

## STANDARD AGREEMENT FOR ARCHITECTURAL SERVICES

This Agreement is made and entered into by and between San Juan County, a body corporate and politic and legal subdivision of the state of Utah having its principal office located at 117 South Main Street, Monticello, Utah 84535 (“County”), and AJC Architects P.C., a Utah corporation, having its principal office located at 703 East 1700 South, Salt Lake City, Utah 84105 (“Architect”). County and Architect may be referred to collectively as the “Parties” in this Agreement and may be referred to individually as a “Party” in this Agreement.

### RECITALS

WHEREAS, County issued a *Request for Proposals for the Public Safety Building Remodel Project Design and Construction Administration Services* for the remodel and addition of the Public Safety Building located at 297 South Main in Monticello, Utah 84535 (the “Public Safety Building”) in December of 2023 (the “RFP”), which is attached hereto as Exhibit A;

WHEREAS, Architect submitted a response to the RFP, which is attached hereto as Exhibit B;

WHEREAS, County issued a *Notice of Intent to Negotiate a Contract* to Architect relating to the RFP on February 6, 2024, which is attached hereto as Exhibit C;

WHEREAS, County desires to obtain the services of Architect to, as further set forth in this Agreement, provide the architectural services sought through the RFP, including, but not limited to, provide five sequential design phases for the Public Safety Building: Schematic Design, Design Development, Pricing, Construction Documents and overall Construction Administration. The Architect is also expected to provide the County with assistance in developing the full scope of the construction program and project for the Public Safety Building remodel and addition (the “Project”); and

WHEREAS, Architect has represented to County that it is a competent and experienced Architect and desires to provide the services sought through the RFP.

NOW, based upon the forgoing and for and in consideration of the mutual promises, obligations, and/or covenants contained herein, and for other good and valuable consideration, the receipt, fairness, and sufficiency of which are hereby acknowledged, and the Parties intending to be legally bound, the Parties do hereby mutually agree as follows:

1. Architect. The Parties acknowledge, understand, and agree as follows:
  - 1.1. Architect shall perform the Architectural services required under this Agreement accurately and timely, and any necessary changes due to inaccuracy or error by Architect shall be the responsibility of Architect;
  - 1.2. County intends to design and construct using the Construction Manager/General Contractor (CM/GC) alternative for this Project. The County will have a separate agreement with the CM/GC; the Architect is to design the facility and to provide appropriate construction administration services, necessary to ensure that the construction conforms to the drawings and specifications. Both the CM/GC and the Architect are intended to be cooperative and proactive, both participating on the same team with the County;
  - 1.3. Architect acknowledges the relationship of trust and confidence established between Architect and the County by this Agreement. Accordingly, Architect’s acts shall be consistent with this relationship. Architect shall further the interest of the County through efficient business administration and management and architectural design;
  - 1.4. The preliminary scope of the Project includes holding a programming meeting to collect complete information derived from the Feasibility Study performed by the Architect and any changes regarding desired size, technology focus, function, and aesthetics of spaces. Architect is expected to reexamine existing spaces with the assistance of the County Design Team, assist in the development of a construction program and project scope, and establish cost estimates for each desired improvement and be qualified in accordance with Utah Code Title 58 Chapter 3A.
  - 1.5. Architect shall provide preliminary site specific information to County, which shall include pre-design evaluation services for the Project and the following five sequential design phases for the Project:
    - 1.5.1. Schematic design;
    - 1.5.2. Design development;
    - 1.5.3. Final Design Phase Services;
    - 1.5.4. Post-construction phase services
  - 1.6. Architect shall perform a full complement of professional services for the Project, including, but not limited to, the following:
    - 1.6.1. Evaluate the proposed Project site;
    - 1.6.2. Evaluate County’s and Monticello City’s requirements regarding the Project;

- 1.6.3. Evaluate federal, state and local requirements and standards, including, but not limited to, Monticello City zoning and other requirements;
- 1.6.4. Prepare and file, with the assistance of County, all required documents to assist in obtaining necessary approvals of all governmental authorities having jurisdiction over the Project
- 1.6.5. Architect's schematic design phase services shall include, but are not limited to, the following:
  - 1.6.5.1. Conduct an updated facility review and evaluation in order to prepare a written needs assessment report building from the Feasibility Study and establish a priority Project list, revise as necessary any base plans, develop schematic design options in 2-D and 3-D, if necessary, and review options with County;
  - 1.6.5.2. Hold programming meetings to collect complete information from any necessary changes from the Feasibility Study regarding desired size, function, and aesthetics of new and renovated spaces;
  - 1.6.5.3. In conjunction with County Design Team, assist in the development of a construction program and Project scope, establishing cost estimates of each desired improvement;
  - 1.6.5.4. Comply with Title 58, Chapter 3a, Utah Code Annotated;
  - 1.6.5.5. Determine the estimated costs of the desired improvements and in sizing the Project;
  - 1.6.5.6. Present schematic design to Monticello City;
  - 1.6.5.7. Provide meeting minutes of discussions and direction;
  - 1.6.5.8. Prepare schematic design drawings and site studies leading to a recommended solution of said requirements and programming, together with a general description of the Project, and a preliminary estimate of construction costs for written approval by County;
  - 1.6.5.9. Assist County in preparing solicitation for CM/GC services including compiling the necessary drawing, specifications, and other project information, reviewing and selecting the most qualified and competent contractor;
- 1.6.6. Architect's design development phase services shall include, but are not limited to, the following:
  - 1.6.6.1. The County, Architect, and CM/GC will work together to resolve problems in the schematic design or in the work. The Architect and County may not issue directions to the CM/GC's subcontractors;
  - 1.6.6.2. Refine and revise design according to feedback provided from schematic design phase (Preliminary design shall include, but is not limited to, space planning and design development);
  - 1.6.6.3. Hold review meetings to review changes with County Design Team and CM/GC to reach consensus on final plans;
  - 1.6.6.4. Provide meeting minutes of discussions and direction;
  - 1.6.6.5. Prepare a construction schedule and prepare appropriate bidding categories and phases. Architect in concert with the CM/GC shall, at the completion of each phase, reevaluate the established schedule and promptly notify County in writing of any actual or anticipated deviation of Architect's services from the schedule. Any adjustments to the established time schedule shall be allowed only when approved by the County. Architect shall provide a revised time schedule when so approved;
  - 1.6.6.6. Prepare occupancy loads to be implemented upon completion of construction; and
  - 1.6.6.7. Review commissioning options with County and incorporate appropriate commissioning duties into the plans and specifications;
  - 1.6.6.8. Architect's duties regarding preliminary cost estimates shall include, but are not limited to, the following:
    - 1.6.6.8.1. Prepare projected cash flow schedules for all aspects of the Project; and
    - 1.6.6.8.2. Provide necessary cost estimates to: 1) satisfy purchasing requirements, 2) permit the Architect to perform basic services, and 3) ensure the Project does not exceed the fixed budget;
    - 1.6.6.8.3. At the completion of the Schematic Design, Design Development and Construction Document Phase, the Architect shall prepare a cost estimate in a format agreeable with the County. Each estimate shall include an escalation factor to project the cost to the expected time of bid and a design contingency sufficient to give assurance that construction costs will not exceed the established Construction Budget. Any redesign necessary to bring the project within the established Construction Budget shall be the responsibility of the Architect;
    - 1.6.6.8.4. The CM/GC shall also prepare a cost estimate within three weeks of receipt of the Architect's phase submittal. If the Architect and the CM/GC's cost estimates are not in agreement, the Architect and CM/GC shall thereafter use their best efforts to reconcile the estimates. If the reconciled cost estimate exceeds the established Construction Budget, the CM/GC and Architect shall propose cost reductions acceptable to the County to bring the project within budget. The cost reconciliation and cost reductions, if required, shall be completed within three weeks of the Architect's receipt of the CM/GC's estimate. If the parties fail to reconcile the estimates, the County may designate that the CM/GC's estimate shall be used to establish

the Construction Budget. Any redesign necessary to bring the project within the established Construction Budget shall be the responsibility of the Architect and at the Architect's sole cost. The Architect shall not proceed to the next phase of the work until the cost estimates have been reconciled;

- 1.6.6.9. Architect's duties regarding final design services shall include, but are not limited to, the following:
  - 1.6.6.9.1. Complete final design including, but not limited to, working drawings, specifications, cost estimates, prospective bidders list, approvals (state and local authorities), technical addenda, and clarifications for all elements of each particular project, which may include:
    - 1.6.6.9.1.1. Landscape/Site design;
    - 1.6.6.9.1.2. Structural design;
    - 1.6.6.9.1.3. Architectural design;
    - 1.6.6.9.1.4. Mechanical design;
    - 1.6.6.9.1.5. Electrical design;
    - 1.6.6.9.1.6. Lighting design;
    - 1.6.6.9.1.7. Acoustical design;
    - 1.6.6.9.1.8. Technology design; and
    - 1.6.6.9.1.9. Energy efficiency design (Dependent on Budget); No certification included.
  - 1.6.6.9.2. Include additional drawings such as zoning and code information for permitting, demolition plans, sections, interior and exterior elevations, door and window details, materials and fixtures lists, construction details and general notes;
- 1.6.7. Architect's duties regarding pricing and construction documents shall include, but are not limited to, the following:
  - 1.6.7.1. Architect shall prepare a cost estimate and reconcile the estimate with the CM/GC in accordance with the requirements of Article 1.7.6.8 and shall update the schedule in accordance with Article 1.7.6.5. The final cost estimate prepared for this phase shall include an estimate for each trade as agreed with the County and shall include an itemization of proposed alternates with estimated cost for each. (County understands that neither Architect nor the County approved independent construction cost estimating consultant has control over the price of labor, equipment or materials, or over the selected contractor's method of pricing);
  - 1.6.7.2. Upon completion of subsection 1.7.6. and County's approval of the construction documents for the Project, provide County with electronic versions in PDF of the approved construction documents for distribution to CM/GC, potential bidders, and assist County in conducting pre-bid conferences, appraising proposals, and preparing contracts for construction;
  - 1.6.7.3. The Architect shall submit the following documents to the CM/GC: general conditions and modifications thereto; supplemental conditions; technical specifications; and construction drawings. The CM/GC will then be responsible for putting together the entire document.
  - 1.6.7.4. Architect and its subconsultants shall attend subcontract pre-bid meetings, prepare addenda to be issued by CM/GC, and generally assist County and CM/GC in managing the bid process as requested;
  - 1.6.7.5. Architect shall participate with County and CM/GC in evaluation of the bids;
  - 1.6.7.6. Architect and its subconsultants shall prepare, a conformed set of Construction Documents including all addenda at the conclusion of the Bidding Phase;
    - 1.6.7.7. Obtain final approval for the Project from Monticello City;
    - 1.6.7.8. Prepare and provide a final cost estimate;
      - 1.6.7.8.1. Assist in the development of necessary advertising for bid documentation and distribution;
- 1.6.8. Architect's duties regarding construction phase/administration shall include, but are not limited to, the following:
  - 1.6.8.1. Act as the County's advocate during construction by, among other things, answering CM/GC's or sub-contractors' questions, interpreting construction documents, and assisting with the final product, material and color selections;
  - 1.6.8.2. Assist CM/GC in obtaining building permit;
  - 1.6.8.3. Provide on-site observation and supervision of construction, including supervision and site visits, as necessary, during the entire construction period, and ensure work is being performed in accordance with the applicable contract documents;
  - 1.6.8.4. Continually monitor and update construction, construction draw requests, and occupancy load;
  - 1.6.8.5. Render interpretations of the requirements of the Contract Documents necessary for the proper execution or progress of the Work with such reasonable promptness so as not to cause a delay in the Work;
  - 1.6.8.6. Provide to County copies of all written communications of any kind or nature whatsoever that Architect provides to CM/GC. Such copies shall be provided to County at the same time such communication is provided to CM/GC;

- 1.6.8.7. Review, approve or otherwise take appropriate action upon CM/GC's submittals, including written requests for information ("RFI's"), substitution requests, design build submittals, layout drawings, coordination drawings, shop drawings and submittals of product data, materials, equipment, tests, procedures and inspections. Architect's action shall be taken with such reasonable promptness so as to cause no delay in the Work. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of details, such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems designed by CM/GC or subcontractors. Architect's review shall not constitute approval of safety precautions programs, or, unless otherwise specifically stated by Architect, of construction means, methods, techniques, sequences or procedures. Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component;
- 1.6.8.8. Review CM/GC's progress schedules and monthly updates for conformance with the Contract Documents, and promptly notify County of deviations and noncompliance;
- 1.6.8.9. Attend any change order meetings convened for purpose of reviewing proposed changes in the Work. Prepare necessary documents for changes in the Work including cost estimates and reasons for change, analyze CM/GC cost breakdown and recommend in writing a disposition of proposals from CM/GC. Revise construction documents with each approved change to produce a conformed record document;
- 1.6.8.10. Determine and certify the amount owing to CM/GC, based on Architect's observations and evaluation of CM/GC's Application for Payment. Architect's certification for payment shall constitute a representation by Architect to County, based on Architect's observations at the site, a review of CM/GC's progress schedule(s) and on the data comprising CM/GC's Application for Payment, that the Work has progressed to the point indicated and that, to the best of Architect's knowledge, information and belief, the quality of the Work is in accord with the CM/GC Contract Documents and any specific qualifications stated in the Application and Certification for Payment; and that CM/GC is entitled to payment in the amount requested. By certifying an Application for Payment, Architect shall not be deemed to represent that any examination has been made to ascertain how and for what purpose CM/GC has used the moneys paid on account of the contract sum;
- 1.6.8.11. Attend virtual weekly Progress Meetings, and the following on site meetings:
 

ajc architects 16 site visits + 2 punch list site visits	18 total
Civil: 4 site visits during CA	4 total
Structural: 2 site visits during CA	2 total
Mechanical: 3 site visits during CA + 2 Punch Lists	5 total
Electrical: 3 site visits during CA + 2 Punch Lists	5 total
Landscape: 2 site visits during CA	2 total

Architect shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work and, except as otherwise provided in this Agreement, shall not be responsible for CM/GC's failure to carry out the Work in accordance with the Contract Documents;

- 1.6.8.12. Establish with the County a mutually satisfactory schedule for site visits, by Architect and its subconsultants, for the purpose of becoming familiar with the progress and quality of the work completed and determine if the Work being performed is in a manner indicating that when completed will be in accordance with the Contract Documents. Submit to the County and the CM/GC written site observation reports on all site visits within seven (7) calendar days if required;
- 1.6.8.13. Architect shall at all times endeavor to discover and guard County against defects and deficiencies in the Work of the CM/GC, but it is understood that Architect does not guarantee the performance of the CM/GC. Whenever Architect considers it necessary or advisable to ensure the proper implementation of the intent of the Contract Documents, Architect shall promptly advise County of Work which does not conform to the Contract Documents. The Architect shall not issue directions to the CM/GC and its subcontractors;
- 1.6.8.14. Architect shall advise County of the need for special testing or inspection of any work. Architect may authorize, subject to prior approval of County, special testing or inspection and if requested by County, shall review billings submitted to County by the special inspection and testing services;
- 1.6.8.15. Prepare change order requests, and receive County approvals;
- 1.6.8.16. Review shop drawings and submittals and expedite review process;
- 1.6.8.17. Prepare as-built drawings and record and review operating and maintenance manuals, warranties, guarantees, and Project directories;

- 1.6.8.18. Ensure that all construction is completed as specified by the construction documents and meets all codes and regulations of agencies having jurisdiction;
- 1.6.8.19. Provide review and coordinate Project commissioning, including, but not limited to, mechanical, electrical, and building envelope;
- 1.6.8.20. Provide corrective or completion punch lists, coordinate final inspections, and recommend acceptance and occupancy;
- 1.6.8.21. Assist County in administering the applicable construction contract(s) to ensure that the services performed are consistent with the applicable construction contract(s);
- 1.6.8.22. Guard County against, and notify County in writing of, defects or deficiencies in the products and services relating to the Project
- 1.6.8.23. Assist County with selection and procurement of furniture, fixtures and equipment;
- 1.6.9. Architect's duties regarding post-construction phase services shall include, but are not limited to, the following:
  - 1.6.9.1. Facilitate/require training sessions for appropriate employees regarding the operation and maintenance of technical equipment;
  - 1.6.9.2. Provide follow-up and call-back services for the duration of the longest warranty period covered by a contractor on the Project;
  - 1.6.9.3. Architect and its subconsultants shall conduct final inspection and prepare check lists of corrective items, make re-inspections confirming corrective work is complete, recommend the date or dates of Substantial Completion and recommend Final Acceptance of the Project based on the Architect's Scope of Work and CM/GC's compliance with the Contract Documents;
  - 1.6.9.4. Conduct post-occupancy walk-throughs to address Project issues prior to expiration of applicable warranties;
  - 1.6.9.5. Review and/or approve and deliver to County releases enabling full and unrestricted use of the Work and access to services and utilities including occupancy permits, operating permits and similar releases, warranties and bond manuals and operation and maintenance manuals and written guarantees, and instructions from the CM/GC as required by the Contract Documents;
  - 1.6.9.6. Architect and its sub-consultants shall correct the original Construction Documents to conform to the CM/GC's Project Record documents incorporating all as-built changes in the Work, including utilities, made during construction and provide same to County within two (2) months of Final Completion of the Project. Record drawings and specifications shall be submitted to County on a CD/DVD in CAD and/or PDF format; and
  - 1.6.9.7. Provide a digital copy of CAD or other approved format of files and all construction documentation to County, including, but not limited to, submittals, meeting minutes, warranties, and operation and maintenance manuals.

