Ivins City Staff Report
City Council Meeting 10/17/19

Agenda Item: Discuss and consider approval of selection of architect and expenditure for New City Hall.

Submitted by: Thomas Jorgensen, P.E., Assistant Public Works Director

Recommended City Council Action:
Approve selection of architect and expenditure of $233,000 for New City Hall.

BACKGROUND:

As the Council may be aware, the City has outgrown the existing 6,500 square foot City Hall years ago. From the recent remodels, the size of the Council Chamber has decreased in size and several of the departments and staff have been repositioned to maximize and utilize the existing space. It is anticipated that the new City Hall would be architecturally consistent with the vision set forth by the City. That vision promotes a subdued appearance, low profile, varied heights, horizontally offset walls, interesting water efficient landscaping, and compatible with the natural surrounding and neighborhood. The goal is that the new City Hall would also be a model of efficiency and conservation, utilizing energy efficient structural systems, passive solar principles, solar photovoltaic panels, energy efficient heating/cooling systems, etc. The goal is that these efforts will lead to a positive return on investment over time and providing a resilient building during times of disaster.

In addition to the replacement City Hall, the existing City Hall would be remodeled for the growing Santa Clara/Ivins Police Department that currently occupies space at the Santa Clara City Hall.

Finally, some other adjustments will also be required to Ivins City Park. Additional parking may be required, following an analysis. Also, with some loss of playing field, it is the intent that the baseball field be converted into an all grass multi-use field. This field will also likely be converted into a detention basin to divert all excess storm water flows from Main Street and 100 West into the basin during large storm events.

Staff has submitted a request for proposals (RFP) for architectural and engineering services for the New City Hall, existing City Hall remodel, and Ivins City Park modifications and general site design. A copy of the RFP has been included.

FINDINGS AND ANALYSIS:

Staff received four proposals and assembled a selection committee to score these proposals based on the criteria found in the RFP. The selection committee was comprised of the following individuals: Mayor Hart, Dale Coulam, Chuck Gillette, Tom Jorgensen, Benny Sorensen, Mike Rodriguez, and Lane Mecham. The selection committee then chose the top two scoring firms, VCBO and CRSA, to be interviewed. Following the interview and proposal process, the selection committee is recommending to City Council the selection of VCBO.

Staff is recommending that Council select VCBO as the architect and approve expenditure of $50,000 to begin design for the New City Hall design, which also includes the design of the existing City Hall remodel and adjustments to Ivins City Park.

SUPPORT MATERIALS:
Request for Proposals
VCBO Proposal

FINANCIAL IMPACT:
A portion of this expense has been budgeted for:
GL 49-40-830: $50,000 has been budgeted this fiscal year for this project and should be enough funds to begin the work.

Staff is also conducting a financial analysis to identify funds to cover the remaining portion of $183,000 and are confident that enough funds will be identified and approved at a future City Council meeting.

Respectfully Submitted: Thomas Jorgensen, P.E., Assistant Public Works Director

Content Review: Dale Coulam, City Manager

IVINS CITY
REQEST FOR PROPOSALS
For Architectural and Engineering Services to Design a Replacement City Hall, a Remodel of the Existing City Hall into a Law Enforcement Building and City Park Modifications

Ivins City, Utah desires the services of a qualified architectural firm to design:

- a new approximately 10,000 square-foot replacement City Hall,
- a remodel the existing City Hall to function as a Law Enforcement Building, and
- a reconfiguration of Ivins City Park.

They will be required to provide bid-ready plans and specifications for all three projects. The replacement City Hall will be located north of the existing City Hall (55 N Main St) on the northeast corner of Ivins City Park (see conceptual site plan in Appendix A). The City's schedule is to have plans and specifications ready for contractor bidding no later than June 15, 2020.

The RFP is presented as outlined below:

I. Background
II. Scope of Services
III. Proposal Format & Content
IV. Proposal Evaluation Criteria and Scoring Process
V. Selection Process
VI. Submittal Requirements
VII. Schedule Summary

I. Background

Ivins City is one of the fastest growing cities in the state of Utah. The City has grown from a town of 2,800 people in 1995 to a city of over 9,000 today. Dramatic and sustained growth is expected to continue resulting in a population of 15,000 to 17,000 within twenty years and an eventual buildout population of over 20,000.

Replacement City Hall

The City outgrew the existing 6,500 square foot City Hall years ago. Recent remodels reduced the size of the Council Chamber and repositioned Departments and Staff. The replacement building must provide offices for the Mayor and City Manager, office space for the Administration Department (6 employees), the Parks and Recreation Department (2 employees), the Building and Zoning Department (4 employees), and the Public Works and Engineering Department (3 employees), service areas and storage.

Architecturally the building is to be consistent with the vision set forth by Ivins City ordinances and design guidelines setting an example for the rest of the City. That vision promotes a subdued appearance, low profile, varied heights, horizontally offset walls, interesting water efficient landscaping, compatible with the natural surrounding and neighborhood.

The replacement City Hall has been initially conceptualized with a one-story front facade facing north onto 100 North Street with a basement and rear façade with a secondary entrance facing south to the church parking lot.

The intent is to construct a replacement City Hall to meet the needs of the City for the next 20 years that is expandable to meet the needs of the City indefinitely. The City has prepared some preliminary space needs assessments and a rough conceptual floor plan for the replacement City Hall and the remodel of the existing building, which is provided in Appendix B. The floor plan and elevations should provide a sense of the City's current vision but should not be used to replace the architect's own assessment and creative process of defining a functional and appealing design that fits the constraints of the site and generalized goals defined in this request.

Most importantly the replacement City Hall is to be a model of efficiency and conservation with a target of achieving the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Platinum certification and energy self-sufficiency with a "Net Zero" goal in mind utilizing passive solar principles, solar photovoltaic panels with battery back-up to provide for the building's energy needs solar thermal systems to provide culinary hot water and radiant in-floor heating for the entire building. It is anticipated that structural systems such as Insulated Concrete Forms (ICF) or Structural Insulated Panels (SIP) shall be considered to construct an extremely well-insulated and virtually air tight building shell while providing a durable commercial grade structure.

The south facing roof shall cover the largest area as it transitions from the upper to the lower level and shall be designed to maximize passive solar benefits to the building by incorporating overhang protected windows clerestory and otherwise on both levels open to the maximum number of interior rooms possible and accommodate the number of solar photovoltaic and solar thermal panels needed to achieve the Net Zero objective.

Ultra-efficient heating and cooling systems (mini-split heat pumps in combination with a radiant in-floor system for example), other equipment and lighting are intended to minimize the building's electrical load. Other LEED principles are to be incorporated to the extent practicable including water capture for irrigation, underground conditioning of building make-up air, etc. to achieve LEED Platinum certification.

To control budget overruns, the design should avoid specifying specialty and uncommon materials, equipment or products to the extent possible.

<u>Remodel of Existing Building</u>

The existing City Hall is needed by a growing Santa Clara/Ivins Police Department (SCI) that currently occupies space at the Santa Clara City Hall. A cursory review reveals that the current building layout with modest changes and re-purposing of rooms is all that will be needed.

Cosmetic, mechanical, security, code related, and other functional upgrades will also be required.

Ivins City Park Modifications and Site Design

Parking for the new building may require some analysis. Currently the City shares parking space with the Church of Jesus Christ of Latter-Day Saints based on long time agreements and naturally compatible uses of the church, park and City Hall and has the use of existing curbside parking.

With the loss of the playing field due to the replacement City Hall, it is the intention of the City to convert the baseball field into an all grass multi-use field. Also, the storm drain master plan calls for the baseball field to be converted into a detention basin to divert all excess storm water flows from Main Street and 100 West in the basin in large storm events. Due to site constraints, it may be necessary to create the detention basin with a concrete flood wall instead of an earthen berm. All site planning should incorporate these planning concepts.

The City Park also serves as the main location for Ivins Heritage Days which is held in September of each year. Modifications to the park should be ensured to be compatible with this event.

II. Scope of Services

The project consists of furnishing all labor, materials, supervision and travel to complete the following:

A. Needs Assessment and Preliminary Design

1. Kickoff meeting
2. Analyze preliminary needs supplied with RFP.
3. Meet with each department head and apply professional knowledge and standards to determine:
    a. Current building requirements for 20 year plan.
    b. Future building requirements for final buildout.
4. Site Survey for Entire Park, providing, 1-foot contours, property boundaries, existing utilities, buildings and mature trees of entire block.
5. Geotechnical analysis of the soils for proper foundation and seismic design.
6. Drainage analysis providing a preliminary design of the detention basin in accordance with the Ivins City Storm Drain Master Plan.
7. Prepare a preliminary site plan addressing parking needs, utilities, detention basin, city park needs and current and future reconfigurations of the park.
8. Provide alternatives for an architectural design theme to be presented and discussed by the City Council and/or Planning Commission.
9. Provide a preliminary floor plan of the proposed new city hall and remodel of existing building.
10. Provide a preliminary cost estimate broken down by different elements of the project.
11. Meet with the City to discuss value engineering of the project.
12. Assistance with the selection of the CM/GC for the project. This process may involve review of Request for Proposals for these service and recommendations as to the preferred CM/GC.

13. Coordination with the CM/GC. Coordination will include review of construction materials and methods, cost estimating, project phasing, etc.

