qualifications & experience
<b>35pts</b>	Strength of proposed team, qualifications, experience, and individual references of each member.
<b>25pts</b>	Past Performance & references (This refers to past performance as it relates to school construction with Timpanogos School District and/or other similar entities. TSD reserves the right to contact other references and/or entities of the submitting firm that are not specifically included or listed in the RFSQ.)
<b>20pts</b>	Design ability & experience with projects of similar size and scope.