2. County. The Parties acknowledge, understand, and agree as follows:

- 2.1. County will schedule and arrange meetings, as necessary, involving Architect, County Design Team, CM/GC, sub-contractors, city representatives, County staff, and other parties involved in the Project;
- 2.2. County will give prompt attention to all sketches, estimates, working drawings, specifications, proposals and other documents presented by Architect and inform Architect of decisions, in writing, within a reasonable time.
- 2.3. County will obtain and contract with a commissioning agent to assist in design and testing if the budget allows; and
- 2.4. County will seek proposals from contractors to perform services applicable to the Project.

3. Deadlines. The Parties acknowledge, understand, and agree that Architect will complete and deliver to County:

- 3.1. The programming and space planning documents within 60 calendar days of the date that this Agreement is last signed by one of the Parties;
- 3.2. The remaining schematic design phase within 75 calendar days of the date that Program Verification is approved by one of the Parties;
- 3.3. The design development phase documents within 60 calendar days of the date that SD Documents are approved by one of the Parties;
- 3.4. All working drawings and specifications provided for in the construction document phase within 75 calendar days of the date that DD Documents are approved by one of the Parties.

The County will provide reasonable deadline extensions for delays in Architect's services that are not caused by Architect.

4. Termination. This Agreement may be terminated by any one or more of the following:

- 4.1. By either Party after any material breach of this Agreement;
- 4.2. By the mutual, written agreement of the Parties;

- 4.3. By County:
  - 4.3.1. If Architect engages in or permits any unlawful or disruptive conduct or any activity not permitted by applicable law, regulation, ordinance, this Agreement, or the policies of the County; and
  - 4.3.2. If Architect fails to immediately cease such conduct or activity after notification by law enforcement, County, or otherwise;
- 4.4. By County, due to County's dissatisfaction with any of Architect's work/services under this Agreement, ten calendar days after County has sent, by mail, Architect a written notice of termination of this Agreement;
- 4.5. By County if County, for any reason, is unsatisfied with Architect's insurance, ten calendar days after County has sent, by mail, Architect a written notice of termination of this Agreement;
- 4.6. By County, without cause, thirty calendar days after County has sent, by mail, Architect a written notice of termination of this Agreement; or
- 4.7. As otherwise set forth in this Agreement.

NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT, THIS AGREEMENT IS SUBJECT TO A LEASE REVENUE BOND PROVIDED BY THE STATE OF UTAH PERMANENT COMMUNITY IMPACT FUND BOARD PROGRAM IN ADDITION TO GRANT FUNDING RECEIVED FROM THE SAME SOURCE SUBJECT TO REIMBURSEMENT OF COUNTY FUNDING EXPENDITURES FIRST.

5. Payment.

- 5.1. County will pay and Architect will accept a sum not to exceed:
  - Fee Proposal for Design and Construction Administration \$1,350,000
  - Fee Based on: Single Bid Package
  - Construction Budget of \$17,984,704
  - Fee to be adjusted if construction budget increases.
- 5.2. Form Fee Proposal
  - Schematic Design Phase Services \$ 243,000
  - Design Development Phase Services \$ 297,000
  - Final Design Phase Services \$ 567,000
  - Bidding and Award \$ 40,500
  - Construction Administration \$ 202,500
  - Grand Totals: \$ 1,350,000

Exclusions:

- Energy Modeling N/A Not included in Architects fee proposal but can be provided as an additional service.
- Photo Voltaic Design N/A Not included in Architects fee proposal but can be provided as an additional service.
- FFE N/A Not included in Architects fee proposal but can be provided as an additional service.
- Fire Suppression Design N/A It is anticipated this to be a deferred submittal by the GC
- Systems Commissioning by the County
- Envelope Consultant by the County
- Site Survey by the County
- Geotechnical Investigation Report by the County
- Fire Flow Testing by the County.

All review documents will be provided to the County electronically. Hard copies as requested will be invoiced directly as a reimbursable expense at cost.

\*If construction estimate is higher, we will adjust the fee to be 7.5% of the construction estimate as determined during the final Construction Document Design Phases.

- 5.2.1. If the Project is canceled, suspended (for a period longer than 120 days), or ceased prior to completion, County will pay Architect for those products provided and services performed by Architect through the date of cancellation, suspension, or cessation.
- 5.2.2. Architect shall pay all federal, state, or local taxes, contributions, assessments, or fees, which may be based on, or become due and owing, as a result of payments made by County to Architect.
- 5.2.3. Architect shall pay any and all subcontractors, material providers, jobbers, or any other entity providing materials, personnel, work, equipment, utilities or otherwise to Architect relating to this Agreement.
- 5.2.4. Architect shall disclose its tax identification number to County before a check or payment will be made by County to Architect. County will disclose that number only as required by applicable federal and state law.

- 5.3. The payments from County to Architect under this Agreement shall be as follows:

Phase No. 1 – Program Verification and Schematic Design Phase	18%
Phase No. 2 – Design Development Phase	22%
Phase No. 3 – Final Design Services–Bidding	42%
Phase No. 4 – Award or Abandonment of Construction Contract Phase	3%
Phase No. 5 – Pre and Post Construction Phase Services including FF&E assistance	15%

Architect will proceed with phases 4, and 5 only upon County’s written request to proceed.

- 5.4. County will pay Architect on a monthly basis for services completed by Architect upon Architect’s presentation of an itemized billing to County showing the services performed. Payment by County to Architect will be at the rates listed in Exhibit B.
- 5.5. Upon completion of all required work or a specified portion thereof, the Architect shall submit to County an invoice for payment.
- 5.6. Following receipt of Architect’s invoice and upon certification by County that the specified work has been completed, County will pay Architect within thirty (30) days of County’s certification.
- 5.7. Partial or progress payments, if any such are made, will not relieve Architect of performance or obligations under this Agreement, and such payments should not be viewed as approval or acceptance of work performed.
- 5.8. County may withhold payments from Architect to protect County from loss due to:
  - 5.8.1. Defective work not remedied;
  - 5.8.2. Liens or claims filed or reasonable evidence of probable filing;
  - 5.8.3. Architect’s failure to promptly pay subcontractors or suppliers for services, labor, or materials accepted by Architect;
  - 5.8.4. Damage to another contractor; or
  - 5.8.5. Failure to perform.
- 6. Deliverable Instruments. Deliverable Instruments as used in this Agreement shall mean the drawings, specifications, addenda, attachments, calculations, manuals, reports, official Project meeting minutes, Project observation reports and all other information, regardless of medium, identified in and required to be delivered or submitted to the County under this Agreement.
  - 6.1. Deliverable Instruments are the sole property of County, and County shall have unlimited rights in all Deliverable Instruments, including, but not limited to, use, re-use, modification, and transferability.
  - 6.2. Architect, for a period of three years after completion of the Project, agrees to furnish to County and to provide County access to all Deliverable Instruments upon County’s request.
  - 6.3. Record drawings on PDF and AutoCAD or other approved digital media versions of all record drawings shall be delivered to and approved by County before final payment is made by County to Architect. All Deliverable Instruments shall be of the dimensions agreed to in advance by the Parties. Architect agrees to deliver with the Deliverable Instruments, copies of the Project design bases, assumptions, and data used for all services under this Agreement.
- 7. Warranties. Architect warrants to County that all services performed by Architect under this Agreement will:
  - 7.1. Be of reasonable quality, free from faults and defects;
  - 7.2. Conform with reasonable professional architectural standards for projects similar to this Project; and
  - 7.3. Satisfy all laws, regulations, and rules applicable to the Project.
- 8. Default. If either Party defaults in the performance of this Agreement, the defaulting Party shall pay all costs and expenses, which may arise or accrue from enforcing this Agreement, or from pursuing any remedy provided hereunder or otherwise provided by law or equity.
- 9. Change Orders and Work Directives.
  - 9.1. Changes or adjustments to this Agreement consisting of additions, deletions, or other revisions which increase the compensation, extend the time, or change the scope of the services under this Agreement may be authorized only by authorized representatives of the Parties and by completed change orders. All change orders shall be on a form, approved by County, signed and approved by authorized representatives of the Parties, and shall be performed under the applicable conditions of this Agreement.
  - 9.2. Changes or adjustments to this Agreement that do not increase the compensation, extend the time, or change the scope of the services under this Agreement may be authorized by a work directive and authorization form, approved by County.
- 10. Insurance. Prior to the commencement of this Agreement and for the duration of this Agreement, Architect agrees to obtain and maintain, at Architect’s expense, the following types of insurance:

- 10.1. A valid occurrence form commercial general liability insurance policy with minimum limits as follows:
  - 10.1.1. Each occurrence - \$1,000,000.00;
  - 10.1.2. Medical exp. (Any one person) - \$5,000.00;
  - 10.1.3. Personal and adv. injury - \$2,000,000.00;
  - 10.1.4. General aggregate - \$2,000,000.00; and
  - 10.1.5. Products – Comp/Op aggregate - \$2,000,000.00;
- 10.2. A valid professional liability insurance policy with minimum limits as follows:
  - 10.2.1. Per claim - \$1,000,000.00;
  - 10.2.2. Aggregate - \$2,000,000.00;
- 10.3. A valid insurance policy against loss or damage to drawings, specifications, and other documents prepared by Architect for the Project;
- 10.4. A valid automobile liability insurance policy that satisfies the minimum amounts required by applicable Utah law; and
- 10.5. A valid Workers Compensation and Employers’ Liability insurance policy with minimum limits as required by law. If any proprietor, partner, executive, officer, member, or otherwise is excluded from the Workers Compensation and Employers’ Liability insurance policy, Service Provider shall provide County with the applicable state issued waiver relating to any and all proprietors, partners, executives, officers, members, or otherwise of Service Provider where the Workers Compensation and Employers’ Liability insurance has been waived.

For the duration of this Agreement, County may request Architect to provide County with valid certificates that satisfy these insurance requirements. If Architect fails to provide County with a valid certificate that satisfies these insurance requirements within two (2) business days of County’s request, County may immediately terminate this Agreement.

- 11. Notices. All notices required or permitted under this Agreement will be in writing and will be delivered personally, by a nationally recognized overnight courier, or sent by United States mail to the addresses below. Notices will be effective upon receipt, if delivered personally, on the next business day, if sent by overnight courier, or three (3) business days after deposit in the United States mail, if mailed. The addresses of the Parties shall be:

If to County:

San Juan County  
 Attn: Chief Administrative Officer  
 117 South Main Street, PO Box #9  
 Monticello, Utah 84535

If to Architect:

AJC Architects P.C.  
 Attn: Jill A. Jones, AIA, LEED AP, BD+C  
 703 East 1700 South  
 Salt Lake City, UT 84105

- 12. Indemnification. Architect, for itself, and on behalf of its officers, officials, employees, agents, and representatives (collectively “Architect’s Representatives”), agrees to indemnify County, and County’s officers, officials, employees, agents, and representatives, (collectively “County’s Representatives”), from and against any loss, damage, injury, liability, claim, action, cause of action, demand, expense, cost, and (collectively the “Claims”) that may arise from, may be in connection with, or may relate in any way to this Agreement (excluding County and County’s Representatives’ conduct) or the acts or omissions, negligent or otherwise, of Architect or Architect’s Representatives, whether or not the Claims are known or unknown, or are in law or equity. No term or condition of this Agreement, including insurance required under this Agreement, may limit or waive any liability Architect may have under this section.
- 13. Independent Contractor. The Parties intend that an independent contractor relationship will be created by this Agreement. County is interested only in the results to be achieved under this Agreement. The conduct and control of the services will lie solely with Architect. Architect is not an agent or employee of County for any purpose, and the employees of Architect are not entitled to any of the benefits that County provides for County’s employees. County will not use Architect exclusively. Architect is free to contract for similar services to be performed for others while performing services under this Agreement. Architect has no authorization to bind County to any agreement.
- 14. Public Information. This Agreement and all documents or records regarding, concerning, or relating to this Agreement, unless they are private, controlled, protected or otherwise exempt pursuant to law, are public records and subject to disclosure under Utah law. The Parties agree and grant their express permission to allow disclosure of such records that are required to be disclosed by law.
- 15. Conflict of Terms. In the event of any conflict between the terms of this Agreement and any documents referenced in this Agreement, including exhibits or attachments, this Agreement shall control.
- 16. Assignment Restricted. The Parties agree that neither this Agreement nor the duties, obligations, responsibilities, or privileges herein may be assigned, transferred, or delegated, in whole or in part, without the prior written consent of the Parties.