B. Final Design

1. Engineering:
    a. Structural analysis of building and any needed retaining walls.
    b. Final drainage analysis of site drainage and detention basin.
    c. Final civil design of other necessary site utilities (sewer, water, power, communications, etc.)
    d. Specialized mechanical and electrical engineering needed to achieve the "Net Zero" objective and LEED Platinum certification.
2. Prepare final site plan
    a. City Hall and surrounds
    b. Reconfiguration of baseball field to multi-use grass field and detention basin.
3. Interior Design Services:
    a. Meet with City and provide alternatives for consideration
    b. Prepare estimates and coordinate acquisition contracts
4. Preparation of Construction Documents. Documentation will include drawings and specifications that establish in detail the quality, quantity, and levels of materials and systems required for construction of the new City Hall. Presentation of 50%, 85%, 95%, and 100% Construction Documents will be given to City Representatives. Documents will be in sufficient detail at 85% for the CM/GC to produce a preliminary Guaranteed Maximum Price to perform construction. Construction Documents at 100% will be used by the General Contractor/Construction Manager to present to and negotiate with the City a final Guaranteed Maximum Price. The successful Proposer will review and provide a recommendation to the City regarding the Guaranteed Maximum Price.
5. Coordination of all permitting and other similar requirements.

C. Construction Phase

1. Continued coordination with the CM/GC throughout the bidding and construction process for the project. This coordination will include regular updates to the City regarding project progress.
2. Administer contract
    a. Review submittals, requests from CM/GC, and all other CM/GC communication on behalf of the City.
    b. Weekly meetings with CM/GC.
    c. Review pay estimates
    d. Coordination with CM/GC in project inspection and closeout, including all closeout documentation, maintenance and operation manuals, warranties, as-built drawings, systems testing, quality assurance, etc.

III. Proposal Format and Content

Proposals are to follow the format and are to contain information listed in this section. In order to be responsive, proposals must address all the items listed in this section.

1. Letter of Transmittal (1 page maximum)
    a. Introductory letter expressing interest and nature of proposal.

2. Proposed Project Team Organization and Qualifications (4 pages maximum, not including resumes)
    a. Describe the Proposers experience, qualifications, and availability as it relates to municipal and LEED building design.
    b. Outline tasks and any special approaches and the plan for completion. Innovation and alternatives, as they relate to municipal and LEED building design, to the scope are welcome in this section.
    c. Provide a chart that identifies the roles of each of the key individuals involved in each phase of the project. Provide resumes for all key individuals on the proposed project team, outlining qualifications, education and specific experience and expertise related to both LEED and municipal building design.
3. Responsiveness and Past Performance (6 pages maximum)
    a. Provide at least five similar sized construction projects that demonstrate the Proposer's ability to accomplish a project of this scope and magnitude. These projects should also reflect, where possible, competency with municipal and LEED projects.
    b. Each project identified should include the following information: Contact Name, Organization, Telephone and Email, Location of Project, Project Description, Photo, Square Footage, Cost, Date Completed, Change Order History, Special Features (including LEED features), and Team Members' Involvement.
4. Proposed Project Schedule (2 pages maximum)
    a. Describe, in enough detail, the Proposer's ability and availability to perform the Services, including a schedule that includes individual phases as applicable.
    b. The proposed project schedule shall list important dates, times and locations of meetings and submittals. Identify internal methods that will be used for project schedule control.
5. Team Roles and Responsibilities (2 pages maximum)
    a. Describe the Proposer's understanding of the proposed project, utilization of a CM/GC, and the City's Vision.
    b. Provide a description of the roles and responsibilities of the Architect's Project Team members and how they will work together to achieve project objectives.
    c. Explain internal policies and procedures related to work quality and cost control.
    d. Describe experience working with appointed and elected officials, citizens, special focus groups and facilitating public information gathering meeting.
6. Cost (1 page maximum)
    a. Provide a detail proposal of all-inclusive costs for the Services.

IV. Proposal Evaluation Criteria and Scoring Process

The Review Panel will review all proposals. The Review Panel will evaluate and assign points to each proposal based on the following criteria and points available:

1. Proposed Project Team Organization and Qualifications (30 POINTS AVAILABLE)
2. Responsiveness and Past Performance (20 POINTS AVAILABLE)
3. Proposed Project Schedule (15 POINTS AVAILABLE)
4. Team Roles and Responsibilities (15 POINTS AVAILABLE)
5. LEED Experience and Qualifications (10 POINTS AVAILABLE)

a. Reflection of LEED experience and qualifications from previous sections. Scoring in other sections will also be influenced by LEED competence.

6. Cost (10 POINTS AVAILABLE)

V. Selection Process

The selection process will be conducted in two stages by a Review Panel appointed by the City.

1. Stage One
    a. The first stage will be conducted using the evaluation criteria and scoring established above. A short list of Proposers, those receiving the highest scores in Stage One, will move on to Stage Two.
2. Stage Two
    a. At the second stage, Proposer(s) will be invited to an interview/presentation before the Review Panel.
    b. The interview criteria will be based on the content within the proposal. The Review Panel reserves the right to modify the criteria during this process.
    c. If modifications to the interview criteria occurs, each Proposer being interviewed will be notified at least twenty-four (24) hours prior to the interview.
3. Selection
    a. Based on the scoring of Stage One and the interview/presentation of Stage Two, the Review Panel will recommend one Proposer and forward that recommendation to the City Manager.
    b. The City Manager will make the final selection.

VI. Submittal Requirements

The proposals must be delivered and any clarifying questions as they pertain to the proposal must be done in the manner and time specified in this section.

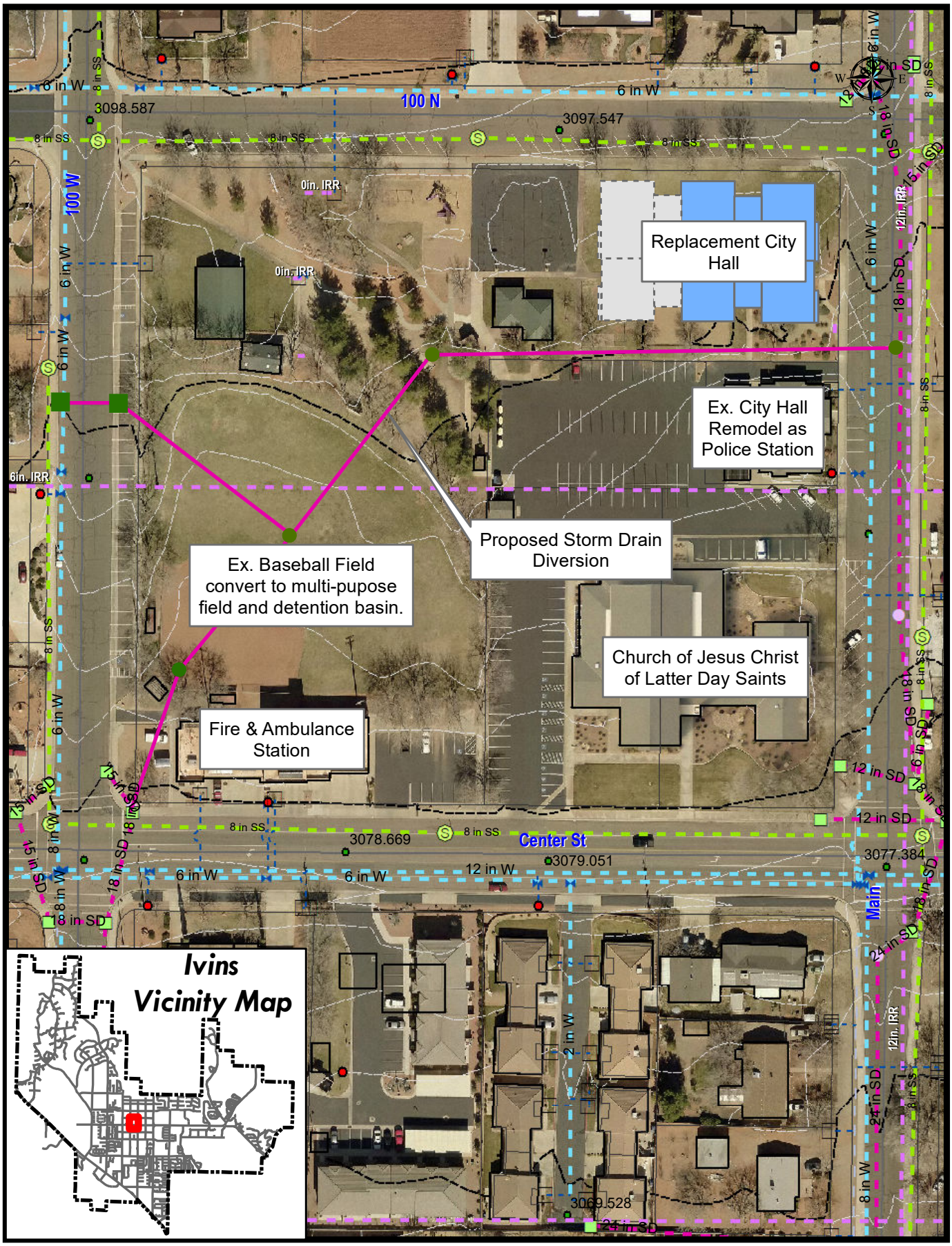
1. Electronic Submittal
    a. Proposals must be submitted by Wednesday, September 11th, by 5:00 p.m.
    b. Proposals are to be submitted electronically, in Portable Document Format (PDF).
    c. Proposals are to be submitted to Tom Jorgensen, tjorgensen@ivins.com.
2. Requests for Clarification or Additional Information
    a. All requests for clarification or additional information regarding this RFP must be submitted in writing to Tom Jorgensen, tjorgensen@ivins.com.
    b. All requests must be made no later than Wednesday, September 4th, by 5:00 p.m.
    c. The City will endeavor to respond to such requests for clarification or additional information. If the City deems that such response is of general applicability, the response will be delivered to the RFP holders list.