17. Waivers or Modification. No waiver or failure to enforce one or more parts or provisions of this Agreement shall be construed as a continuing waiver of any part or provision of this Agreement, which shall preclude the Parties from receiving the full-bargained-for benefit under the terms of this Agreement. A waiver or modification of any of the provisions of this Agreement or of any breach thereof shall not constitute a waiver or modification of any other provision or breach, whether or not similar, and any such waiver or modification shall not constitute a continuing waiver. The rights of and available to each of the Parties under this Agreement cannot be waived or released verbally, and may be waived or released only by an instrument in writing, signed by the Party whose rights will be diminished or adversely affected by the waiver.
18. Relationship of the Parties. The relationship between the Parties is an arms-length contractual relationship, and is not fiduciary in nature. Nothing contained in this Agreement will be deemed to create an association, partnership, or joint venture between the Parties, give rise to fiduciary duties, or cause any of the Parties to be liable or responsible in any way for the actions, liabilities, debts or obligations of the other Party. The Parties shall not have any right, power, or authority to make any representation or to assume or create any obligation, whether express or implied, on behalf of the other Party, or to bind the other Party in any manner.
19. Binding Effect; Entire Agreement, Amendment. This Agreement is binding upon and shall inure to the benefit of the Parties and their respective heirs, successors, assigns, officers, directors, employees, agents, representatives, subrogees and to all persons or entities claiming by, through or under them. This Agreement, including all attachments, if any, constitutes and/or represents the entire agreement and understanding between the Parties with respect to the subject matter herein. There are no other written or oral agreements, understandings, or promises between the Parties that are not set forth herein. Unless otherwise set forth herein, this Agreement supersedes and cancels all prior agreements, negotiations, and understandings between the Parties regarding the subject matter herein, whether written or oral, which are void, nullified and of no legal effect if they are not recited or addressed in this Agreement. Neither this Agreement nor any provisions hereof may be supplemented, amended, modified, changed, discharged, or terminated verbally. Rather, this Agreement and all provisions hereof may only be supplemented, amended, modified, changed, discharged, or terminated by an instrument in writing, signed by the Parties.
20. Choice of Law and Jurisdiction. This Agreement and all matters, disputes, and/or claims arising out of, in connection with, or relating to this Agreement or its subject matter, formation or validity (including non-contractual matters, disputes, and/or claims) shall be governed by, construed, and interpreted in accordance with the laws of the state of Utah, without reference to conflict of law principles. The Parties irrevocably agree that the courts located in San Juan County, Utah (or Salt Lake City, Utah, for claims that may only be litigated or resolved in the federal courts) shall have exclusive jurisdiction and be the exclusive venue with respect to any suit, action, proceeding, matter, dispute, and/or claim arising out of, in connection with, or relating to this Agreement, or its formation or validity. Any Party who unsuccessfully challenges the enforceability of this clause shall reimburse the prevailing Party for its attorneys' fees, and the Party prevailing in any such dispute shall be awarded its attorneys' fees.
21. Force Majeure. In the event that either Party shall be delayed or hindered in or prevented from the performance of any act required under this Agreement by reason of strikes, lock-outs, labor troubles, inability to procure materials, failure of power, inclement weather, restrictive governmental laws or regulations, delays in or refusals to issue necessary governmental permits or licenses, riots, insurrection, wars, or other reasons of a like nature not the fault of the Party delayed in performing work or doing acts required under the terms of this Agreement, then performance of such act shall be excused for the period of the delay and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay.
22. Severability. If any part or provision of this Agreement is found to be prohibited or unenforceable in any jurisdiction, such part or provision of this Agreement shall, as to such jurisdiction only, be inoperative, null and void to the extent of such prohibition or unenforceability without invalidating the remaining parts or provisions hereof, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render inoperative, null or void such part or provision in any other jurisdiction. Those parts or provisions of this Agreement, which are not prohibited or unenforceable, shall remain in full force and effect.
23. Authorization. The persons executing this Agreement on behalf of a Party hereby represent and warrant that they are duly authorized and empowered to execute the same, that they have carefully read this Agreement, and that this Agreement represents a binding and enforceable obligation of such Party.
24. Rights and Remedies Cumulative. The rights and remedies of the Parties under this Agreement shall be construed cumulatively, and none of the rights and/or remedies under this Agreement shall be exclusive of, or in lieu or limitation of, any other right, remedy or priority allowed by law, unless specifically set forth herein.

- 25. No Third-Party Beneficiaries. This Agreement is entered into by the Parties for the exclusive benefit of the Parties and their respective successors, assigns and affiliated persons referred to herein. Except and only to the extent provided by applicable statute, no creditor or other third party shall have any rights under this Agreement.
- 26. Time of Essence. Time is of the essence in respect to all parts or provisions of this Agreement, which specify a time performance or otherwise, and the Parties agree to comply with all such times.
- 27. Recitals Incorporated. The Recitals to this Agreement are incorporated herein by reference and made contractual in nature.
- 28. Counterparts; Electronically Transmitted Signatures. This Agreement may be executed in counterparts, each of which shall be deemed an original, and all such counterparts shall constitute one and the same Agreement. Signatures transmitted by facsimile and/or e-mail shall have the same force and effect as original signatures.

**IN WITNESS WHEREOF** the parties have caused this Agreement to be duly executed on the date set forth above.

<p>SAN JUAN COUNTY</p> <p>By: _____          Jamie Harvey, Chairperson          San Juan County Board of County Commissioners</p> <p>Date: _____</p> <p>ATTEST:</p> <p>_____          Lyman Duncan, County Clerk/Auditor</p> <p>Date: _____</p>	<p>AJC ARCHITECTS P.C..</p> <p>By: _____          Jill A. Jones, AIA LEED AP BD+C          President, ajc architects</p> <p>Date: _____</p>
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# **EXHIBIT A**

**(The RFP)**



Request for Proposals

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**San Juan County Public Safety Building  
Remodel Project Design and Construction  
Administration Services**

San Juan County  
117 South Main  
PO Box #9  
Monticello, Utah 84535

Date of Issue:  
January 10, 2024

## **I. INTRODUCTION**

## **II. SCOPE OF WORK**

San Juan County is seeking an individual, team, or company that will satisfy all of the following:

It is anticipated that a full complement of professional services shall be provided by the architect selected for this project. These services shall include, but not necessarily be limited to, those outlined as follows:

- A. Evaluation of San Juan County requirements for programs and services.
- B. Evaluation of Federal, State and local requirements and standards, including Monticello City Code, Zoning and other requirements.
- C. Schematic Design Phase Services:
  - 1. Hold programming meeting to collect complete information derived from the Feasibility Study and any changes regarding desired size, technology focus, function, and aesthetics of spaces.
  - 2. With the assistance of the County Design Team, assist in the development of a construction program and project scope, establishing cost estimates of each desired improvement and be qualified in accordance with Utah Code Title 58 Chapter 3A.
  - 3. Determine the estimated costs of the desired improvements and in sizing the Project.
  - 4. Present Schematic Design to Monticello City for the remodel and possible expansion spaces.
  - 5. Provide meeting minutes of discussions and direction.
- D. Design Development Phase Services:
  - 1. Refine and revise design according to feedback provided from Schematic Design phase. Preliminary Design includes, but not limited to, space planning, and design development.
  - 2. Hold review meeting to review changes with County Design Team to reach consensus on final plans.
  - 3. Provide meeting minutes of discussions and direction.
  - 4. Prepare a construction schedule and prepare appropriate bidding categories and phases.
  - 5. Prepare a new occupancy schedule to be implemented upon completion of construction.
  - 6. Review commissioning options with County Design Team and incorporate appropriate commissioning duties into the plans and specifications.
- E. Preliminary cost estimates:
  - 1. Prepare projected cash flow schedules for all aspects of the Project.
  - 2. Provide necessary cost estimates to: 1) satisfy purchasing requirements, 2) permit the Architect to perform basic services, and 3) ensure the Project does not exceed the fixed budget.
- F. Final Design services:
  - 1. Complete Final Design including, but not limited to, working drawings, specifications, cost estimates, prospective bidders list, approvals (State and Local Authorities), Technical Addenda, clarifications for all elements of each particular project, which may include:
    - i. Landscape/Site Design
    - ii. Structural Design
    - iii. Architectural Design
    - iv. Mechanical Design
    - v. Electrical Design
    - vi. Lighting Design
    - vii. Acoustical Design
    - viii. Technology Design
    - ix. Energy Efficiency Design

2. Additional drawings such as Zoning and code information for permitting, demolition plans, sections, interior and exterior elevations, door and window details, jail controls systems, materials and fixtures lists, construction details and general notes need to also be included.
- G. Preparation of plans and specifications for construction bidding.
- H. Obtain final approval from Monticello City.
- I. Final cost estimate.
- J. Assistance with bidding:
1. Complete bid package of all required construction documents and specifications, including reproduction of the same.
  2. Assist in developing the necessary advertising for bid documentation and distribution.
  3. Assist with creating a list of all possible contractors interested in bidding and performing this work.
  4. Prepare and distribute construction documents to bidders.
  5. Participate in pre-bid conference with all bidders for each division of work.
  6. Assist in evaluating bids in each work category.
  7. Participate in post-bid interviews with apparent low bidders.
  8. Develop award recommendations.
- K. Construction Phase Services:
1. Architect acts as the County's advocate during construction by answering contractor or sub-contractor's questions, interpreting construction documents, and assisting with the final product, material, and color selections.
  2. Assist contractor in obtaining building permit.
  3. Provide on-site observation and supervision of construction including supervision and site visits as necessary during the entire construction period, and to ensure work is being performed in accordance with the Contract Documents.
  4. Continually monitor and update construction, construction draw requests, and occupancy schedules.
  5. Prepare change order requests and receive County approvals.
  6. Review shop drawings and submittals and expedite the review process.
  7. Review payment and cost control procedures, including the following:
    - i. Contractor's Schedule of Values
    - ii. Contractor's Payment Application and Certification
    - iii. Contractor's Sworn Statements and Waivers of Lien, if applicable
    - iv. Purchase Orders and disbursement summaries
    - v. Change Order listings
    - vi. Budget Costs Summary Reports
  8. Participate in progress meetings and provide progress reports.
    - i. As needed, meet with the County Building Inspector to discuss any activities which may affect operations.
    - ii. Weekly meeting with County and trade contractors either in person or virtual.
    - iii. Monthly meetings for planning, coordination, and payments with County which will include status reports on the Project, budget, change orders, and allowances for reimbursable expenses.
  9. Prepare as-built drawings and record and review operating and maintenance manuals, warranties, guarantees, and Project directories.
  10. Ensure that all construction is completed as specified by the construction documents and meets all codes and regulations of agencies having jurisdiction.
  11. Provide review and coordinate Project commissioning, including but not limited to mechanical, electrical, and building envelope of expanded spaces.

- 12. Provide corrective or completion punch lists, coordinate final inspections, and recommend acceptance and occupancy.
- L. Assist County with selection and procurement of furniture, fixtures, and equipment.
- M. Post-construction Phase Services:
  - 1. Assist in facilitating/requiring training sessions for appropriate employees regarding the operation and maintenance of technical equipment.
  - 2. Provide follow-up and call-back services for the duration of the longest warranty period covered by a contractor on the Project.
  - 3. Conduct a post-occupancy walk-through appropriately at times to address Project issues prior to expiration of applicable warranties.
  - 4. Ensure that a digital and hard copy of As-Built drawings are delivered to the owner within 60 days of project completion.
  - 5. Provide Digital Copy of digital files and all construction documentation including submittals, meeting minutes, warranties, and operation and maintenance manuals.

**III. COSTS/FEES**

The maximum fee for the services sought through this RFP will be the selected Vendor’s<sup>1</sup> proposal price. Vendors shall submit a fee proposal similar to the Form Fee Proposal below. Vendors shall also submit a rate schedule (similar to the Form Rate Schedule below) for all individuals that the Vendor anticipates will provide services in connection with this RFP. Fees should be based on the anticipated 42,633 square foot feasibility study suggestions. This square footage total may increase or be reduced based on recommendations determined during the Schematic, Development Design and Final Design phases in order to maintain final fixed costs of the project.

<u>Form Fee Proposal</u>	
	<u>Total Cost</u>
Schematic Design Phase Services	
Design Development Phase Services	
Final Design Phase Services	
Bidding and Award	
Construction Administration	
<b>Grand Totals:</b>	

<u>Form Rate Schedule</u>	
	<u>Hourly Rate</u>
Name of Employee #1	
Name of Employee #2	
Name of Employee #3	
Name of Employee #4	
Name of Employee #5	

<sup>1</sup> The term “Vendor,” as used in this RFP, means an individual or entity who is seeking to enter into a contract with San Juan County to provide San Juan County with services, including but not limited to, an individual or entity who submits a proposal in response to this RFP.

Continue naming all employees that Vendor anticipates will provide services regarding this RFP	
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Failure by a Vendor to comply with any requirement of this Section may result in rejection of the Vendor’s proposal.

The price proposal for this Project shall be submitted on the “Attachment B” provided in this RFP. This price shall include all fees and costs as a maximum fee for the provisions indicated in the Project Scope of Work as described above, including preliminary design services, preliminary cost estimates necessary to determine construction estimates and budgets, final design services, preparation of plans and specifications to be used in construction bidding, preparation of final cost estimates, assistance with bidding, construction management and post-construction services.

Please submit an hourly rate schedule using the form above which will be utilized for changes in the scope of services approved by San Juan County.

**IV. PROPOSAL SUBMISSION REQUIREMENTS**

All proposals submitted for evaluation should include, but are not limited to, the following:

- A. San Juan County RFP Form: The County’s Request for Proposal form completed and included as page 1 in the bid packet. (Attachment B)
- B. Introduction: This section consisting of a cover letter, an executive summary (two pages maximum) and an organizational chart showing the team involved including individual members, all organizations, relationships and a breakdown of responsibilities including a biography and resume of key members who will be involved in the project. Resumes of Principals shall be included. Provide a minimum of three references, including name, address and telephone number of persons who can attest to the performance, qualifications, and experience on like projects specifically a CM/GC construction process.
- C. A list and explanation of each Jail or Prison remodel and expansion project performed by Vendor that is similar to the services sought through this RFP.
- D. Vendor Qualifications and Experience: A narrative that specifically addresses the firm’s or individual’s experience in designing County government public building remodels preferably County or State Jails with the capability to successfully perform the required services requested in the RFP’s scope of work, a description demonstrating involvement on similar projects and the specific project described. Project information such as photographs and 11x17 floor plans for the identified projects should be briefly included. A demonstrated experience performing architectural services in remote rural Counties, specifically San Juan County, is preferred.
- E. Proposal: This section should cover such things as the approach to the RFP’s scope of work; the proposed schedule of the work to include a project timeline with availability; project strategy; methodology used to control costs, maximize construction economy, and ensure operational effectiveness; identify outputs to be delivered; and identify advantages of the proposal to San Juan County.
- F. Fee Schedule: A detailed fee schedule proposed to be charged for the services to be performed.

Proposals in non-standard formats cannot be evaluated without considerable analysis. Failure to follow the prescribed format may result in rejection of the proposal.

**V. SAN JUAN COUNTY’S REQUEST FOR PROPOSALS POLICY**



Each Vendor who submits a proposal in response to this RFP agrees to comply with and be bound by San Juan County’s Request for Proposals policy that is in place at the time that this RFP was issued. Each Vendor may request and receive a copy of San Juan County’s Request for Proposals policy by sending an email to Purchasing Manager Mack McDonald at [mmcdonald@sanjuancounty.org](mailto:mmcdonald@sanjuancounty.org) and requesting a copy of San Juan County’s Request for proposals policy found within the Purchasing Policy. This can also be found online at [sanjuancounty.org](http://sanjuancounty.org).

**VI. EVALUATION CRITERIA**

Submitted Proposals will be evaluated and scored by the selection committee based on the following criteria:

<b>Evaluation Criteria</b>			
<u>Primary Criteria</u>		<u>Primary Criteria % of Overall Evaluation Score</u>	
<b>Qualification and Experience</b>	<i>Sub-Criteria</i>	<b>30%</b>	<i>Sub-Criteria % of Primary Criteria Evaluation Score</i>
	<ul style="list-style-type: none"> <li>Experience level of key Architectural personnel relating to County public buildings remodels preferably County or State Jails design and construction management with a CM/GC process.</li> <li>Quality of response to RFP connecting directly to related experience in firm’s or individual’s experience in designing County government public buildings preferably County or State Jails or Prisons with the capability to successfully perform the required services.</li> <li>Expertise and experience as an architectural firm performing architectural services with a demonstrated experience working in remote rural Counties specifically San Juan County is preferred.</li> </ul>		<p>10%</p> <p>10%</p> <p>10%</p>
<b>Technical Approach</b>	<i>Sub-Criteria</i>	<b>30%</b>	<i>Sub-Criteria % of Primary Criteria Evaluation Score</i>
	<ul style="list-style-type: none"> <li>Scope of Work</li> <li>Detail of submitted work plan, schedule and proposed project approach</li> </ul>		<p>15%</p> <p>15%</p>

<b>Fee Schedule</b>	<i>Sub-Criteria</i>	<b>30%</b>	<i>Sub-Criteria % of Primary Criteria Evaluation Score</i>
	<ul style="list-style-type: none"> <li>• Grand Total</li> <li>• Rate Schedule</li> </ul>		<p>15%</p> <p>15%</p>
<b>Introduction</b>		<b>10%</b>	
	<i>Sub-Criteria</i>		<i>Sub-Criteria % of Primary Criteria Evaluation Score</i>
	<ul style="list-style-type: none"> <li>• Firm’s organization</li> <li>• Professionalism and strength of team including references</li> </ul>		<p>5%</p> <p>5%</p>

**VII. PROJECTED SCHEDULE FOR THE RFP PROCESS**

The County reserves the right to modify this schedule at its sole discretion.

<u>Activity</u>	<u>Date</u>
Request for Proposal Issued	December 28, 2023
Initial Question and Answer Meeting	January 4, 2024
Last day to submit questions via e-mail	January 16, 2024
Proposal Due Date	January 18, 2024
Notice of Award	February 6, 2024

Final selection may require a final in-person presentation and interview, if necessary, depending on the evaluation team’s recommendation.

**VIII. QUESTION AND ANSWER MEETING**

Interested firms wishing to submit a proposal are encouraged to attend a question, answer, and introduction virtual meeting on January 4, 2024 at 3:00 pm, MST accessed by the following Google Meet video call link: <https://meet.google.com/suz-ixvv-jtn> Or dial: (US) +1 802-560-5898 PIN: 540 400 889#. It is critical that interested parties are on time for the meeting. **This is the only date and time for a virtual face to face with County employees for the proposal.**

**IX. WRITTEN CONTRACT REQUIRED**

The selected party must be willing to enter into a written contract with San Juan County. A binding agreement between San Juan County and the selected party is dependent upon the negotiation, preparation, and execution of a formal contract. At any time prior to the execution of a binding agreement executed by both parties, San Juan County may, in its sole discretion, stop the selection process and decline to enter into an agreement for the subject matter herein.

**X. INQUIRIES**

All inquiries relating to the specifications or proposal procedure should be directed in writing through e-mail to the Purchasing Agent, Mack McDonald at [mmcdonald@sanjuancounty.org](mailto:mmcdonald@sanjuancounty.org). The last day and time to submit

questions will be 4:30 p.m. on January 16, 2024. **Please do not contact the agency, division, department, or other County officers or employees.**

**XI. REQUEST FOR FINAL AND BEST OFFERS**

Among other options at San Juan County’s disposal, San Juan County may request a final and best offer at any time during the RFP process. If San Juan County exercises this option, the interested party shall respond prior to the deadline established by San Juan County when the option is exercised. If the interested party fails to timely provide a final and best offer, the best offer made by the interested party prior to the exercise of this option will be considered by San Juan County as the final offer of the interested party.

**XII. PROTESTS**

As further described in San Juan County’s Request for Proposals policy, which is incorporated herein by this reference, any proposer who submitted a timely filed proposal that was not rejected by either the evaluation committee or the Purchasing Agent may file a protest. In order to be timely, a protest must be submitted, in writing, to the San Juan County Board of County Commissioners no later than six calendar days after the date that the *Notice of Intent to Engage in Contract Negotiations* was sent by the Purchasing Agent to the applicable Vendor. Protests that are not submitted in a timely manner to the San Juan County Board of County Commissioners shall be rejected by San Juan County.

**XIII. SAN JUAN COUNTY MAY TERMINATE THE RFP PROCESS OR DECIDE NOT TO ENTER INTO A CONTRACT**

As further described in San Juan County’s Request for Proposals policy, which is incorporated herein by this reference, San Juan County may terminate the RFP process regarding this RFP for any reason and at any time prior to the execution of a contract by a proposer and San Juan County regarding the services sought through this RFP. Moreover, San Juan County may decide not to enter into a contract with any proposer to provide the services sought through this RFP.

**XIV. CONTRACT AND PROPOSAL INFORMATION**

All proposers who submit a proposal in response to this RFP acknowledge that they have each read and understand this RFP and agree to be bound by the terms and provisions of this RFP, including, but not limited to, the following:

- A. Firm Pricing: All prices, quotes, or proposals shall remain firm for the duration of the RFP process regarding this RFP and until a contract regarding this RFP is executed by San Juan County and a Vendor or San Juan County decides not to enter into a contract with any Vendor to provide the services sought through this RFP. A Vendor’s failure to comply with this provisions may result in the rejection of the Vendor’s proposal.
- B. Governing Law and Exclusive Jurisdiction and Venue: Any contract between San Juan County and a Vendor regarding this RFP will be interpreted, construed, and given effect according to the laws of the state of Utah and the ordinances of San Juan County, and the courts within San Juan County, Utah shall have the sole and exclusive jurisdiction and venue regarding any such contract. No contract will be assigned, in whole or in part, without the written consent of San Juan County.
- C. Licensing: The selected Vendor shall obtain all applicable federal, state, and local licenses before any contract between San Juan County and the Vendor regarding this RFP is executed. The selected Vendor

must maintain for the duration of the contract between San Juan County and the Vendor regarding this RFP.

- D. Registration: All Vendors shall be registered with the Utah State Division of Corporations and Commercial Code to perform business in the state of Utah. NOTE: Forms and information on registration may be obtained by calling (801) 530-4849, or toll free at 877-526-3994 or by accessing: [www.commerce.utah.gov](http://www.commerce.utah.gov).
- E. Public Domain: Interested Parties are advised that Utah law and San Juan County ordinances provide that, upon the full execution of a contract subsequent to an RFP, the contents of a selected proposal relating to this RFP may be placed in the public domain and become public records subject to examination by any interested parties in accordance to the Government Records Access Management Act (GRAMA), Utah Code Ann. 63G-2-101 et seq. and County ordinance. Please refer to Section XVI below for specific details regarding the protection of certain information.
- F. Modifying or Withdrawing Proposals: Interested parties may modify or withdraw their proposals at any time prior to the proposal due date. Interested parties may withdraw their proposals if San Juan County and the selected interested party cannot agree on contract terms.
- G. Independent Contractors: Interested party agrees that if he/she/it enters into a contract with San Juan County, he/she/it will be an independent contractor and have no authority, express or implied, to bind San Juan County to any agreements, settlements, liability, or understanding whatsoever with any third party and will have no interest in any benefits provided by San Juan County to its employees.
- H. Free and Competitive Bidding: Any agreement or collusion among prospective interested parties to fix a price or limit competition shall render the proposal void and such conduct shall be unlawful and subject to criminal sanction.
- I. Insurance: If awarded the contract, an interested party will, at its sole cost and expense, secure and maintain both prior to the commencement of the term of the contract and for the duration of the contract, insurance coverage as follows:
  - (1) General Liability Insurance as follows: Occurrence form commercial general liability insurance with the following minimum limits:
    - (a) Each Occurrence - \$1,000,000.00;
    - (b) Damage to Rented Premises – \$50,000.00;
    - (c) Med. Exp. (Any one person) – \$5,000.00;
    - (d) Personal & Adv. Injury – 2,000,000.00;
    - (e) General Aggregate - \$2,000,000.00;
    - (f) Products – Comp/Op Agg. - \$2,000,000.00; and
    - (g) Other – N/A;
  - (2) Automobile Liability Insurance: With minimums to satisfy the state of Utah’s requirements;
  - (3) Workers Compensation and Employers’ Liability: With minimums to satisfy the state of Utah’s requirements or a valid waiver issued by the appropriate department of the state of Utah; and
- J. Indemnification: If awarded a contract and consistent with the terms and provisions of the written contract between San Juan County and the selected party, the selected party, for itself, and on behalf of its representatives, among others, shall agree and promise to indemnify, defend, save and hold harmless San Juan County, and San Juan County’s representatives, among others, from any and all claims, among other things.

- K. Infringement: An interested party shall not infringe on patents, copyrights, trademarks, or intellectual property rights. The consequences from violation, including costs of defending a claim and indemnification from an action of claim by a third party, shall be borne by the selected party.
- L. Warranties. If products, goods, or otherwise will be supplied or provided by the selected party, the selected party shall agree to the specific warranty provisions that will be set forth in the written contract entered into between San Juan County and the selected party.
- M. Conflicting Terms of Provisions: If any portion of this RFP conflicts in whole or in part with a written agreement entered into between the selected party and San Juan County subsequent to the issuance of this RFP, the subsequent written agreement between the selected party and San Juan County shall control.

**XV. RFP SUBMISSION REQUIREMENTS AND NOTICE TO INTERESTED PARTIES ON HOW TO POTENTIALLY PROTECT CERTAIN PORTIONS OF THEIR PROPOSALS**

All interested parties shall submit **five (5)** copies of their proposal to San Juan County along with the completed form attached as “Attachment A” hereto. Four copies of the interested party’s proposal shall be a full and complete copies and shall be submitted in hard copy form by either mailing or hand delivering such copy as follows:

If Provided by Mail:

San Juan County  
Attn: Purchasing Agent  
117 South Main Street  
PO Box 9  
Monticello, Utah 84535

If Provided by Hand Delivery:

San Juan County  
Attn: Purchasing Agent  
117 South Main Street, Room #202  
Monticello, Utah 84535

**The fifth copy shall be submitted in “PDF” form.** This copy may be submitted on a CD, flash drive, or other electronic storage medium and provided, along with the first copy, either by email, mail or by hand delivery.

If the interested party’s proposal either does not contain information that may be protected under Section 63G-2-305(1) or (2) of the Utah Code or the interested party does not want to protect information that could be protected under Section 63G-2-305(1) or (2) of the Utah Code, then the interested party’s second copy of its proposal, provided in “PDF” form, shall be a full and complete copy of the interested party’s proposal.

If, however, the interested party’s proposal does contain information that may be protected under Section 63G-2-305(1) and/or (2) of the Utah Code, and the interested party would like to protect such information in its proposal, then the interested party shall comply with Section 63G-2-309 of the Utah Code.

If the interested party does not strictly comply with all of the foregoing provisions of this section, San Juan County, upon receiving a GRAMA request for the interested party’s proposal, will release a full and complete copy of the interested party’s proposal.

All costs associated with the preparation of the proposal, as well as any other related materials, will be the sole responsibility of the interested party. All proposals become the property of San Juan County upon submission. San Juan County reserves the right, but is not obligated, to reject any or all proposals submitted.

All project specifications, manuals, preliminary drawings, and construction drawings, whether digital or hard copies will all be tied directly to this project and shall be provided to and owned by San Juan County.

Further submission requirements are set forth in the Attachment B sections below:

**Attachment A**  
**Feasibility Study**

# **EXHIBIT B**

**(ARCHITECT'S PROPOSAL)**



Redacted Copy for Public Viewing



Architecture + Engineering Services

# SAN JUAN COUNTY PUBLIC SAFETY BUILDING

REMODEL & EXPANSION

01.18.2024





Durable, functional design

\* Image credit: Inclusive Designers Podcast page

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### ATTACHMENT B: SAN JUAN COUNTY RFP FORM

- 01** INTRODUCTION  
ORGANIZATIONAL CHART / TEAM RESUMES + ROLES / LICENSE NUMBERS
- 02** PROJECT SPECIFIC EXPERIENCE
- 03** QUALIFICATIONS AND EXPERIENCE
- 04** PROPOSED PROJECT MANAGEMENT APPROACH
- 05** FEE SCHEDULE

# ATTACHMENT B: SAN JUAN COUNTY RFP FORM + ajc COI

San Juan County Public Safety Building Remodel Project Design and Construction Administration Services

## Attachment B

### San Juan County RFP Form

**Respondent Information:** Provide the following information about yourself and your company.

Respondent Name: Heber E. Slabbert, AIA, NCARB

(Note: give exact legal name as it will appear on the contract, if awarded)

Address: 703 East 1700 South

City: Salt Lake City, UT 84105 State: Utah Zip: 84105

#### Business Structure:

Individual or Sole Proprietorship

Partnership

Corporation

Limited Liability Company

Other, list business structure Professional Corporation (P.C.)

**Insurance Certificate:**  Copy of insurance certificate, or  You are willing to get the proper insurance requirements if awarded the contract during contract negotiation.

**Contact Information:** List the one person who San Juan County or their representative may contact concerning your proposal.

Name: Heber E. Slabbert, AIA, NCARB

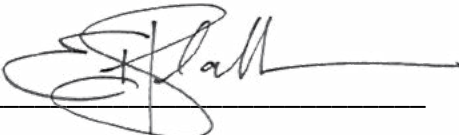
Telephone Number: 801-466-8818 x.114 Cell: 801-309-8225

E-Mail: hslabbert@ajcarchitects.com

#### Final Bid/Pricing Structure:

Cost/Fee Schedule attached per RFP requirements, see Tab 5- Fee Schedule

By submitting this proposal, ajc architects hereby certifies our willingness to enter into a contract with San Juan County, if selected.