The City reserves the right to award the contract to the highest ranked firm without further consideration or discussion. **The City reserves the right to reject any and all proposals received.**

VII. Schedule Summary

Announcements/Advertised Dates	Sunday, August 18th, 2019 Sunday, August 25th, 2019
Last Day to Submit Request for Clarifications	Wednesday, September 4th, 2019 by 5:00 p.m.
Proposals Due	Wednesday, September 11th, 2019 by 5:00 p.m.
Review Panel Review of Proposals (Stage 1)	Thursday, September 12th through Wednesday, September 18th, 2019
Announcement of Short Lists	Thursday, September 19th, 2019
Short List Interviews/Presentations (Stage 2)	Thursday, October 3rd, 2019
Selection of Preferred Architect	Thursday, October 17th, 2019
Approval of Professional Service Agreement	Friday, October 18th, 2019
Start of Design Process	Monday, October 21st, 2019
Selection of Preferred CM/GC	Approx. Monday, November 25th, 2019
Completion of Design Process	Monday, June 15th, 2020

APPENDIX A –
CONCEPTUAL SITE PLAN



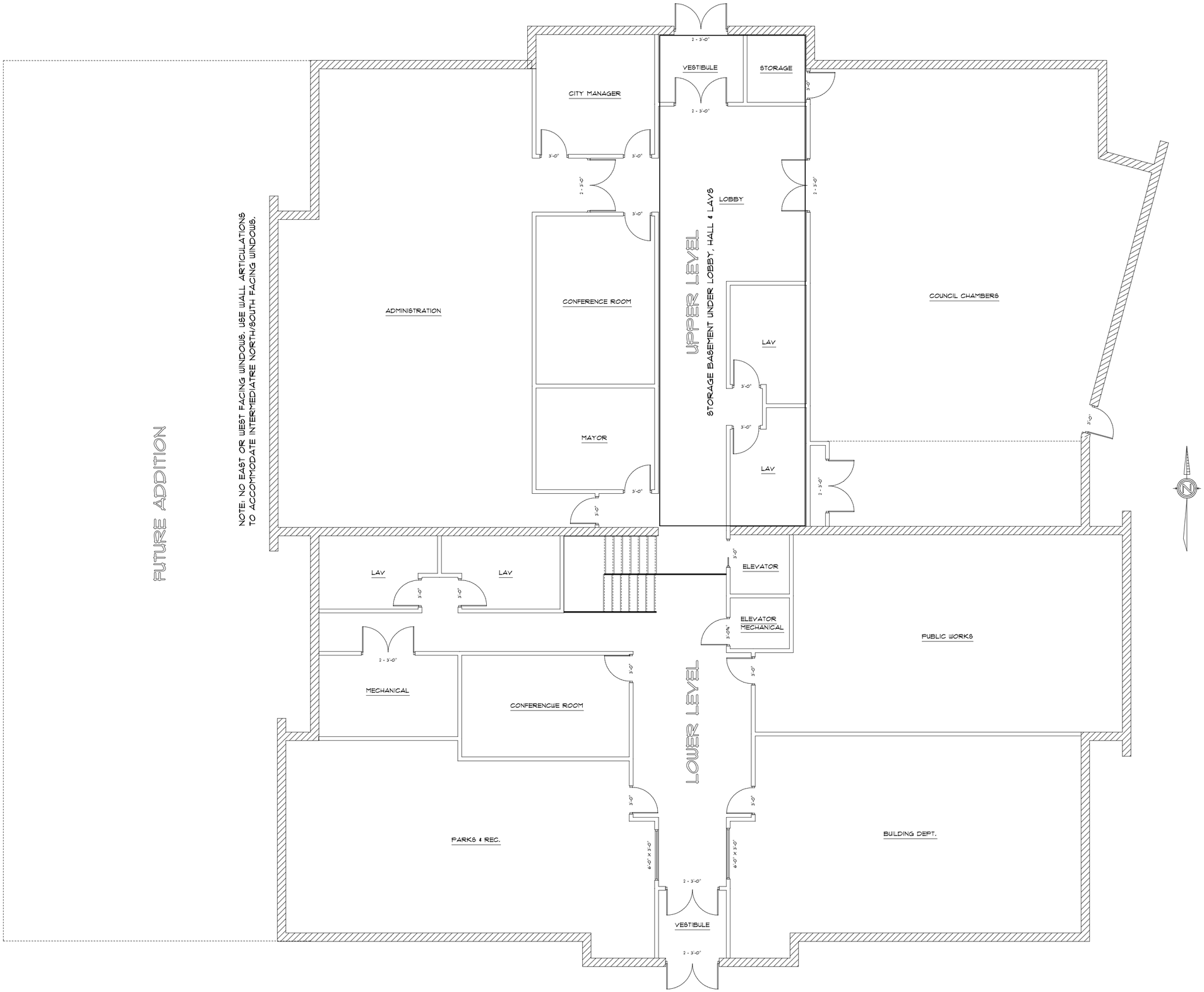
RFP Appendix A: Conceptual Plan
Replacement City Hall,
City Park Reconfiguration

IVINS CITY UTAH

Public Works Department
GIS Mapping
(435) 634-0689
Date: 6/25/2019

0 20 40 80 120 160 Feet
1 inch = 110 feet

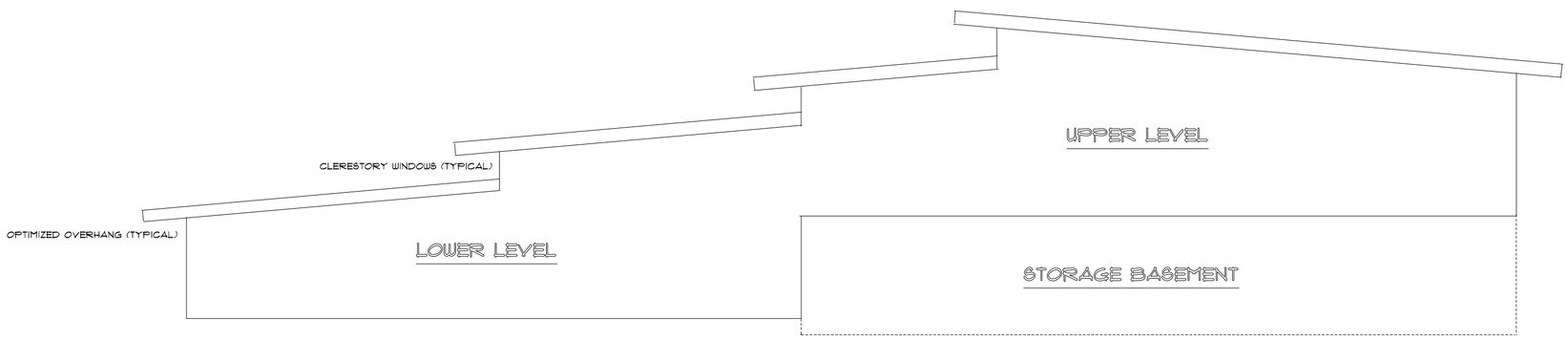
APPENDIX B –
CONCEPTUAL FLOOR PLAN

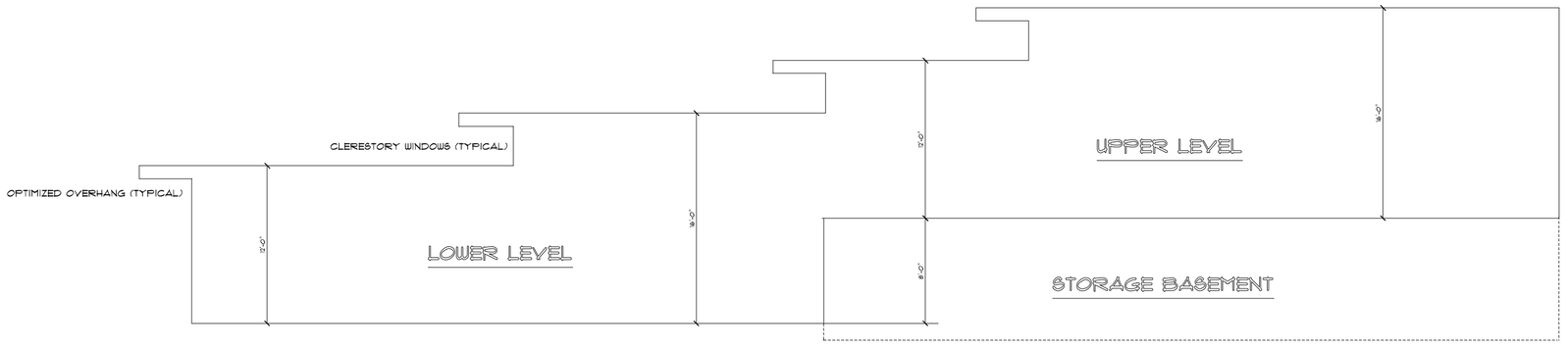


IVINS CITY REPLACEMENT CITY HALL

CONCEPTUAL FLOOR PLAN

UPPER LEVEL - 5,656 SQ. FT.
LOWER LEVEL - 4,696 SQ. FT.
SCALE 1/8" = 1'-0"