Signature 

Date January 19, 2024





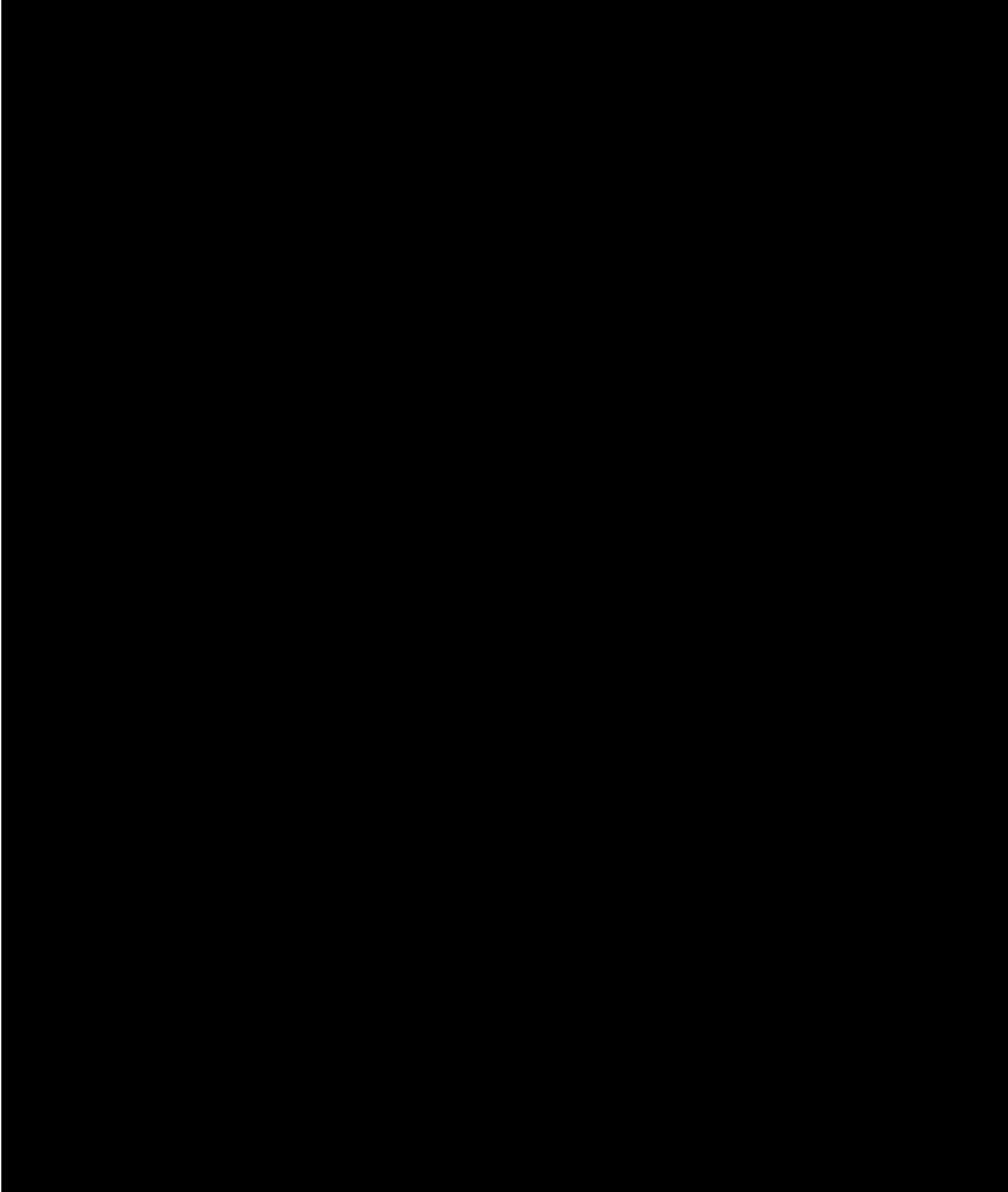
# tab 1

## INTRODUCTION

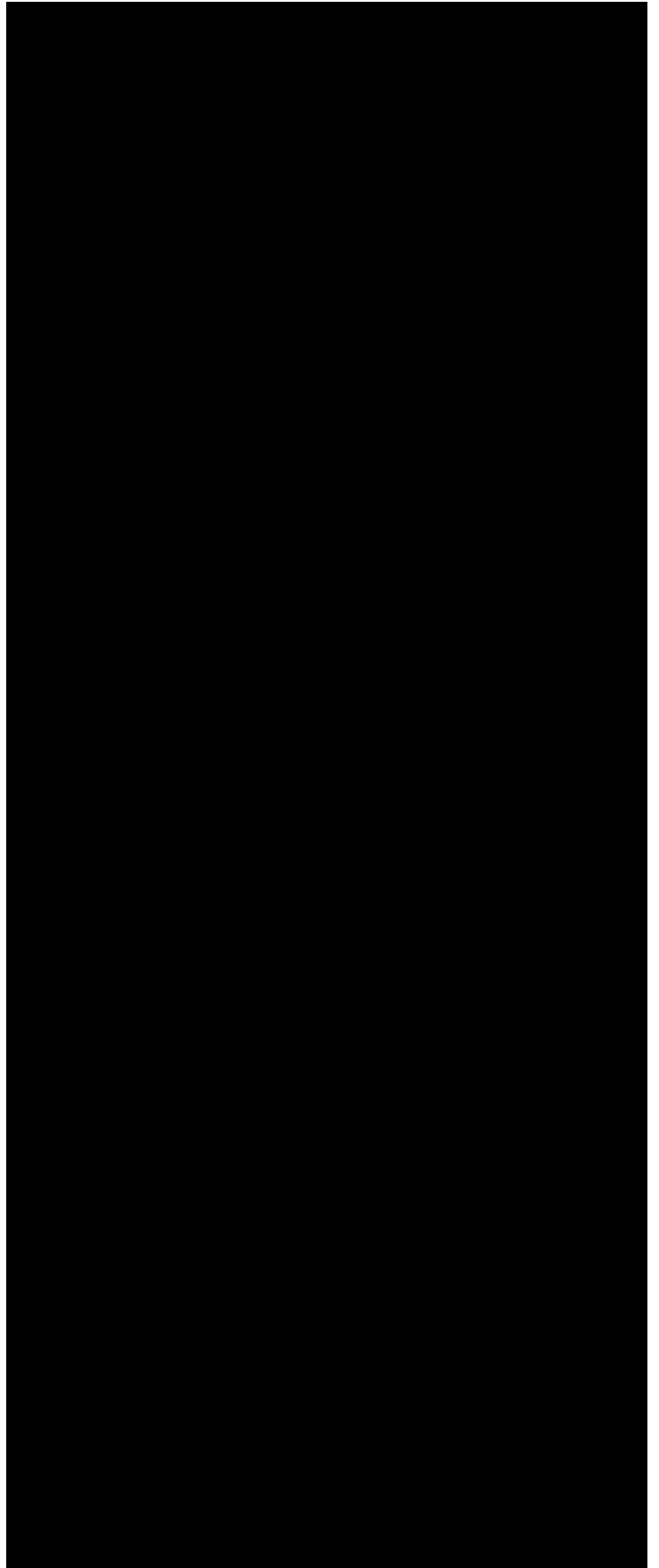
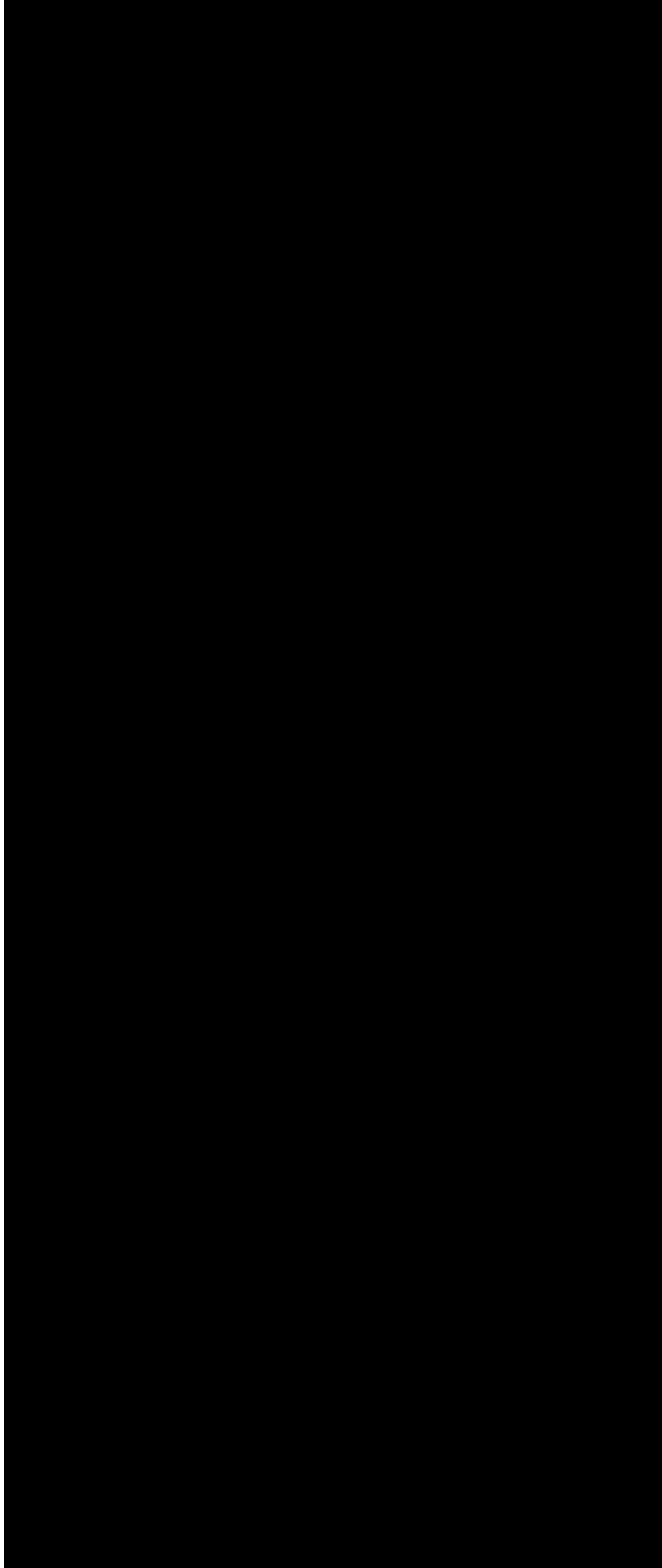
**Our team is genuinely passionate about designing quality corrections spaces and bringing humanity to individuals who haven't had access to *intentionally designed* rehabilitation spaces.**

# 1 | LETTER OF INTRODUCTION

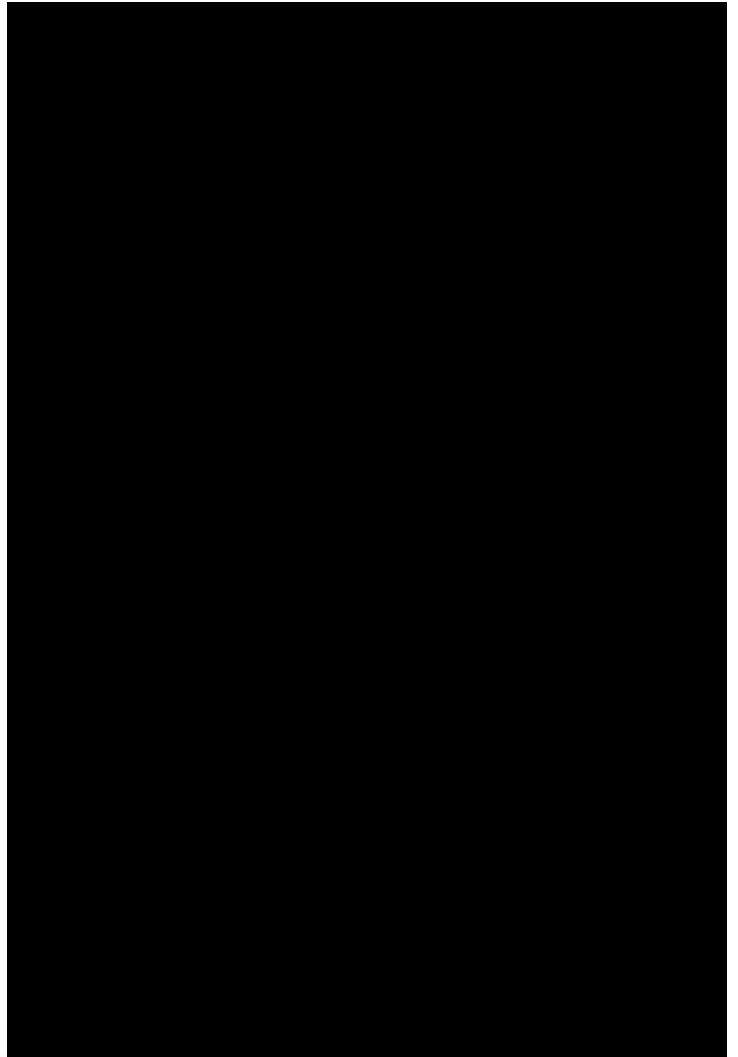
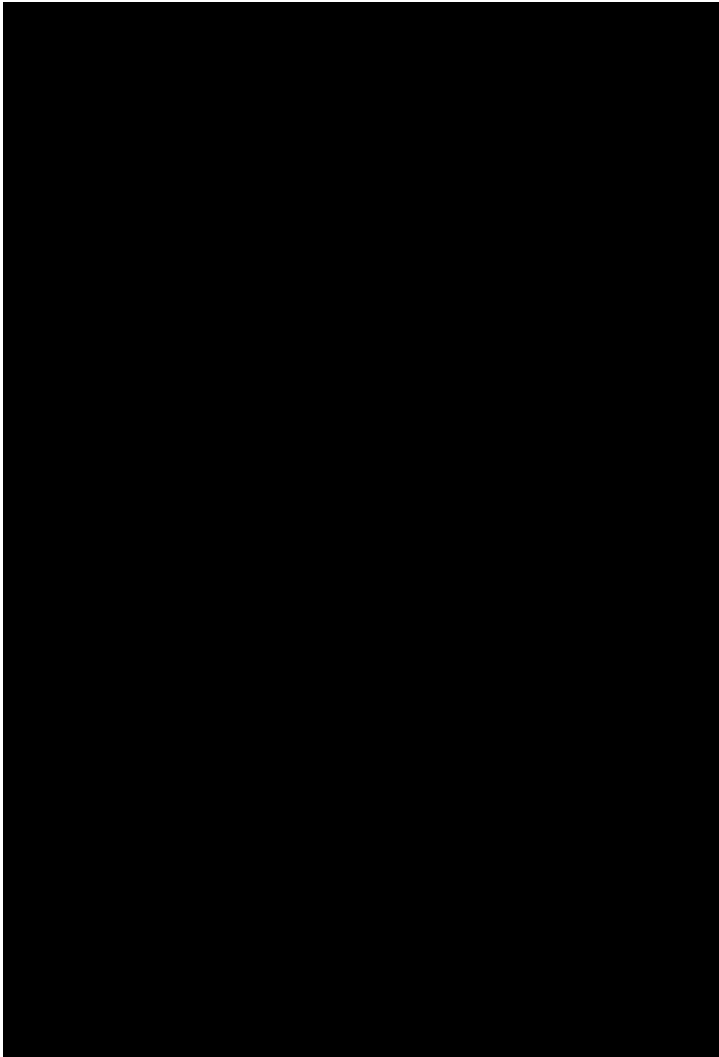
ajc architects



## PROPOSAL SUMMARY



# 1 | EXECUTIVE SUMMARY





# 1 | TEAM ORGANIZATION AND PROJECT ROLES



ajc architects

Leads Effort
Specialist
Supports Effort

## HEBER E. SLABBERT, AIA, NCARB

ROLE: Principal | Design Architect | Overall Project Manager

### OVERALL PROJECT OVERSIGHT

- Contract & Fees
- Kick-off Meeting coordination/participation
- Contract management
- Overall Programming lead
- Overall Design oversight
- Project closeout oversight

### PROGRAM VERIFICATION OVERSIGHT

- Vision Workshop
- Interviews with key stakeholders
- Program spreadsheet of spaces
- Options Workshop
- High Performance Building Workshop
- Draft Program Document development
- Draft Program presentation
- Final Program delivery

### SD, DD, CDs

- Design oversight
- Budget and Schedule oversight

### CONSTRUCTION ADMINISTRATION

- Oversight

## TREVON BEUTLER, AIA

ROLE: Project Architect/Team Project Manager

### KEY RESPONSIBILITIES:

- Kick-off Meeting participation
- Project & Design Team management
- CA oversight
- Oversight of project closeout

### PROGRAM VERIFICATION

- Interviews with key stakeholders
- Spreadsheet of spaces
- High Performance Building Standards

### SD, DD, CDs

- Design supervision and execution
- Revit model management

### CONSTRUCTION ADMINISTRATION

- CA Oversight
- Bids and Buy-out coordination
- Oversight of project close-out

## DIJANA RAMBO, AIA

ROLE: Principal Architect  
Corrections Programming Specialist

- Supports the Programming team in all aspects of the Program Verification process based on the Feasibility Study
- Supports the Programming and Design effort with expertise in best practices in secure and humane spaces

## KENT RIGBY, AIA

ROLE: Quality Assurance Architect

### KEY RESPONSIBILITIES:

- Document Quality Assurance review & oversight
- V/E and constructability coordination
- Code life safety ADA review
- San Juan County SD-DD-CD submittals / review
- BIM model clash detection

## RANDA HART

ROLE: Interior Design

### KEY RESPONSIBILITIES:

- Programming Verification support
- Verification of spaces with Dijana and Hannah
- Furniture layout planning and support
- Interior design and FF&E coordination

## MICHAEL TRAVIS, CSI

ROLE: Code and Specifications Specialist

### KEY RESPONSIBILITIES:

- Project specifications
- Review & coordination of design standards
- Code, life safety ADA review with Kent
- Assists with San Juan County HPBS
- V/E and constructability coordination

## CONSULTANT TEAM

### FOOD SERVICE DESIGN HC Design

MICHAEL MILES, FCSI  
Principal Food Service Designer

## HANNAH LELIE, NCIDQ

ROLE: Project Support | BIM Support

### KEY RESPONSIBILITIES:

- Programming Verification support
- Design support including SD-DD-CDs
- BIM model management with Dijana
- CA support to the design team

CIVIL ENGINEER / SITE UTILITIES  
**Jones & DeMille Engineering**

SCOOT FLANNERY, PE  
Civil Engineering PM

STRUCTURAL ENGINEER  
**Reaveley**

GRAHAM OXBORROW, SE  
Sr. Structural Engineering PM

ELECTRICAL ENGINEER  
**Spectrum**

DAVE WESEMANN, PE, LEED AP  
Principal Electrical Engineer

SECURITY SYSTEMS  
**Spectrum**

STEVE ANDERSON  
Security Systems Specialist

TOPOGRAPHIC SURVEY  
**Jones & DeMille Engineering**

TYLER NIELSON, PLS  
Topographic Land Surveyor

LANDSCAPE  
**Great Basin Engineering**

JAMES ZAUGG, PLA  
Landscape Architecture

MECHANICAL ENGINEERING  
**WHW**

WIN PACKER, PE, LEED AP  
Principal Mechanical Engineer

COST ESTIMATING  
**Construction Control Corp.**

KRIS LARSON, CPE  
Sr. Cost Estimator



## HEBER E. SLABBERT, AIA, NCARB

Principal | Design Architect | Overall Project Manager

Heber has a solid understanding of planning, programming, and designing for corrections facilities, inmate support services, sensitive populations. He will participate in the programming effort with Dijana and will lead the design effort, with the assistance of Corrections Programming Specialist and Principal Architect Dijana Alickovic. His experience working with large stakeholder groups, including service providers and law enforcement gives him unique experience related to this type of project.