IVINS CITY REPLACEMENT CITY HALL

CONCEPTUAL PASSIVE SOLAR CROSS SECTIONS

SCALE 1/8" = 1'-0"



CITY HALL REPLACEMENT
EXISTING CITY HALL REMODEL into LAW ENFORCEMENT BUILDING+CITY PARK MODIFICATIONS

Architectural Design & Engineering Services
for Ivins City, Utah
September 11, 2019

VCBO
ARCHITECTURE

VCBO
ARCHITECTURE

PRINCIPALS
Niels E. Valentiner, AIA
Brent R. Tippets, AIA
Jeanne Jackson, FAIA
Derek T. Payne, AIA
Vern Latham, AIA
Jeffery L. Pinegar, AIA
David S. Cox, AIA
Celestia R. Carson, AIA
Alex Booth, AIA
Nathan H. Leavitt, AIA

ASSOCIATE PRINCIPALS
Whitney M. Ward, AIA
Philip M. Haderlie, AIA
Julia Oderda, AIA
Marilee Smith, NCIDQ
Larry Orton, Jr., AIA

ASSOCIATES
Karen M. Ferguson
Dan Hagerman, AIA, CCS
Breanna Bonsavage, AIA
Todd Braun
Brian Peterson
Joseph Voitehovich
Michael Rail, AIA
Coreen Crouch, NCIDQ
Carlos Liñan
Michael Ririe

DIR. OF OPERATIONS
Melissa Wood

CONTROLLER
Elizabeth Stincelli, DM

PRINCIPAL EMERITUS
Steve Crane, FAIA
Peter R. Brunjes, AIA
Sean Onyon, AIA
Boyd McAllister, AIA

Tom Jorgensen
Assistant Public Works Director of Administration
55 N. Main
Ivins, UT 84738

RE: A / E Services to Design a Replacement City Hall, Remodel of Existing City Hall into a Law Enforcement Building & City Park Modifications

Dear Selection Committee,

It is with great pleasure that we submit our qualifications for your upcoming civic projects. VCBO understands the importance that such projects hold, not only to the people that work within these spaces but to the entire city of Ivins for decades to come. Our team is enthusiastic about your vision for these buildings and City Park and would be honored to partner with you to bring your goals to reality.

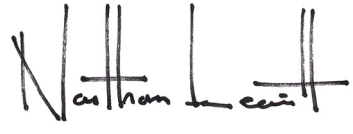
We feel the team we have assembled is uniquely qualified to take on this task. This team nearly exclusively works with governmental clients and thus understands not only the specific requirements of these building types, but the pressures and challenges elected officials and city staff experience during projects such as these. VCBO has a great deal of experience helping city officials communicate with their communities and craft a message of functional need, thoughtful planning and fiscal responsibility. **We invite you to look closely at our project sheets, showing very similar projects undertaken in the cities of Syracuse and Bountiful.**

It is clear to us after reading your RFP that Ivins City possesses a strong desire to be sustainable. We find the depth of your knowledge impressive, and we stand ready to lead you through the many decisions in front of you on your path to a LEED Platinum and Net Zero facility. Our team has successfully completed many LEED projects and several Zero Energy buildings, including one of the few buildings in the state that produces all of its energy on-site. Furthermore, our team has experience with both SIP construction and ICF buildings and looks forward to using materials such as these in a civic context.

As you read the remainder of this proposal, I hope you gain a sense of our sincere passion for civic architecture, sustainable design and our desire to be a part of your exciting projects. VCBO has served clients in and around the Washington County area for more than 35 years. With the recent addition of our Washington County office, located in downtown St. George, we feel that we are now more than ever positioned to serve the communities of Southern Utah.

We look forward to the opportunity of working with you.

Sincerely,



Nathan Leavitt, AIA
Principal in Charge

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Proposed Project Team Organization & Qualifications

Experience and Qualifications

VCBO Architecture brings to your project an extensive depth of knowledge in municipal architecture with experience ranging from $100,000 shade structures to $70 million dollar courthouses. We bring our enthusiasm and attention to detail to every project we undertake.

VCBO's Principal in Charge, **Nathan Leavitt**, has spent the past 21 years at VCBO working nearly exclusively with City, County, State and University clients. He brings with him an understanding of the importance and stature a civic structure must convey, and the knowledge that city officials are entrusting their project, reputation and legacy to the efforts of VCBO. Nathan's primary goal is to be certain that your expectations are exceeded, budgets are met and that Ivins City is left with a project that is dignified, functional, sustainable, durable and above all loved by the community.

One of the key components of any successful project is exceptional communication. This factor is only heightened when working for an entity that is ultimately responsible for the use of public funds. One of our very first tasks is to establish a clear communication plan. This plan outlines the basic types of communication needed, their frequency, the method used and the parties involved. Based in our St. George office, **Tyler Froelich**, VCBO's project manager, will be the primary contact with the city's project leader.

Communicating with the citizens of Ivins is just as important. VCBO brings a great deal of experience with effectively crafting public events and social media releases that target the message the city leaders deem to be most important. **Whitney Ward** has led many such efforts, and as VCBO's communication and outreach specialist will be involved with strategizing means and methods of public outreach.

Whitney is also VCBO's sustainability leader. She has been involved in the planning and implementation of nearly all of VCBO's LEED projects and all of our Zero Energy buildings. Her experience includes authoring the State of Utah's High Performance Building Standard, a sustainability standard that all state constructed facilities must comply with.

Nancy McKendrick is our proposed interior designer. We are very pleased to offer you her 30 years of interior design experience. She brings to the team her expertise in programming, space planning, sustainable material selection and the planning and procuring of commercial office furniture.



Weber State University Public Safety Building

LEED Designs

The new Ivins City Hall, Law Enforcement Renovation and City Park projects all have unique sustainability opportunities and challenges. Having completed both LEED Platinum and Net Zero Energy projects, we know that while these work together, they do have unique system requirements and investment strategies. For example, a number of LEED credits are associated with site selection, location and alternative transportation. Net Zero Energy places the focus on energy conservation and generation. We are excited to work with you to determine the appropriate approach and needs for your projects and set achievable goals for each of the three elements of the project.



Local ICF project

ZERO ENERGY

- Odyssey Elementary School (Davis School District)
- Kay's Creek Elementary School (Davis School District)
- Canyon Creek Elementary School (Davis School District)

PLATINUM

- Meldrum Science Center (Westminster)
- SJ Quinney College of Law (UofU)

GOLD

- Data Center (UofU)
- Ogden Juvenile Courthouse
- Old Mill Corporate Center 4
- Salt Lake Clinic (Intermountain Healthcare)
- Odyssey Elementary School - Net Zero Certified (DSD)
- Provo Power
- Traci Hall Science Center (Weber State University)

SILVER

- Alta Wildcat Base Building
- Eccles Football Center (UofU)
- Eccles Health Science Education Building (UofU)
- EMC Corporate Office Building
- Holland Centennial Commons (DSU)
- Lehi Clinic (Intermountain Healthcare)
- Logan Budge Clinic (Intermountain Healthcare)
- Park City High School (PCSD)
- Regional Campus Distance Education (USU)
- Select Health Office Building
- Thanksgiving Point Office Building
- Thatcher Addition for BioChemical (UofU)
- View 8 Office Building
- Vivint Office Building
- Wayne Estes Training Center (USU)
- Logan Budge Clinic (Intermountain Healthcare)
- Lehi Station Office Building
- View 8 Office Building

Municipal Designs

Many of our projects are public projects. We specialize in working for state and local municipalities, where the public interest is of consideration. We understand the complexity of designing facilities that are noble in their cause and function yet humble in their expense. Our portfolio of public projects include Public Safety, Emergency Services and City Halls. Differentiators in our designs include creating spaces that provide clear wayfinding, safety, privacy and durability. Sustainability and energy efficiency are paramount; natural daylighting along with user comfort are integral to the public project undertaking. **Our public projects include:**

11 Courthouse Security Evaluations
Apache Junction Multi-generational / Recreation Center *
Arches Visitor Center
Bullfrog Fire Station
Bullfrog Jail
Bullfrog Visitor's Center
Cedar City Towne Center & Heritage Center
City of Pleasant Grove
Davis County Courthouse Consolidation Evaluation
Hite Fire Station
Jordan Technical Center, Phase I, II, III
Logan First District Courthouse
Miscellaneous Courthouse Security Evaluations
Navajo Nation Supreme Court
Pinion Public Safety Complex
Pleasant Grove Civic Center
Provo Fourth District Courthouse †
Provo Power Facilities *
Provo Community Recreation Center
Salt Lake City & County Building Restoration
Salt Lake City Courts Complex Master Plan
Salt Lake City Courts Consolidation
Salt Lake City Library
South Salt Lake City Hall
South Weber Fire Station
St. George Fifth District Courthouse †
Syracuse Civic Center and Court
Syracuse Fire Station
Third District Juvenile Courthouse *
Tooele Third District Court Feasibility Study
United States Courts Complex Parking
Utah State Capitol Restoration
Utah State Courts Design Standards 2011 - Statewide
Utah State Courts Security Upgrades - American Fork, Farmington, Layton, Logan, Matheson Courthouse, Vernal
Utah Statewide Courts Prototype 2000
Utah Winter Sports Park - Day Lodge, Ski Jump Center
Wahweap Emergency Response & Detention Facility
Wahweap Fire Station
Weber State University Public Safety Building †
West Valley City Police Sub Station
West Wendover Civic & Justice Center



Provo Fourth District Courthouse



Provo Power Facility

* LEED certified ø Net Zero † State of Utah High Performance Building Standard

Organizational Chart

IVINS CITY UTAH



Nathan Leavitt
Principal in Charge

availabil- 25%



Tyler Froelich
Project Manager

availabil- 95%



Whitney Ward
Sustainability Coordinator & Community Outreach

availabil- 30%



Nancy McKendrick
Interior Designer & Furniture Acquisition Coordinator

availabil- 50%

Mechanical
VBFA
Ladd Birch

Electrical
BNA
Ian Madison

Structural
BHB
Chris Hofheins

Civil
ALPHA
Jared Madsen

Landscape
ARCSITIO
Steve Gilbert

Cost
CONSTRUCTION CONTROL
Kris Larson



Nathan Leavitt, AIA

PRINCIPAL IN CHARGE

VCBO ARCHITECTURE

NATHAN LEAVITT has been with VCBO Architecture since 1998 and has over 15 years of project management experience. He has extensive knowledge of a wide spectrum of building types, from large and complex buildings such as public libraries and State courthouses to small tenant improvements. Nathan applies his attention to detail to every project he works on. Teamwork and communication with owners and contractors allows him to effectively solve design challenges. Nathan has guided many award winning projects from schematic sketches to successful completion.

Education

B.Arch Southern Polytechnic University

Selected Experience

Bountiful City Hall & City Park Bountiful, UT
Provo City Hall & Public Safety Campus Provo, UT
Provo Power Campus Provo, UT *
Weber State University Public Safety Building Ogden, UT †
Ogden Second District Juvenile Courthouse Ogden, UT *
St. George Fifth District Courthouse St. George, UT †
Syracuse City Hall Syracuse, UT
The City Library SLC, UT
Provo Fourth District Courthouse Provo, UT †
Piñon Arizona Police & Justice Center Piñon, AZ
State of Utah Capitol Hill North Office Building SLC, UT †
Syracuse City Police Station Syracuse, UT
West Valley City Police Substation West Valley City, UT
Orderville High School Gymnasium Expansion Orderville, UT
Kanab Middle School Kanab, UT



Tyler Froelich, AIA

PROJECT MANAGER

VCBO ARCHITECTURE

TYLER FROELICH is an Architect at VCBO St George. In his time at VCBO he has worked on projects of varying size and complexity, from the beginning of programming to construction completion. Throughout the design process, Tyler works hard to ensure the client is satisfied with their involvement and utilizes different forms of representation, including 3D panoramic renderings to help the client better visualize the design and to aid in making clear, informed decisions. As a project manager, Tyler understands the importance of straightforward communication, effective teamwork and a high level of care and attention to detail, regardless of project size.

Education

B.Arch The Cooper Union

Selected Experience

Dixie State University Trailblazer Stadium Turf, Track & East Grandstands St. George, UT
Dixie State University Trailblazer Stadium West Grandstands / Pressbox Programming St. George, UT
Dixie State University Science, Engineering & Technology Building St. George, UT Snow College Graham Science Center Ephraim, UT
University of Utah Football Practice Field & Facilities Relocation SLC, UT
Utah State University Life Sciences Building Logan, UT

* LEED certified ø Net Zero † State of Utah High Performance Building Standard



Whitney Ward, AIA, LEED$^{AP, BD+C}$

SUSTAINABILITY COORDINATOR & COMMUNITY OUTREACH

VCBO ARCHITECTURE

WHITNEY WARD is an Associate Principal at VCBO Architecture and has been with the firm since 2007. She has extensive experience in programming, facility planning, and community master planning and is a community outreach advocate. Whitney embraces a holistic design approach that ensures that functionality, flexibility, and durability are at the forefront of the projects that she works on. Whitney is an advocate for sustainable design and provides expertise in the planning, design and documentation process for sustainable buildings.

Education

BS Environmental Design University of Utah
Master of Architecture Montana State University
Master of Real Estate & Development Montana State University

Selected Experience

Ogden Second District Juvenile Courthouse Ogden, UT *
Provo Fourth District Courthouse Provo, UT †
Odyssey Elementary School Woods Cross, UT ø *
Dixie State University Holland Centennial Commons St. George, UT *
Multi-Agency State Government Office Building SLC, UT
University of Utah S.J. Quinney College of Law SLC, UT *
Westminster College Meldrum Science Center SLC, UT *
Old Mill Corporate Offices Phase IV Cottonwood Heights, UT *
Provo City Power Facilities Provo, UT *
Kay's Creek Elementary School Kaysville, UT ø *
Canyon Creek Elementary School Farmington, UT ø *



Nancy McKendrick

INTERIOR DESIGNER & FURNITURE ACQUISITION COORDINATOR

VCBO ARCHITECTURE

NANCY MCKENDRICK is an award winning designer with a plethora of project experience, including but not limited to the following: corporate, healthcare, hospitality and educational. She is extensively versed in remodeling and phasing projects to keep units up and running during remodels. She is a veteran space planner, scheduler, designer and is skilled at keeping projects within budget. Nancy does what it takes to get the job done right, even if it does not quite fit the project description, and is a creative problem solver. She has experience working in all phases of design. She treats every project uniquely as there is no such thing as two identical projects. This philosophy allows her to create unique designs for each client.

Education

BS Interior Design Utah State University

Selected Experience

Salt Lake County Central City Community Center SLC, UT
Salt Lake County Criminal Justice Services, Program & Master Plan Study SLC, UT
Dimple Dell Recreation Center Addition Sandy, UT
Salt Lake County District Attorney Office Program and Site Studies SLC, UT
Draper Library Program Draper, UT
Salt Lake County Fleet Division Program SLC, UT
Salt Lake County South Main Health Center SLC, UT *
Parsons Behle & Latimer - Multiple Projects Utah
Provo Fourth District Courthouse Provo, UT †
University of Utah S.J. Quinney College of Law SLC, UT *
EMC Corporate Office Building Draper, UT *

* LEED certified ø Net Zero † State of Utah High Performance Building Standard



Ladd Birch, PE

MECHANICAL ENGINEER

VBFA

LADD BIRCH is a licensed professional engineer with over fifteen years of relevant experience. He has designed office buildings, tenant finishes, schools, hospitals, auditoriums and correctional facilities. Ladd has specific experience in the design of plumbing systems, HVAC systems, fan room equipment, boiler room equipment, duct work design and rooftop unit equipment. Ladd Birch will be the main contact and have responsibility for the design and all construction period services from VBFA's St. George Office.

Education

BS Mechanical Engineering University of Utah

Selected Experience

Vernal City Hall and Courthouse Vernal, UT *
Dixie Technical College St. George, UT †
San Juan County Health Clinic Blanding, UT *
Escalante Senior Center Escalante, UT *
Washington County School District Multiple Schools †
Best Friends Whole Health Veterinary Clinic Kanab, UT
Boulder City Hall Boulder, CO
Carbon County Administration Building Price, UT
Carbon County Senior Center Price, UT
Dixie Area Detention Center Hurricane, UT
Kane County Sheriff's Complex Kanab, UT



Ian Madison, PE

ELECTRICAL ENGINEER

BNA

IAN MADISON is a principal at BNA who specializes in fire alarm, utility coordination and construction administration through electrical engineering. He is proud to collaborate heavily on sustainable designs that will meet the client's needs for years to come. He enjoys working on-site, learning how the design concepts are implemented in the field and taking that knowledge back to inform his future designs and recommendations. Ian will lead the electrical design from BNA's St. George office.

Education

BS Electrical Engineering Technology Weber State University

Selected Experience

Tuacahn Amphitheatre Actor Housing Ivins, UT
Southern Utah University Shakespeare Theatre Cedar City, UT
Dixie State College Jennings Building Remodel St. George, UT
Southern Utah University PE Building, Second Floor Remodel St. George, UT
WCSD Hurricane High School Renovation Hurricane, UT
WCSD Hurricane Elementary School Hurricane, UT
Grand Lodge at Brian Head Brian Head, UT
Village Center - Teton Village Jackson, WY
Washington City Police Station Washington, UT

* LEED certified ø Net Zero † State of Utah High Performance Building Standard



Chris Hofheins, PE

STRUCTURAL ENGINEER

BHB

CHRIS HOFHEINS, BHB's co-founder and President, has 20 years of structural engineering experience. He gives clients peace of mind through comprehensive and responsive service and has a reputation for his innovative solutions. Chris will serve as the structural engineer of record and will ensure project needs and goals are understood and met. Chris will oversee structural design and production of contract bid documents, coordinate drawings, provide engineering review and value engineering services on the project.

Education

BS Civil Engineering University of Utah
MS Structural Engineering University of Utah
MBA Brigham Young University

Selected Experience

Santa Clara City Hall Santa Clara, UT
Highland City Hall Highland, UT
Farmington City Hall Farmington, UT
Nibley City Hall Nibley, UT
Bluffdale City Hall Bluffdale, UT
South Jordan City Hall Remodel South Jordan, UT
Clearfield Public Works Clearfield, UT
Farmington Police Station Farmington, UT
Lehi Police Station Mezzanine Lehi, UT
Tooele Police Station Tooele, UT
Saratoga Springs Police Station / Courts Saratoga Springs, UT



Jared Madsen, PE

CIVIL ENGINEER

ALPHA

JARED MADSEN has worked as a civil engineer with Alpha Engineering since 2007. He has designed and managed both small and large development projects, and has worked with private and public developers for both residential and commercial projects in southern Utah. He is proficient in the latest computer-aided drafting and GIS software programs including AutoCAD Civil 3D and ArcMap. Jared believes in working closely with his clients throughout the entire development process, ensuring needs and desires are being effectively communicated, met and executed.