With over 16 years of experience, Heber has become a leader in the Trauma Informed Design, thanks in part to years spent working with local and national experts in this field. He is an advocate for "Trauma Informed Design" as a key element to designing correctional facilities. He understands the direct connection between designing correctional facilities to create healthy physical, emotional, and mental environments that help support individuals who have, or are, experienced trauma in their lives. **As Principal Design Architect, Heber is the ideal point of reference for innovative design solutions which address:**

- **San Juan County's specific and detailed need for the Public Safety Building renovation and expansion having completed the San Juan County Public Safety Feasibility Study in 2021.**
- Building analysis which anticipates and mitigates hidden and **unknown conditions** before these conditions become an issue.
- Current best-practices in design which are directly applicable to **sensitive or at-risk populations**.
- A comprehensive understanding of **CPTED** principals: natural access control, natural surveillance, territoriality, and maintenance.
- **State of Utah High Performance Building Standards.**
- A high level of team coordination with stringent **accountability to schedule and budget** parameters.
- **Workshop facilitation** with service providers, consultants, corrections stakeholders, and law enforcement stakeholders.

### EDUCATION/TRAINING

- Master of Architecture / Montana State University
- Bachelor of Environmental Design / Montana State University

### LICENSES | REGISTRATIONS

- **Licensed Architect: Utah License No. 6137252-0301**
- Member AIA
- NCARB Certified

### CORRECTIONS RELATED EXPERIENCE WITH A BEHAVIORAL HEALTH COMPONENT

- San Juan County Public Safety Building Feasibility Study (2021) - **(Remote Location)**
- Department of Corrections Behavior Health Transition Facility - West Jordan Programming and Design
- Department of Corrections Behavior Health Transition Facility - West Jordan Pre-Programming
- Department of Corrections Treatment Resource Center Relocation & Remodel of Existing BCI Building Relocation and Renovation
- Department of Corrections Treatment Resource Center Relocation & Remodel of Existing BCI Building Feasibility Study
- Department of Corrections Timpangogos Corrections Center Renovation - Orem, UT
- Department of Corrections Highland Mental Facility Feasibility Study
- Department of Corrections Orange Street Renovation
- Department of Corrections Bonneville Corrections Center Renovation
- Utah State Development Center Laurelwood Renovation

### TRAUMA INFORMED DESIGN EXPERIENCE

- Gail Miller Homeless Resource Center - Salt Lake City, UT – Programming and design management, consultant management
- Geraldine E. King Homeless Resource Center - Salt Lake City, UT – Programming and design management, consultant management
- Pamela Atkinson Resource Center - South Salt Lake, UT – Programming and design management, consultant management

# ajc DESIGN TEAM / DESIGN ARCHITECT EXPERIENCE



## DIJANA RAMBO, AIA

Principal | Corrections and Humane Design Specialist

Dijana has provided planning, programming, and design services for several high-profile Department of Corrections and Community Centers, which serve sensitive groups, over the past several years.

Her immersive experience in the renovation of corrections facilities, coupled with her extensive background in trauma informed design and humane design principles make Dijana the ideal specialist to address the programmatic and design needs associated with San Juan's Public Safety Building renovation and addition.

Dijana has direct experience in addressing the design needs of a broad spectrum of corrections stakeholders, as well as designing for the well-being and mental health of at risk populations. She will work directly with Heber, and the ajc design team to analyze programmatic requirements and create design solutions which will exceed San Juan County's expectations for the Public Safety Building.

### EDUCATION

- Master of Architecture / University of Utah
- Bachelor of Science/ Architecture / University of Utah

### PROJECT EXPERIENCE

- Department of Corrections Behavior Health Transition Facility - West Jordan Programming and Design
- Department of Corrections Behavior Health Transition Facility - West Jordan Pre-Programming
- Department of Corrections Treatment Resource Center Relocation & Remodel of Existing BCI Building Relocation and Renovation
- Department of Corrections Treatment Resource Center Relocation & Remodel of Existing BCI Building Feasibility Study
- Department of Corrections Timpanogos Corrections Center Renovation - Orem, UT

### LICENSES | REGISTRATIONS

- **Licensed Architect: Utah License No. 10832173-0301**
- Member: AIA

### TRAUMA INFORMED DESIGN EXPERIENCE

- Harris Community Village Resource Center - Tooele, UT
- Gail Miller Homeless Resource Center - Salt Lake City, UT – Programming and design management, consultant management
- Geraldine E. King Homeless Resource Center - Salt Lake City, UT – Programming and design management, consultant management
- Pamela Atkinson Resource Center - South Salt Lake, UT – Programming and design management, consultant management
- Seekhaven Family Crisis and Resource Center Feasibility Study



## TREVON BEUTLER, AIA

Project Architect | Team Project Manager

Trevon's background in public safety projects is directly linked to his experience with public safety buildings and the communities those facilities will serve.

Trevon will manage the consultant team for all phases of the planning and design effort for the project. He will work closely with Heber and Dijana during design and will assist in coordinating SD, DD, and CD's with our consultant team. Trevon will also be closely involved in Construction Administration for the project.

### EDUCATION

- Master of Architecture / University of Utah
- BS/ Architectural Studies / University of Utah

### PROJECT EXPERIENCE

- Wasatch County Fire Station and Public Safety Headquarters Programming and Design Heber City, UT
- Murray Armory Community Center Renovation Programming and Design- Murray, UT
- Salem City Fire Station Programming and Design - Salem, UT
- Wasatch Fire Station (Hideout) Site Test Fit
- Sandy City Fire Station and Public Safety Building Programming and Design - Sandy, UT

### LICENSES | REGISTRATIONS

- **Licensed Architect: Utah License No. 135096-0301**
- Member: AIA



## RANDA HART, NCIDQ, LEED AP ID+C

### Interior Design and FFE Coordination

With over 15 years of experience, Randa possesses a high level of aesthetic and confidence in developing project concepts and direction; She is able to implement a framework in which she can thrive in a team setting and follow through all phases of design and documentation. She places a high emphasis on hand sketching, conceptual ideation, space planning/ diagramming, material finish color and texture selection, custom millwork detailing, lighting and furniture design. Randa has experience with FF&E budgets, and preparing detailed specifications for in-house procurement, third-party bidding and working with public assembly contracts.

Randa will support the design team by ensuring that room and space planning is optimized during the design phase of the renovation effort. She will also assist with interior design and FF&E coordination.

#### EDUCATION

- Colorado State University / Ft. Collins, CO.
- Bachelor of Science, Interior Design / Cum Laude / CIDA Accredited
- Bachelor of Applied Human Science / Construction Management

#### PROJECT EXPERIENCE

- Department of Corrections Behavior Health Transition Facility Renovation - West Jordan Programming and Design
- DFCM - Heber Wells Attorney General of Utah Office Space Planning and Programming
- Kneaders Restaurant Renovation - Utah County
- National Park Service Little Bighorn Battlefield National Monument Visitor Center Replacement
- Utah State University Monument Valley Academic Building Programming (**Remote Location**)

#### LICENSES | REGISTRATIONS

- **NCIDQ Certified Professional**
- LEED Accredited Professional
- IIDA Member
- ASID Member
- BEST IRC

#### SPECIAL POPULATIONS

- Aegis Living [Senior] Communities: Dana Point, CA/ Laguna Niguel, CA/ Corte Madera, CA/ Pleasant Hill, CA/ Oceanside, CA\*
- Cocoon House [Youth Community Service Center] - Everett, WA\*
- Hopeworks [Young Adult Community Service Center]: 3331 Broadway, Everett, WA\*
- The Ryther Foundation [Youth Community Service Center - Seattle, WA\*
- Providence Elderplace [Senior Community] - Redmond, WA\*
- Emerald Heights [Senior] Community -NE, Redmond, WA\*

\* Project performed with another firm.



## HANNAH LELIE, NCIDQ

### Space Planning and Project Support

Hannah creates unique designs by exploring new ideas and finding concepts that accurately represent each client. She focuses on the health and wellness of building users.

Hannah will support Trevon and the design team by ensuring that room and space planning is optimized during the design phase of the renovation effort. She will also assist Randa with interior design and FF&E coordination.

#### EDUCATION

- Bachelor of Fine Arts / Interior Design / Ringling College of Art and Design - Sarasota, FL

#### PROJECT EXPERIENCE

- Department of Corrections Behavior Health Transition Facility Renovation - West Jordan Programming and Design
- Department of Corrections Treatment Resource Center Relocation & Remodel of Existing BCI Building Programming and Design
- DFCM - Heber Wells Attorney General of Utah Office Space Planning and Programming

#### LICENSES | REGISTRATIONS

- **NCIDQ Certified Professional**

- DFCM Farmington Regional Center Programming
- Farmington Utah Drivers License Division and Department of Motor Vehicles Feasibility Study
- Kneaders Restaurant Renovation - City Creek - Salt Lake, UT
- Kneaders Restaurant Renovation - Pleasant Grove, UT
- Widewater DeWitt Multi-family Design - Salt Lake City, UT

# ajc DESIGN TEAM / DESIGN ARCHITECT EXPERIENCE



## KENT RIGBY, AIA

### Quality Assurance Architect

With over nearly 45 years of experience in architecture, Kent is well-seasoned and methodical in his approach to assuring document accuracy. Quality Control is the main aspect of Kent's role at ajc. Kent reviews all construction documents and specifications. Kent will support the entire team with design reviews and final construction documents, to ensure a complete, thorough and well coordinated set of design documents.

Kent's will ensure that proven quality control measured are followed during the design process. Kent's role ensures that design documents maintain a high level of accuracy.

#### EDUCATION

- Bachelor of Fine Arts / University of Utah

#### PROJECT EXPERIENCE

- Department of Corrections Behavior Health Transition Facility - West Jordan Programming and Design
- Department of Corrections Behavior Health Transition Facility - West Jordan Renovation
- Department of Corrections Treatment Resource Center Relocation & Remodel of Existing BCI Building Relocation and Renovation
- Department of Corrections Timpanogos Corrections Center Renovation - Orem, UT
- Department of Corrections Orange Street Renovation
- Department of Corrections Bonneville Corrections Center Renovation
- Utah State Development Center Laurelwood Renovation

#### LICENSES | REGISTRATIONS

- **Licensed Architect: Utah License No. 135096-0301**
- Member: AIA

#### TRAUMA INFORMED DESIGN EXPERIENCE

- Gail Miller Homeless Resource Center - Salt Lake City, UT – Programming and design management, consultant management
- Geraldine E. King Homeless Resource Center - Salt Lake City, UT – Programming and design management, consultant management
- Pamela Atkinson Resource Center - South Salt Lake, UT – Programming and design management, consultant management



## MICHAEL TRAVIS, CSI, Assoc. AIA

### Specification and Code Specialist

Michael has extensive experience with building specifications and building code requirements. His expertise will add substantial value to the team, as well as enhance the production and turnaround of design documents. Michael will track compliance with building codes. Michael's expertise in specifications and code will adds value, while streamlining design efforts associated with the San Juan Public Safety Building renovation and addition.

Michael will support the design team by providing specifications and code compliance services.

#### EDUCATION

- Master of Science / Sustainability / Harvard University / Pursuing
- BS Integrated Studies / Technology Management and Environmental Studies / Utah Valley University

#### PROJECT EXPERIENCE

- San Juan County Public Safety Building Feasibility Study (2021) - **(Remote Location)**
- Department of Corrections Behavior Health Transition Facility Renovation - West Jordan Programming and Design
- Department of Corrections Treatment Resource Center Relocation & Remodel of Existing BCI Building Renovation
- Department of Corrections Timpanogos Corrections Center Renovation - Orem, UT
- Department of Corrections Orange Street Renovation - Salt
- Department of Corrections Bonneville Corrections Center Renovation
- Utah State Development Center Laurelwood Renovation
- Department of Corrections Northern Utah Community Corrections Center Control Room Upgrade
- DFCM (State of Utah )Farmington Multi-agency Center Programming

#### LICENSES | REGISTRATIONS

- **Professional Member Construction Specifications Institute**
- Associate Member of AIA

# 1 | CONSULTANT TEAM



## SCOOT FLANNERY, PE Project Manager | Civil Engineer

Scoot is the lead engineer in our Monticello, Utah office and brings 18 years of construction management and engineering experience. He was raised in Blanding where he currently resides and has lived and worked for over 20 years. Scoot served on the San Juan County Planning Commission for five years, which provided him with a unique perspective both as a consultant as well as a local government representative. This helped Scoot gain the knowledge of what is required to deliver successful projects and be responsive to client needs. He has managed many site designs for many projects in San Juan County, including clinics, schools, government buildings, commercial, and others. His areas of expertise also include project management, cost estimating, and project design. Scoot has managed over 100 design projects that included transportation, water resources, structural, survey, inspections, site development, funding

procurement, construction engineering and master planning efforts.

### EDUCATION

- BS / Civil Engineering / Brigham Young University

### LICENSES | REGISTRATIONS

- **Registered Professional Engineer - Utah No. 7734559-2202**

### PROJECT EXPERIENCE

- San Juan County Justice Court/County Sheriff Building Addition Feasibility Study – **with ajc architects**
- Utah State University Blanding CTE Building Civil Design – **with ajc architects**
- Utah State University Monument Valley Academic Building Civil Programming – **with ajc architects**
- Utah State University Blanding Arts & Events Fire Suppression Feasibility – **with ajc architects**
- Kayenta Judicial Court Facility Civil Design and Survey
- Dolores County - Dove Creek Social Services Building Design
- Blanding Clinics - Site Civil Design
- Sunrise Outfitting - Building and Site Design
- Resort Retailers Monticello Site Design



## JAVEN IVINS, EIT Civil Engineer

Javen has been a full-time team member of JDE since spring of 2020 when he graduated from Brigham Young University with a civil engineering degree. He has played various roles in a wide range of projects acquiring experience in site, storm drainage, hydraulic, hydrologic, utility, and structural design as well as on site structural analyses. Additionally, he has field and lab experience in concrete and soil testing and sampling. He is an ACI certified concrete field technician (grade 1), APNGA certified, and Utah water rights certified. Javen is also a member of the American Society of Civil Engineers (ASCE).

### EDUCATION

- BS / Civil Engineering / Brigham Young University

### PROJECT EXPERIENCE

- Utah State University Blanding CTE Building Civil Design – **with ajc architects**
- Utah State University Monument Valley Academic Building Civil Programming – **with ajc architects**
- Utah State University Monument Valley Academic Building Design and CA – **with ajc architects**
- Utah State University Blanding Arts & Events Fire Suppression Feasibility – **with ajc architects**
- Kayenta Judicial Court Facility Civil Design and Survey
- Dolores County - Dove Creek Social Services Building Design
- Blanding Clinics - Site Civil Design
- Sunrise Outfitting - Building and Site Design
- Resort Retailers Monticello Site Design

# CONSULTANT TEAM



## TYLER NIELSON, PLS

### Land Surveyor

A San Juan County native, Tyler has been a field surveyor for more than six years. Previously, Tyler had opportunities to work for government entities on various city and county projects. He has a thorough working knowledge of principles, practices and procedures of ALTA surveys, topographic surveys, boundary surveys, legal description, and easement preparation. He has worked on many surveying jobs, including radio tower sites, building sites, road projects and numerous other topographic surveys. Completion of these projects was done with robotic total stations, levels, and GPS. He also provided many construction and staking projects for government and private agencies and completed private subdivision projects, which consisted of topographic surveys, searching for section corners, and staking boundaries. He has completed dozens of surveys in Monticello and is competent in using Autodesk Civil

3D, ArcMap, Trimble GPS, total stations, ArcGIS, and drones.

### EDUCATION

- BS / Surveying & Mapping / Utah Valley University

### PROJECT EXPERIENCE

- Utah State University Blanding CTE Building Civil Design – **with ajc architects**
- Utah State University Monument Valley Academic Building Civil Programming – **with ajc architects**
- Utah State University Monument Valley Academic Building Survey – **with ajc architects**
- Kayenta Judicial Court Facility Civil Design and Survey

### LICENSES | REGISTRATIONS

- **Registered Professional Land Surveyor - Utah No. 13525534-2201**
- FAA Remote Pilot Certification No. 4279344

- Dolores County - Dove Creek Social Services Building Design
- Green River City - Public Safety Building
- Blanding Clinics - Site Civil Design
- Sunrise Outfitting - Building and Site Design
- Resort Retailers Monticello Site Design



## JAMES ZAUGG, PLA

### Landscape Architect | Project Manager

James has 25 years of experience designing site, landscapes, and irrigation systems. James is a knowledgeable and careful designer and is skilled at managing projects. James has extensive experience designing the landscaping for municipal projects including courts, administration buildings, and fire stations.

### EDUCATION

- BLA / Landscape Architecture and Environmental Planning / Utah State University

### PROJECT EXPERIENCE

- Ogden Courts Exterior Entrance Remodel – Ogden Utah
- Carbon County Courthouse and Administration Building – Price, Utah
- Juab County Courthouse – Nephi, Utah

### LICENSES | REGISTRATIONS

- **Registered Landscape Architect - Utah No. 3085204-5301**

- State of Utah Division of Natural Resources Offices, Vernal, Cedar City, Springville, and Richfield, Utah
- Northern Utah Interagency Fire Dispatch Center - Draper, Utah

# 1 | CONSULTANT TEAM



## GRAHAM OXBORROW, SE Principal | Senior Project Engineer

Graham Oxborrow is an associate at Reaveley Engineers with over 15 years of structural engineering experience on a diverse range of projects, including the Utah State Correctional Facility in Salt Lake City, Utah and the Department of Corrections Timpanogos Corrections Facility in Orem, Utah. His expertise in state-of-the-art structural concepts enables him to develop innovative and cost-effective structural solutions. He specializes in steel, concrete, masonry, and wood structures, with expertise in seismic design. Graham's successful project delivery is the result of solid communication, which fosters a team approach to even the most challenging environments.

### EDUCATION

- BS / Civil Engineering / Brigham Young University
- MS / Civil Engineering / Brigham Young University

### PROJECT EXPERIENCE

- Utah Department of Corrections BCI Building Relocation/ Remodel, Taylorsville, UT – **with ajc architects**
- Utah Department of Corrections Timpanogos Corrections Orem Facility – **with ajc architects**
- The Road Home Pamela Atkinson Men's Resource Center, Salt Lake City, UT – **with ajc architects**
- The Road Home Gail Miller Resource Center, Salt Lake City, UT – **with ajc architects**
- Geraldine E King Women's Resource Center, Salt Lake City, UT – **with ajc architects**

### LICENSES | REGISTRATIONS

- **Registered Professional Engineer - Utah No. 8551928-2203**

- Salt Lake City International Airport Operations Retrofit & Remodel, Salt Lake City, UT
- Utah Retirement Systems Buildings 540 & 560 Seismic Retrofits, Salt Lake City, UT
- St George Airport Aircraft Rescue and Fire Fighting
- Davis County Clearfield North Branch Library
- Salt Lake County Riverton City Senior Center
- Volunteers of America Youth Center, Salt Lake City, Utah
- Provo Municipal Airport Improvements & Expansion



## DAVE WESEMANN, PE, LEED AP, ATD Principal Electrical Engineer

Dave has 32 years of electrical engineering design, cost control, and construction review experience. He has a vast project history involving industrial, mission critical, educational, commercial, medical, and government facilities for a wide range of clients across the United States and at various places throughout the world. His project leadership, attention to detail and schedules, and ability to coordinate various services with the electrical design are hallmarks of his work. He is a LEED Accredited Professional (LEED AP) and has provided electrical engineering on more than 50 LEED® projects.

### EDUCATION

- BS / Electrical Engineering / University of Utah

### PROJECT EXPERIENCE

- Salt Lake City Public Safety Complex (Net Zero), Salt Lake City, UT
- Provo City New City Hall and Public Safety Building, Provo, UT
- Utah State Correctional Facility, Salt Lake City, UT
- Salt Lake City Public Safety Building 3rd Floor Remodel, Salt Lake City, UT
- Administrative Office of the Courts 2nd District Juvenile Courthouse Construction
- Coordination, Ogden, UT
- Moweda Youth Corrections Home Remodel, Roy, UT
- M-NCPPC Saddlebrook Park Police Headquarters Interior Modifications, Wheaton, MD
- City of Mesa Multiple Fire Stations FEMA Diesel Exhaust Extraction System, Mesa, AZ

### LICENSES | REGISTRATIONS

- **Registered Professional Engineer - Utah No. 181563-2202**

- Cottonwood Heights City Hall, Cottonwood Heights, UT
- Administrative Office of the Courts 2nd District Juvenile Courthouse, Ogden, UT
- South Jordan Police and Courts Facility, South Jordan, UT
- Marriot-Slaterville City Hall, Marriott-Slater, UT
- Murray City Hall, Salt Lake City, UT
- Carbon County Courthouse, Price, UT
- Logan 1st District Courthouse Security Upgrade, Logan, UT
- Scott M. Matheson Courthouse Supreme Courtroom Lighting Upgrade, Salt Lake City, UT
- Gateway Food Court Study, Salt Lake City, UT
- Mohave County Courthouse, Kingman, AZ
- Utah State Courts Manti 6th District Courthouse, Manti, UT
- Utah State Fifth District Courthouse, St. George, UT



# CONSULTANT TEAM

## STEVE ANDERSON

### Security Systems Consultant



Steve is a highly experienced and sought-after security systems consultant, with over 31 years of experience designing cutting-edge security systems. His expertise extends to a variety of environments, including government facilities, where he has worked on several projects, including the new Utah State Correctional Facility. Steve's dedication to delivering effective, comprehensive security solutions has earned him a reputation as a premier security consultant in the industry.

#### LICENSES | CERTIFICATIONS

- EndoSoft
- Genetec
- Harding Instruments
- Honeywell Vindicator

- Milestone
- Omron PLC
- Prowatch
- Tyco Software House

#### PROJECT EXPERIENCE

- Utah State Correctional Facility Security Electronics Installation, Salt Lake City, UT
- Maple Street Correctional Facility Redwood City, CA
- Central Utah Correctional Facility Expansion, Gunnison, UT
- Hill Air Force Base Falcon Hill North Gate, HAFB
- Hill Air Force Base F-22 Heavy Maintenance Facility, HAFB, UT
- Hill Air Force Base F-22 Repair Facility, HAFB, UT
- Hill Air Force Base Price Hall Remodel, HAFB, UT
- Veterans Affairs Wahlen Medical Center EHRM Upgrades, Salt Lake City, UT
- Veterans Affairs Clinic Tenant Improvement, St George, UT
- University of Utah Spencer Fox Eccles School of Medicine, Salt Lake City, UT
- Arizona State Hospital Security Upgrades Phase I, Phoenix, AZ
- Arizona State Hospital Security Upgrades Phase II, Phoenix, AZ
- Utah State University New Logan Institute Building, Logan, Utah, Logan, UT
- DFCM Archives Building Security Upgrades, Taylorsville, UT
- Utah State Courts Manti 6th District Courthouse, Manti, UT
- State of Utah Capitol Hill North Building Program, Salt Lake City, UT



## WIN PACKER, PE, LEAP AP

### Principal Mechanical Engineer

Throughout his career Win has served as the Principal Engineer on numerous state agency and municipality projects. Included in his design experience are public safety, fire station, administration, and maintenance buildings. Most relevantly, a few years ago WHW worked with ajc architects to complete a feasibility study of the San Juan Public Safety Building. Win values engineering and developing HVAC and plumbing systems that balance maximum environmental sustainability, building comfort, and system dependability.

#### EDUCATION

- BS / Mechanical Engineering / Utah State University

#### PROJECT EXPERIENCE

- San Juan County Public Safety Feasibility Study – **with ajc architects**
- USU Blanding CTE and Welding – **with ajc architects**
- USU Monument Valley – **with ajc architects**
- Edge of Cedars Blanding Remodel
- Utah Highway Patrol Murray Building Upgrades
- Midvale Police Station Mechanical Upgrades
- Moab Regional Center Mechanical Upgrades
- Grand County Jail Remodel and Upgrades
- Iron County Public Safety Building
- Cedar City DPS Crime Lab Remodel
- Orem Public Safety Building Remodel
- Farmington Public Safety Building HVAC & Controls Upgrade
- Delta Fire Station
- Richfield Fire Dispatch Center

#### LICENSES | REGISTRATIONS

- **Registered Professional Engineer - Utah No. 375080-2202**
- Department of Corrections Mental Health Transition Study – **with ajc architects**
- Santaquin New City Hall Building
- Eagle Mountain Administration Building
- Washington County Receiving Center
- Jewish Community Center Renovation & Addition – **with ajc architects**
- UTA Riverside Admin Renovation & Addition – **with ajc architects**
- DWS Admin. Building Controls Upgrade
- Mt. Olympus District Office and Maintenance Buildings
- UDOT – Salt Lake West Maintenance Station
- UDOT – Cottonwood Maintenance Station

# 1 | CONSULTANT TEAM



## MICHAEL MILES, FCSI Principal | Project Manager

A skilled chef with a background in food service design and equipment, Michael understands how frustrating inefficient kitchens can be. As the Principal of HC, he incorporates that real-world experience into commercial kitchen designs. Improving the food service industry and the lives of those who work within it is both his business and passion. Correctional facilities require the skill set and understanding Michael possesses to include open view work areas while balancing the secure nature of the facility. Integration of systems for work program staff and hired staff to interact without incident.

Michael will lead the food service design team and serve as the lead designer and point of contact.

### EDUCATION

- Associate of Applied Science Degree in Culinary Arts  
Johnson & Wales University / Providence, RI

### PROJECT EXPERIENCE

- St. Anthony Work Camp, St. Anthony, ID
- South Dakota Women's Prison, Rapid City, SD
- Montana State Prison, Food Factory & Laundry Expansion  
Deer Lodge, MT
- Yellowstone County Detention Facility, Addition/ Remodel  
Billings, MT
- Roosevelt County Detention Center - Wolf Point, MT

### LICENSES | REGISTRATIONS

- **Food Service Consultants Society International,  
Professional Member No. 707871**
- National Allied Individual Member AIA
- NACUFS Industry Member

- Custer County Detention Center - Miles City, MT
- Richland County Detention Center - Sidney, MT
- Fort Peck Detention Center - Poplar, MT
- Johnson County Detention Center - Buffalo, WY
- Sheridan Law Enforcement Center - Sheridan, WY
- Shoshone Bannock Tribal Justice Center - Fort Hall, ID



## KRIS LARSON, CPE President | Senior Cost Estimator

Kris brings nearly 30 years of experience to this project. He has been estimating and managing projects for the majority of that time. He brings to your project an accurate, clear cost model that can be used for informed decision making. He has estimated thousands of projects, many of which have significant relevance to this project. His project experience includes the Lehi Police Department, Salt Lake City Police Demo, West Valley Police Headquarters, Sweetwater Justice Center, Davis County Children's Justice Center, Wasatch County Youth Corrections Facility. He was awarded the Estimator of the Year Award in 2009 from the American Society of Professional Estimators.

Kris will take the lead role in periodic cost estimating for the project, from milestones in the Program Verification process through various benchmarks in design.

### EDUCATION

- Bachelor of Science / Economics / University of Utah
- Associates-Science / Ecology / Ricks College

### PROJECT EXPERIENCE

- Lehi Police (new)
- SLCIA Police Demo (demo)
- Duchesne Justice Center Remodel (addition)
- West Valley City Police Headquarters (new)
- Carbon County 7th District Courthouse (new)

### LICENSES | REGISTRATIONS

- **Utah General Contractor B-100 Classification - Utah  
License No. 6153745-5501**
- **Certified Professional Estimator**
- **ASPE National NW Governor**

- 3rd District Juvenile Court (new)
- Provo 4th District Courthouse (new)
- Sweetwater County Justice Center (new)
- Farmington Police Station

# PROJECT REFERENCES

## ajc PROJECT REFERENCES

### PROJECT: SAN JUAN PUBLIC SAFETY BUILDING FEASIBILITY STUDY

#### San Juan County

Mack McDonald, CAO  
117 South Main  
PO Box No. 9  
Monticello, Utah 84535  
Ph: 435.587.3225  
Email: mmcdonald@sanjuancounty.org

### PROJECT: UTAH DEPT. OF CORRECTIONS WEST JORDAN BEHAVIORAL HEALTH TRANSITION FACILITY

Programming and Design for Remodel of Spaces to Administrative Use with 100-bed Housing Facility

#### UTAH DFCM

Craig Mackay, DFCM PM  
4501 S. 2700 W. Salt Lake City, UT 84119  
Ph: 385.831.5027  
Email: cmackay@utah.gov

### PROJECT: UTAH DEPT. OF CORRECTIONS TRC RELOCATION & REMODEL OF EXISTING BCI BUILDING

Renovation of Spaces to Enhance Operational Capabilities

#### UTAH DFCM

Rob Robinson, DFCM PM  
4501 S. 2700 W. Salt Lake City, UT 84119  
Ph: 801.706.5966  
Email: rd Robinson@utah.gov

### PROJECT: UTAH DEPT. OF CORRECTIONS TIMPANOGOS CORRECTIONS FACILITY

Supportive Services for Transitional Populations

#### UTAH DFCM

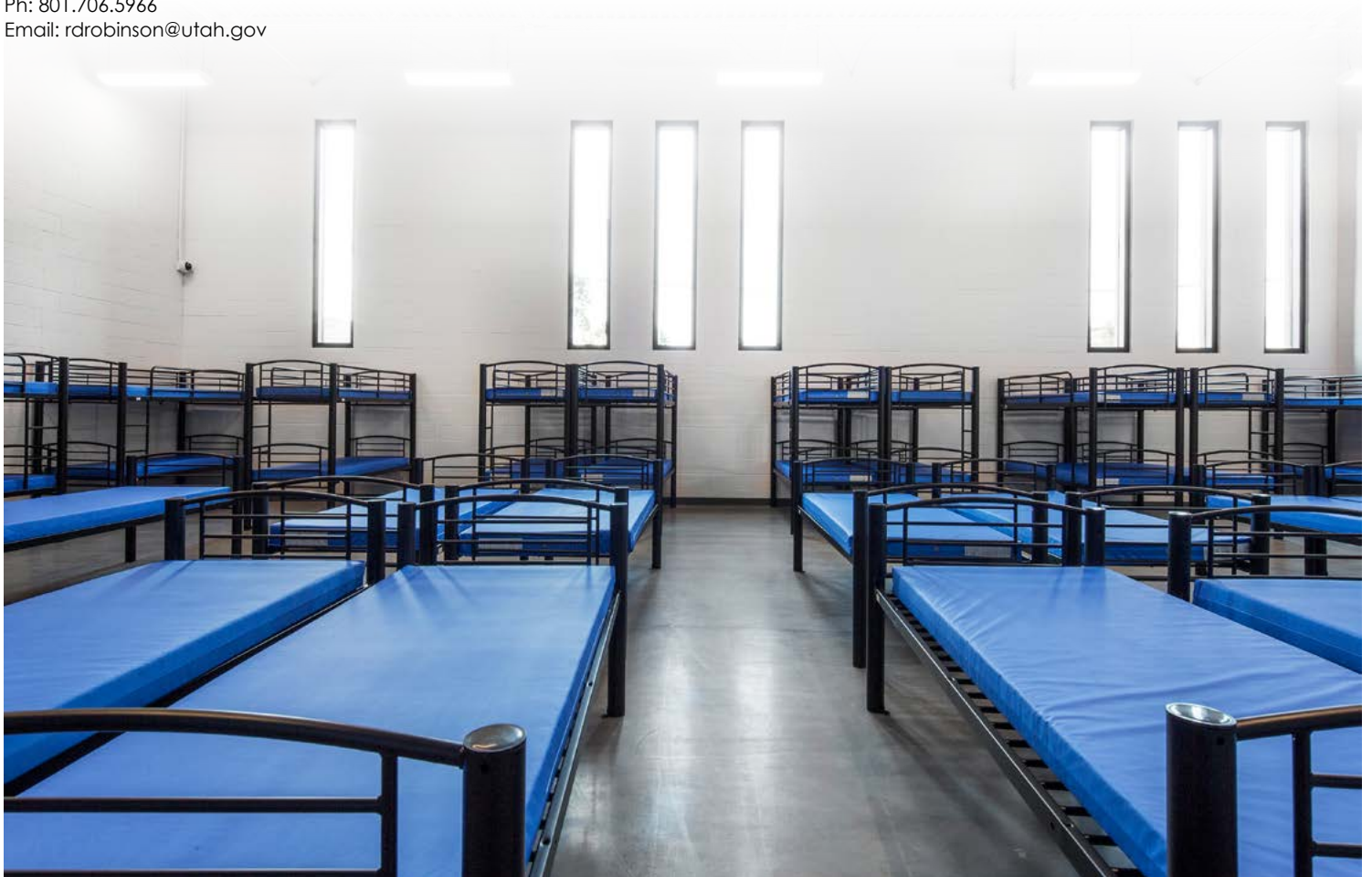
Craig Mackay, DFCM PM  
4501 S. 2700 W. Salt Lake City, UT 84119  
Ph: 385.831.5027  
Email: cmackay@utah.gov