Education

BS Civil & Environmental Engineering Utah State University

Selected Experience

Ivins VA Hospital Ivins, UT
Dixie State University Science, Engineering & Technology Building (Under Design) St. George, UT
Dixie State University Human Performance Building St. George, UT
Dixie State University Campus Master Plan (2016) St. George, UT
Dixie State University New Student Housing St. George, UT
Dixie State University Holland Centennial Commons St. George, UT
Southern Utah University Academic Building (Under Design) Cedar City, UT
Southern Utah University Geoscience Building Cedar City, UT
Southern Utah University Business Building Cedar City, UT
Washington County School District Millcreek High School Addition St. George, UT
Washington County School District Aspen Estates Elementary School St. George, UT
Washington County School District Sage Meadows Elementary School St. George, UT
Washington County School District Legacy Elementary School St. George, UT



Steven Gilbert

LANDSCAPE

ARCSITIO DESIGN

STEVEN GILBERT is a visionary leader specializing in campus, civic and commercial facilities, parks, open space planning, and residential design. He has a keen sense of melding aesthetics and project installation to create timeless places. Steve's creative problem solving approach to landscape architecture is explorative and focuses on bringing art to the landscape from the design stages throughout the built-environment.

Education

B. Landscape Architecture and Environmental Planning Utah State University

Selected Experience

Dixie State University Holland Centennial Commons St. George, UT
Utah Valley Hospital Transformation Provo, UT
FBI Western Headquarters SLC, UT
Homeless Resource Centers SLC, UT
Midvale Senior Center Midvale, UT
Overstock Corporate Campus Midvale, UT
Weber State University Public Safety Building Ogden, UT
Westminster College Commons Plaza SLC, UT
Adobe Campus Lehi, UT
University of Utah S.J. Quinney College of Law SLC, UT *
Provo Fourth District Courthouse Provo, UT †
Ogden Second District Juvenile Courthouse Ogden, UT *
Provo Power Campus Provo, UT *



Kris Larson

COST CONTROL

CONSTRUCTION CONTROL CORP.

KRIS LARSON had efficiently created accurate project estimates for projects located throughout the United States. He accurately estimates projects at all stages of design including: program, conceptual, schematic, design, development, construction and documentation. Kris estimates current costs for Cost Segregation studies used for component depreciation. Kris also estimates all building systems, including mechanical and electrical.

Education

B.S. Economics University of Utah

Selected Experience

Bountiful City Hall Bountiful, UT
Centerville City Hall Remodel Centerville, UT
South Jordan City Police & Fire South Jordan, UT
Moab Public Works Department Moab, UT
South Jordan Annex Building South Jordan, UT
Sandy City - PW Remodel Sandy, UT
West Valley City Office Towers West Valley, UT
West Valley City Police Headquarters West Valley, UT
West Valley City Fire Station West Valley, UT
West Valley City Office Building West Valley, UT
South Jordan City Civic Center South Jordan, UT
Provo City Center Phase 1 Provo, UT
American Fork Courts Upgrades American Fork, UT
Logan Courthouse Security Upgrade Logan, UT

* LEED certified ø Net Zero † State of Utah High Performance Building Standard

Responsiveness & Past Performance

Regional Experience

Commerce Point Office
DSU 2016 Campus Master Plan
DSC College Campus Master Plan 2006
DSU Clock Tower
DSU Jeffery R. Holland Centennial Commons Building
DSU Science, Engineering and Technology Building
DSU Taylor Health Sciences Building
DSU Trailblazer Stadium
Family Health Clinic
Fort Pierce Manufacturing Facility
George Washington Academy
JMI Office Interiors
KCSD Kanab Middle School
KCSD Orderville High School Gymnasium
Mesquite Recreation Center
River Road Clinic Remodel
SkyWest Corporate Office
Southwest Spine and Pain Center
St. George Fifth District Courthouse
St George Village Square Office Bldg.
SUIP Revere Health
Sunset Corners Shopping Mall
Vista Academy
Village Bank St. George
Washington County Youth Center
WCSD Hildale CTE Building


St. George Fifth District Courthouse


SUIP Revere Health Clinic


Dixie State University
Holland Centennial Commons


Dixie State University
Health Sciences Building


Southern Utah University
Eccles Stadium


Dixie State University
Trailblazer Stadium

Syracuse City Hall Syracuse City

SYRACUSE, UT



The City Offices building consolidates a number of key services under one roof including the City Courts, Administration, Planning, Development, Utilities and even a Post Office. Residents can take care of several tasks in one efficient stop. The facility utilizes transparent interior walls to integrate the variety of functions and create an ambiance of connectivity and openness. Visual signage is large, simple and easy to see, eliminating confusion for visitors and minimizing the needs for administration to constantly answer requests for direction. The building's exterior presents a zinc panel and brick facade, with simple lines and a classic look that reflects the young, vibrant community it serves.

size
26,298 SF

construction cost
$5 M

completed
2008

client reference
Rodger Worthen
Former City Manager
801.614.9626

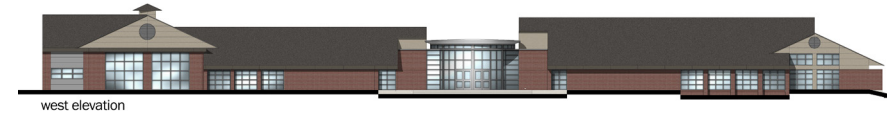
special features
city council / courtroom chambers
enhanced AV tech

change order history
$23,607

team members involved
Nathan Leavitt

Syracuse Police Station Syracuse City

SYRACUSE, UT



west elevation



The Syracuse City police station previously shared a building with their City Hall. Constructing a new City Hall on an adjacent site allowed the police department to take over the entire existing building. VCBO designed a retrofit of the whole building including constructing a new central entryway lobby element. The resulting 14,000 square foot facility provided much needed office space, patrol and detective areas, a courtroom and greatly increased the security and function of the building. By utilizing an existing structure, Syracuse City was able to economically achieve a facility that would not have otherwise been possible.

size
14,000 SF

construction cost
$1.4 M

completed
2008

client reference
Rodger Worthen
Former City Manager
801.614.9626

special features
reuse of existing city hall

change order history
$18,000

team members involved
Nathan Leavitt

Bountiful City Downtown Plaza Bountiful City

BOUNTIFUL, UT



Bountiful City is creating a community plaza in the heart of downtown. This plaza has been designed as a year-round destination for the community. Key features of the plaza include a unique water feature with a stream and cascading fountain for summertime fun, an ice ribbon that serves the community in the winter and is a great big-wheel course in the summer and a small stage for community events. The site was zoned to accommodate food truck events, farmer's markets, community festivals movies in the park and local arts events.

size
N / A

construction cost
$4 M

anticipated completion
2019

client reference
Gary Hill
City Manager
801.298.6410
ghill@bountifulutah.gov

special features
outdoor ice cibbon
stage
concessions

change order history
TBD - under construction

team members involved
Nathan Leavitt
Whitney Ward

Holladay City Downtown Plaza Holladay City

HOLLADAY, UT



ArcSitio Design provided Master Planning through Construction Administration services for UDOT and Holladay City to create a sense-of-place for this mixed-use development in Holladay's downtown. The central plaza, in the heart of downtown Holladay, serves as a gathering place for civic, public and commercial uses such as the annual Christmas Tree Lighting, Harvest Moon Festival and the Fourth of July Festival and Fireworks. ArcSitio Design provided construction documents for the plaza and streetscape, including site amenities, planting, irrigation, layout and grading for the plaza.

size
N / A

construction cost
$4.1 M

completed
2011

client reference
Paul Allred
Holladay City Planner
801.527.3890
p.allred@cityofholladay.com

special features
smart irrigation controller
custom site furnishings and lighting
w/ city logo

change order history
$0

team members involved
Steven Gilbert

Public Safety Building Weber State University

OGDEN, UT



The new public safety building for Weber State University is functional, efficient and attractive. The new facility provides work and collaboration facilities for the campus police and parking services divisions, as well as fleet management. The facility allows for optimal functionality for the departments while effectively serving student needs. The new building has a shared lobby that allows students and visitors to approach both parking services and the police from a single entry. In addition, the parking services suite includes fleet management offices, allowing fleet management and parking services to consolidate reception and support spaces. The building also includes a campus emergency operations center, as well as shared conference and building support areas.

size
10,089 SF

construction cost
$3.1 M

completed
2014

client reference
Dane LeBlanc
WSU Police Chief
801.940.2735
dleblanc@weber.edu

special features
rooftop PV array
state of Utah high performance building standard

change order history
$30,000

team members involved
Nathan Leavitt
Whitney Ward

Provo Power Facility Provo City

PROVO, UT



The building interiors are be open, inviting and collaborative. Special attention has been paid to ensuring that staff work stations both meet the ongoing needs of the position while encouraging interaction and collaboration within the departments. Open work stations with access to private telephone rooms and ample collaboration and meeting spaces have been integrated into the building design. Although there is a reduction in enclosed offices, the open layout will provide flexibility to meet future and unknown space needs. The transfer of area away from private offices have also allowed for additional space that will be dedicated to break rooms, locker areas and other amenity spaces for the staff to enjoy.

size
52,143 SF

construction cost
$15.8 M

completed
2016

client reference
Scott Bunker

Assistant Power Director
801.852.6804
sbunker@provo.org

special features
LEED gold
PV array sheltered parking
appropriate window-to-wall ratio
high performance envelope

change order history
$46,000

team members involved
Nathan Leavitt
Whitney Ward

West Wendover City Hall & Police Station West Wendover City

WEST WENDOVER, NV



The West Wendover City Hall and Fire Station was programmed and designed for the City after gathering of specific information from each department regarding their unique needs. Existing City facilities evaluated and / or planned for development include: City Hall, the Police and Fire Departments, the Justice Court, the library, an arts center and public use multi-purpose indoor spaces. The City Hall features council chambers, administration spaces, courts, conference rooms, and police administration and meeting rooms. The fire station includes five engine bays, offices, a training room,and an unfinished space planned to house sleeping quarters in the future.

size
22,000 SF

construction cost
$4 M

completed
2009

client reference
Chris Melville
Director of Community Development
775.664.3081
cmelville@westwendover.com

special features
council chambers / courts
five engine bays
training room
future sleeping quarters

change order history
$32,000

team members involved
Nathan Leavitt

St. George Fifth District Courthouse DFCM

ST. GEORGE, UT



The flexible plan design of this facility includes eight courtrooms with the ability to expand to sixteen courtrooms in the future. The courthouse design incorporates best-of-breed security and technology features appropriate to the function of today's courts, while accommodating the traditional flavor of the local architecture unique to the St. George area and its red sandstone setting. The exterior façade of the courthouse melds seamlessly into the Tabernacle Street Plaza, preserving existing trees and offering visitors an attractive destination with all the latest in courthouse amenities.

size
95,543 SF

construction cost
$25.1 M

completed
2009

client reference
Alyn Lunceford
Former Facilities Director
801.979.9773

special features
state of Utah high performance building standard
direct / indirect evaporative HVAC

change order history
$83,000

team members involved
Nathan Leavitt
Whitney Ward

Provo City Hall, Police, & Fire Provo City

PROVO, UT



The new Provo City Hall and Public Safety building will replace an aging 40 year old facility and will form a new civic hub and gateway to the downtown core. The 162,000 square foot structure will house city administration departments, city council chambers, mayor's office, customer service, emergency dispatch, E.O.C., police department functions and fire department administration. The building is to be positioned on the central downtown transportation artery and will be anchored to the urban grid via a civic entry plaza. The city of Provo has high sustainability aspirations and has set a goal of achieving a Net Zero Ready building. This facility is being positioned to be a functional, innovative, durable, resilient and sustainable city campus to serve Provo for decades to come.

size
162,000 SF

construction cost
$52 M

anticipated completion
2022

client reference
Michelle Kaufusi
Mayor
801.852.6105

special features
goal of Net Zero Ready

change order history
TBD - in design

team members involved
Nathan Leavitt
Whitney Ward

West Valley City Police Substation West Valley City

PROVO, UT



This substation extends the reach of the West Valley Police Department into the rapidly developing west side of the city. This small outpost houses office space for detectives, patrol officers and the Community Oriented Policing Program (C.O.P) and includes basic interview and detainee observation spaces. In addition, a divisible meeting room, accessible directly from the entry lobby, provides valuable officer training and community event space.

size
4,470 SF

construction cost
$1 M

anticipated completion
1998

client reference
Lance Blackwood
Former West Valley City Employee
801.963.3300

special features
training and community room
interview and observation rooms

change order history
$9,000

team members involved
Nathan Leavitt

Proposed Project Schedule

Given the information outlined in the RFP, we have developed the proposed schedule which is found on the following page. We have carefully reviewed our teams existing commitments and are confident that the time allotted is more than adequate to produce outstanding results. The proposed schedule is, by the nature of the RFP process, developed without any owner involvement. One of our first tasks will be seeking your input so that we can more fully meet your schedule expectations. VCBO is committed to our client's schedule goals. We pride ourselves on meeting owner deadlines and exceeding expectations.

Our proposed schedule divides the project design into three overall phases. The first phase encompasses the **Needs Assessment and Preliminary Design.** This phase includes many important meetings of which detailed minutes will be kept. At the end of this phase we will have developed a Needs Assessment document which will also include a **Program and Schematic Design** (SD) of the New City Hall, Police renovation and City Park. In this phase we propose the following meetings:

- Hold a Kick Off Meeting where we listen to your vision in detail, determine a communication plan and begin to establish an overall project schedule.
- Begin weekly meetings with the owner's steering committee. All project meetings will occur in Ivins at a location determined by the City with VCBO staff in attendance.
- Hold a Sustainability Work Shop where the LEED and Net Zero goals are established. The project engineers and energy modeler will be present for this discussion.
- Meet with building official, Fire Marshal and the necessary planning authorities.
- Assist in the Selection of a CM / GC. VCBO will assist and provide recommendations as needed.
- Meet with and present to the city council and the planning commission as needed to inform and distribute deliverables including the needs assessment, preliminary plans, proposed materials, cost estimates and 3D building massings.
- Help strategize and facilitate community outreach events and/or social media updates.

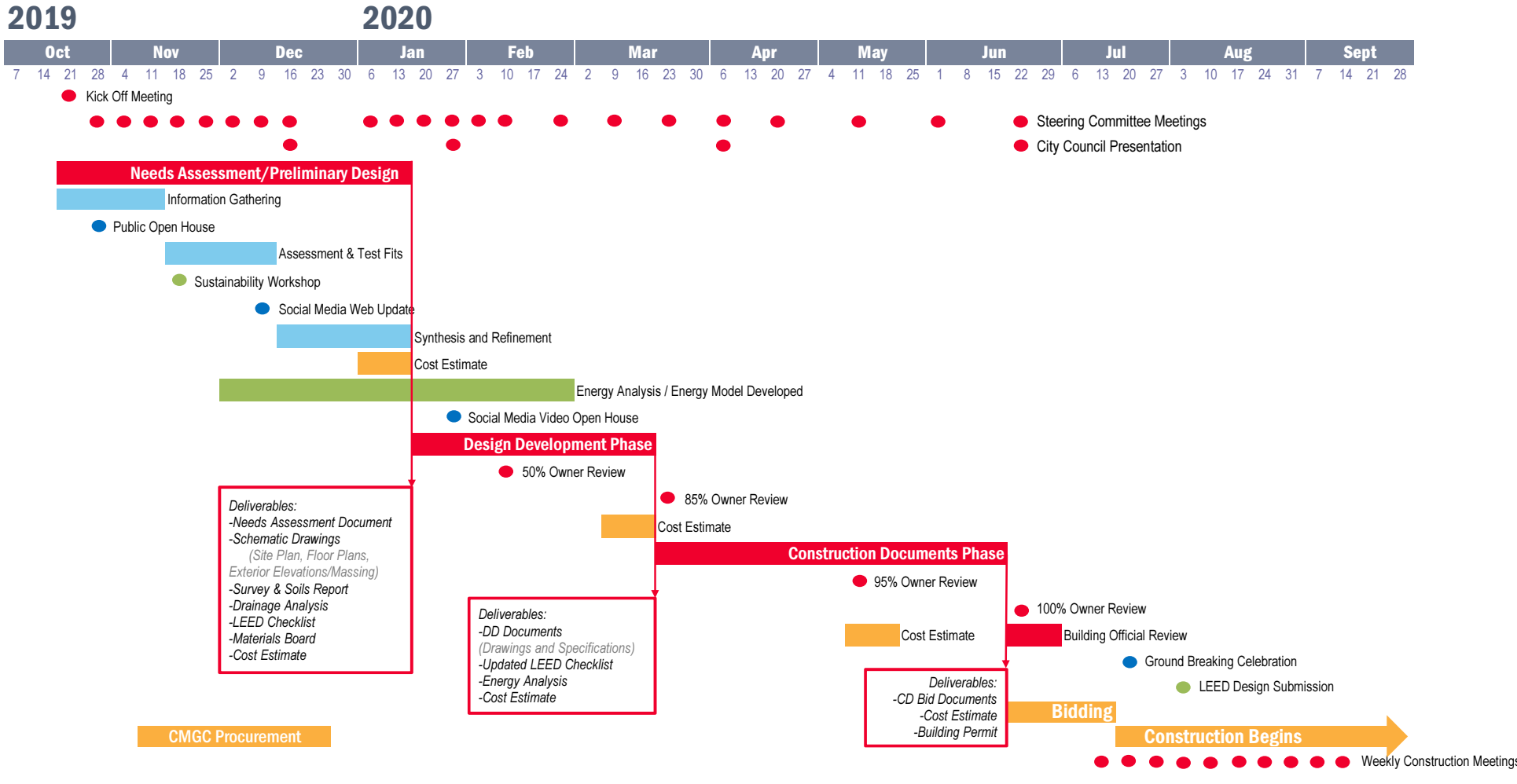
Design Development (DD) will comprise the second phase. This is a period where the design team focuses on developing the building and systems determined to be the most feasible. We foresee the following meetings:

- Weekly in-person meetings with the city's steering committee at a location chosen by the city.
- Meet with and present to the city council the status of the project.
- Meet with the chosen CM / GC to examine constructibility and test cost models.
- Help facilitate ongoing community outreach efforts.

The last phase is **Construction Documents** (CD). This is a period where the developed systems are fully detailed for bidding purposes. The following meetings are anticipated:

- Meetings with the owner's steering committee as needed.
- Meetings with building officials as needed as a part of their code review.
- Meet with and present to the city council the status of the project.
- Public ground breaking celebration

Project Schedule



Team Roles & Responsibilities

The Design Team

The VCBO team presented in this proposal, led by Nathan Leavitt and managed by Tyler Froelich, will be the primary design interface for the owner. This primary team is backed up by the resources of a 90 -person office. VCBO's valued employees are an immense resource that allows us to provide Ivins City with dedicated experts in sustainable design, public outreach, specification writing, interior design, signage design, graphic design, rendering and quality assurance. Our project manager will assure that the right personnel and consultants are brought to the table at the proper time so that design decisions can be made at the correct moment, minimizing the potential for wasted time and effort.

Working with a CM / GC

VCBO believes in the CM / GC method. We have worked extensively with contractors in this capacity and have seen effective CM / GC successfully control cost, plan for the unexpected and provide valuable construction insight at the onset of design. We fully support your choice of this procurement method and stand ready to help you select a quality contractor to fill this role and help you utilize their talents to the fullest. We believe a CM / GC ultimately brings great value to you as an owner.



Syracuse City Hall

Quality Control

VCBO's team knows that a smooth construction period begins with clean, clear and detailed construction documents. We not only take pride in our designs but work hard to provide a high-quality set of drawings that can be easily understood and enforced in the field. Before leaving our office, all drawing sets are checked by a dedicated QAQC staff member. We are proud that VCBO has a reputation of documentation excellence within the construction community.

The VCBO project staff follows a project from its inception, through the bidding process, past construction and on to the one year warranty walk-through ensuring the owner receives the very best. This staff continuity assures that the goals of the owner are achieved and the intent of the construction documents is understood.

Cost Control

It goes without saying; the project budget must be met. This can only take place in the current volatile construction market with a strategic approach to establishing, maintaining and measuring the costs. This approach needs to be implemented both during design as well as construction. Out of necessity, parameters have to be established and the budget will need to be monitored and enforced. A competent design team working with the CM / GC can maintain these parameters. Contingencies will also be created to deal with unforeseen conditions that may arise during bidding and construction. A strategic cost management approach can also offer the potential for value added features that will help to motivate the close management of the project budget.

Scope Control

We know that the balance between what a client wants, what a client can afford and the quality that a client expects can be a challenge to achieve. Setting priorities and goals up front in a project and adequately describing these goals to the cost estimators during design allows us to adjust the design early in the process so that high priority goals can be achieved. By checking costs often during the design process we are able to guide our clients through balancing scope, quality and budget.

High-Quality Deliverables

We understand that city officials need quality documents from which they can demonstrate due diligence has been paid to all the available options. VCBO has produced countless feasibility studies, master plans and facility programs which illustrate the process undertaken, the options considered and the reasoning behind final outcomes. These documents are further backed up with cost estimating to show that a project is fiscally responsible and achievable with the given funds. In addition, we also look very closely at future operational cost and return on investment, realizing that the lifetime cost of running these buildings far exceeds the initial cost to build them.

Community Support

We focus on gaining community support for each project, as we know that a civic facility will only be successful if the community is supportive and excited for the project. This stems from a clear understanding of the need for the project and benefits it will bring to the community both in the immediate and long-term. We have found that ongoing, positive interaction with the community helps bolster their perception of the project and provides a venue for questions to be answered. It also creates an open environment for dialogue to help the team understand the needs of the community, and vice versa.

To this end, we have a specialist dedicated to developing a positive image for and engaging with the community. Whitney Ward, our public relations specialist, excels at working with the community at public events to convey the progress and needs of the project in an effective manner. Whitney will ensure the project is attentive to community needs, and support is built through a well-thought-out public participation process. We will work with you to define the right public engagement process for Ivins City. We will employ the appropriate tools through this process to build and maintain support for the project. These tools include:

- Early and ongoing engagement through videos and social media engagement.
- Face to face public outreach at prominent community events, scheduled open house events, and key stakeholder engagement meetings.
- Quantifiable feedback through customized surveys.
- Developing and maintaining a project website, or providing content for you to host on your website.
- Hard copy mailers, fliers, and information campaigns as needed to support the project, and distribute information to the community.



Provo Power Facility

Understanding Your Vision

After studying your RFP, we understand that Ivins City is in need of a new city hall that will accommodate your growth for the next 20 years. We are impressed with your vision of this building, a building which leads by example, both aesthetically and sustainably. We also believe that the reuse of the city hall by the police department is a fiscally responsible decision and that the repurposing of the park is a wonderful opportunity to better define a sense of civic place in the downtown core of Ivins.

We realize that we have much work to do to fully understand your goals and vision. Our primary mission as a design team is to listen carefully and to translate what we hear into a project that will serve Ivins City well into this century.

Cost

Design services fee summary for Replacement City Hall, Remodel of Existing City Hall into a Law Enforcement Building and City Park Modifications*

Needs Assessment Phase: **$36,000**

All necessary meetings – Kick off, meeting with department heads, weekly owner meetings

- Site Survey
- Geotechnical Report
- Drainage Analysis
- Preliminary Site Plan
- Alternatives for Architectural Design
- Preliminary Floor Plans
- Preliminary Cost Estimate
- Value Engineering Meetings
- CM/GC Selection Assistance
- CM/GC Coordination

Final Design and Construction Phase: **5% of Construction Cost**

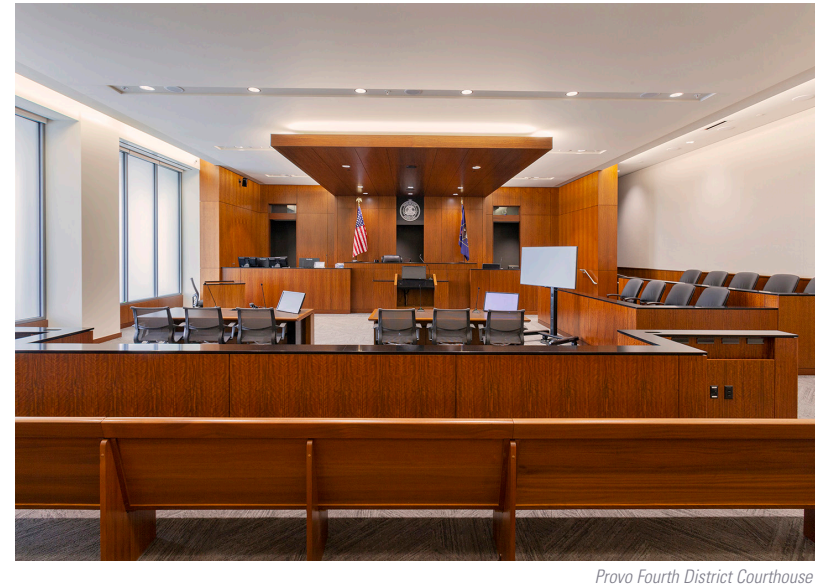
- Engineering
  - Structural Analysis
  - Final Drainage Analysis
  - Final Civil Design
- Final Site Plan – City Hall Surroundings and City Park
- Interior Design of Architectural Elements and Finishes
- Construction Documents
  - Drawings
  - Specifications
  - Presentation of 4 sets of Review Documents
- Permit Coordination / Plan Review Response
- Construction Phase
  - Coordination with CM/GC
  - Bidding Assistance
  - Submittal, RFI, and Pay Request Review
  - Weekly CM / GC Meetings
  - Construction Review
  - Closeout Coordination and Record Drawings

LEED Design / Certification / Documentation: **$78,000**

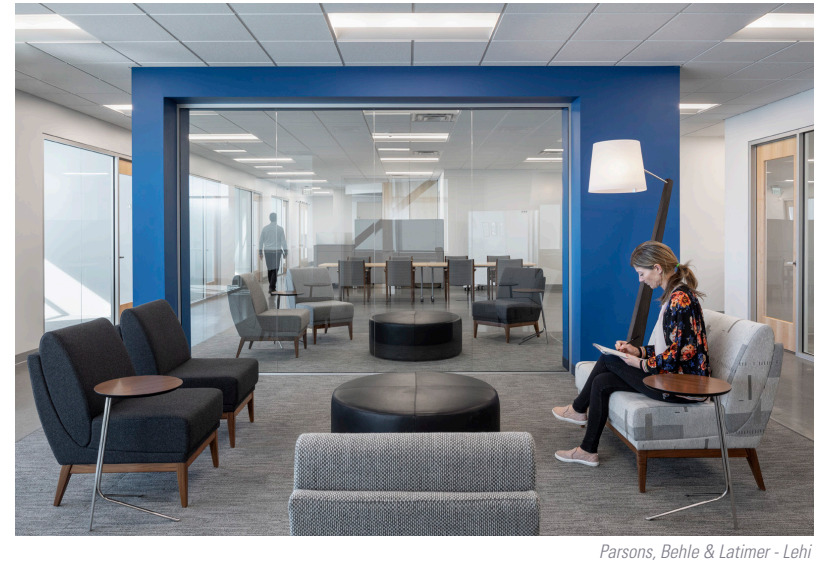
Energy Modeling: **$22,000**

Furniture Design and Procurement Assistance: **6% of Furniture Cost**

***System Commissioning Costs Not Included**



Provo Fourth District Courthouse



Parsons, Behle & Latimer - Lehi