### PROJECT: HARRIS COMMUNITY VILLAGE


Supportive Services and Housing for Sensitive Groups

#### GIV Communities

Melissa Jensen, Development Project Manager  
50 North 600 West, Unit D  
Salt Lake City, Utah 84116  
Ph: 801.917.4484  
Email: melissa@givgroup.org







**Our projects for the Dept. of Corrections have been on budget and on-time. We understand the complexities of working through the design process with all of the unique stakeholders involved.**

## tab 2

PROJECT SPECIFIC  
EXPERIENCE LISTING

## 2 | PROJECT SPECIFIC EXPERIENCE LISTING

**ajc and our entire consultant team has been instrumental in planning, programming and designing numerous corrections projects which contain all the elements required or requested for the proposed San Juan County Public Safety Building renovation/addition.** Our interdisciplinary team experience encompasses programming and design efforts which focus on corrections projects, stakeholders, and user groups. Specifically, our design expertise directly addresses best-practice design standards for buildings of this type. Past projects have focused on Trauma Informed Design and Crime Prevention through Environmental Design (CPTED), internal and external security, site and neighborhood context, and a design approach which directly addresses the comfort, well-being and healing for at-risk individuals. ajc has provided design services which directly engage the community, as well as the individual. ajc designed corrections-specific spaces include administration offices and conference spaces, treatment rooms, detention spaces, beds, commercial kitchen, laundry, and other corrections and public safety support spaces.

**The following ajc projects represent overall success stories in design and community integration, while also providing spaces and support services for sensitive populations.**

### San Juan County Public Safety Building Feasibility Study

**CONTACT:** Mack McDonald, San Juan County CAO

**COMPLETED:** 2021

**ESTIMATED COST:** \$17,984,704 (2020-2021 cost estimate)

The study provided a summary of new program needs, mechanical and electrical building system updates, and operational requirements impacting the total capacity and reuse of existing building spaces. The study also considered site improvements needed to accommodate new programmatic spaces such as a new outdoor recreation yard and additional parking.

The architectural scope of the study is primarily focused on the interior remodel and accompanying addition to the existing building. The feasibility design proposes two primary additions to the building; one for the courts system on the west side of the building and one for corrections on the east side of the building. The study also includes limited modifications to the site and existing grades as dictated by new entry and operational needs.

### Utah Department of Corrections Behavioral Health Transition Facility

**CONTACT:** Craig Mackay, DFCM PM

**COMPLETED:** In Programming and Design

**ESTIMATED COST:** \$18,000,000

ajc architects' is providing architectural and engineering services for the Programming and Design for the new Behavior Health Transition Facility. The work includes the programming and design for the remodel of the existing building by converting it into offices, conference rooms, etc. In addition, a new 100-bed housing facility will be built north of the existing building. This new building will include bedrooms, bathrooms, kitchen / dining facilities, laundry, offices, etc. There will also be site and utility work which adapts the site to meet the needs of this corrections and support facility.

### Utah Department of Corrections TRC Relocation and Remodel of Existing BCI Building

**CONTACT:** Rob Robinson, DFCM PM

**COMPLETED:** 2023

**ESTIMATED COST:** \$2,117,755

This study had three primary objectives as outlined by the steering committee. The **first of these objectives** was to assess the programmatic needs for relocating several Department of Corrections operations to the existing BCI (Bureau of Criminal Investigation) Building. The primary program being the Treatment Resource Center (TRC) currently located in a lease space on 3280 West 3500 South, West Valley City, Utah.

The **second objective** was to prioritize programmatic needs and establish which of those are most important to include in the first phase of proposed improvements.

The **third objective** was to establish a conceptual cost model for the first phase of priorities and work with the steering committee to maximize the value of this phase of scope. The steering committee collaborated with program operators to establish the space summary and conceptual plans.

The study proposed removing a large portion of the existing service area in the center of the building and replacing it with new treatment and flexible conference room spaces to facilitate TRC program needs. The new scheme also requires a new entry sequence removing an existing structural wall to create a secure entry sequence for building patrons. The remainder of the spaces in the building will remain as is, with minor improvements to existing finishes where needed.

# PROJECT SPECIFIC EXPERIENCE

## Utah Department of Corrections - Utah County Timpanogos Corrections Center

**CONTACT:** Craig Mackay

**COMPLETED:** 2023

**DOLLAR VALUE:** \$13,392,912

Key building spaces now include staff, client, and building support spaces, reception area and intake control space, computer lab, client support spaces, medication room, private and open offices, treatment spaces, secure meeting rooms, staff restrooms with lockers, drug testing area, library and day room, kitchen and dining area, double occupancy living quarters, building support and storage spaces.

## Draper Correctional Facility - A Yard Improvements

**CONTACT:** Craig Mackay

**COMPLETED:** 2017

**DOLLAR VALUE:** \$92,500

ajc provided architectural design, structural and Construction Administration Services for a new concrete path for a 5 foot wide running track, two sided handball court area with a 12 foot high center CMU wall, and a two backboard basketball court area.

## Salt Lake County Oxbow Correctional Facility Improvements

**CONTACT:** John Bergen

**COMPLETED:** 2016

**DOLLAR VALUE:** \$ 403,250

ajc managed an MEP consultant team tasked with mechanical systems replacement and the removal and replacement of existing cooling towers in mechanical penthouses at the Salt Lake County Oxbow Jail. ajc provided oversight of the design and administered the construction contract. ajc also produced the Division 01 specifications for construction and construction administration.

## Utah Department of Corrections - Northern Utah Community Corrections Center Control Room Upgrades

**CONTACT:** Brent Lloyd

**COMPLETED:** 2006

ajc provided complete design and CA Services for the renovation and remodel of a DOC Control Rooms for the UDOC. As part of ajc's services, our team managed and coordinated an interdisciplinary team of civil, MEP, and structural consultants.

## Utah Department of Corrections - Prison Control Room Renovation

**CONTACT:** Vic Middleton

**COMPLETED:** 2005

ajc provided complete design and CA services for the renovation and remodel of two DOC Control Rooms for the UDOC. As part of ajc's services, our team managed and coordinated an interdisciplinary team of civil, MEP, and structural consultants

## Utah Department of Corrections - Orange Street & Fremont Remodels

**CONTACT:** Brandon Larsen

**COMPLETED:** 2005 (Renovated in 2021)

As part of this project, DFCM contracted with ajc architects to provide complete design and CA services for the renovation and remodel of restroom facilities. The remodel included demolition of existing restrooms and shower rooms, replacement of plumbing and electrical systems, upgraded ventilation systems and FFE. As part of ajc's services, our team managed and coordinated an interdisciplinary team of MEP and structural consultants.

## Draper Correctional Facility - Vocational Training Center


**CONTACT:** Vic Middleton

**COMPLETED:** 2004

ajc was contracted by the UDOC to complete design and CA Services in support of the new Vocational Training Center & associated learning spaces at the Utah State Correctional Facility. As part of ajc's services, our team managed & coordinated an interdisciplinary team of civil, MEP, structural and landscape consultants.





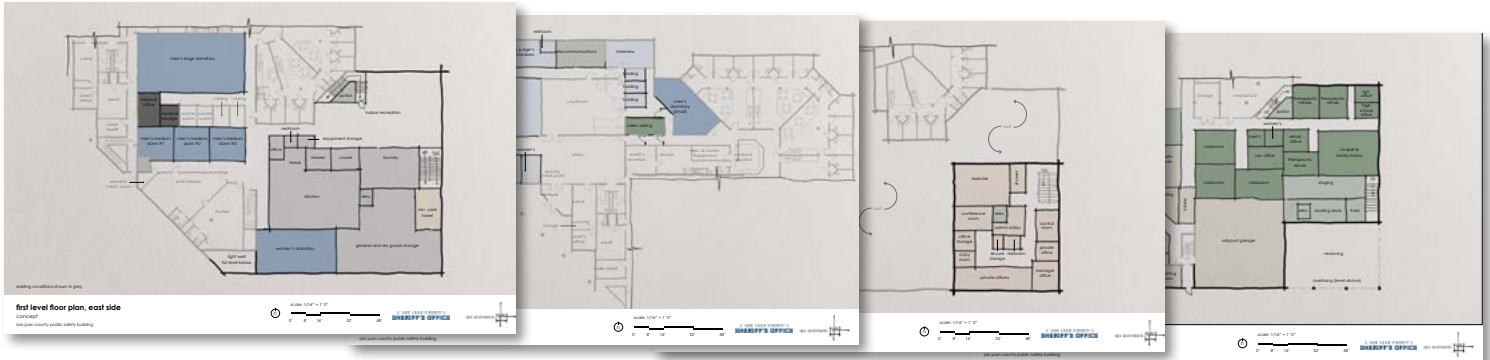
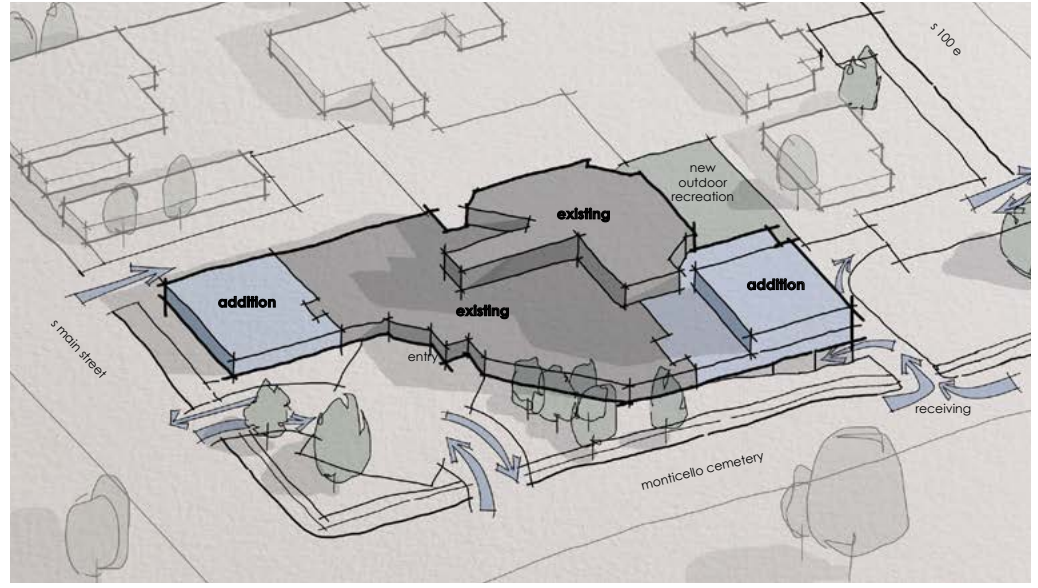
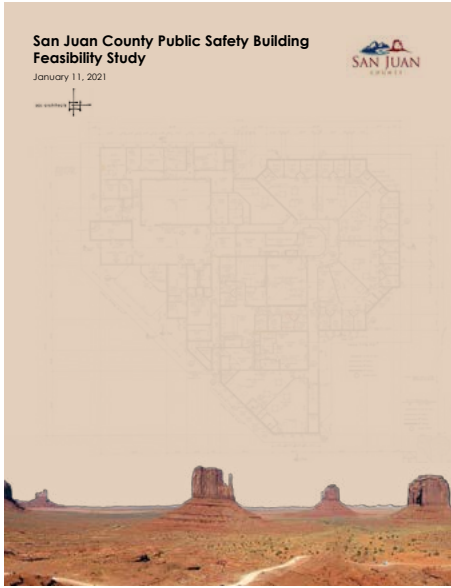


Our approach to designing spaces for mental health and healing have progressed from the institutionalized care approach of the past to psychologically specialized environments that focus on human dignity and healing.

## tab 3

QUALIFICATIONS AND  
EXPERIENCE

# 3 | FEATURED QUALIFICATIONS AND EXPERIENCE



## SAN JUAN COUNTY PUBLIC SAFETY BUILDING FEASIBILITY STUDY (2021)

The purpose of this study was two-fold. The first effort is to identify current and future program needs for the existing facility and to study the necessary code updates since the previous design had been completed in 2009. The second purpose is to identify how to adapt the facility to a post Covid-19 reality, which includes increased needs for quarantining and population separation.

The study provided a summary of new program needs, mechanical and electrical building system updates, and operational requirements impacting the total capacity and reuse of existing building spaces. The study also considers site improvements needed to accommodate new programmatic spaces such as a new outdoor recreation yard and additional parking.

The architectural scope of this study is primarily focused on the interior remodel and accompanying addition to the existing building. The feasibility design proposes two primary additions to the building; one for the courts system on the west side of the building and one for corrections on the east side of the building. The study also includes limited modifications to the site and existing grades as dictated by new entry and operational needs.

ajc also provided a summary of the desired program and individual space needs. The program was broken into the following categories: inmate housing, inmate medical, corrections intake, corrections support, corrections administration, corrections programming, courts, police-courts, building support. The proposed concept was configured with the anticipation of a potential future phase that could add a significant number of beds to the facility. Critical operational and service spaces were located in areas that would allow future service to a large addition to the east side of the building.

### PROJECT DATA

#### SERVICES PROVIDED

- Full Feasibility Study
- Site and Building Analysis
- Site Planning
- Programming/Cost Estimating

PROJECT SIZE 42,633 GSF on 3 levels

ESTIMATED COST \$17,984,704 (2020-2021 estimate)

STUDY COMPLETION 2021

#### PROJECT ELEMENTS

- Corrections intake
- Corrections inmate housing - men's and women's
- Corrections inmate medical
- Corrections support
- Corrections administration
- Corrections program
- Courts and courtroom support staff facilities
- Police courts
- Building support
- Outdoor recreation yard

### CLIENT REFERENCE

San Juan County  
Mack McDonald  
Ph: 435.587.3225  
E: mmcdonald@sanjuancounty.org

# FEATURED QUALIFICATIONS AND EXPERIENCE



## UTAH DEPARTMENT OF CORRECTIONS - TIMPANOGOS CORRECTIONS CENTER

Utah Department of Corrections Timpanogos Corrections Center focuses on 8 key design principles: Humane, Connectivity, Transition, Transparency, Daylighting, Durability, Trauma-Informed Design, and Safety and CPTED principles. ajc executed this programming and design strategy to deliver a fully functional, healthy, safe and secure environment for the Timpanogos Corrections Center.

**HUMANE** - Welcoming, warm, motivational uplifting spaces, providing dignity and respect to clients, staff, and service providers.

**CONNECTIVITY** - Creating a safer and more secure environment through the use of layered spaces and intentional connections, visually and acoustically.

**TRANSITION** - Providing clients with resources, tools, and environment to strengthen, and restore them back into society as self-sufficient individuals.

**TRANSPARENCY** - Design for changing resources and programs to meet the needs and evolving strategies for support and engagement.

**DAYLIGHTING** - Natural daylight reduces energy costs, improves quality and satisfaction of users, and lends to a healthier environment.

**DURABILITY** - Materials that provide a sense of comfort and security, at the same time requiring the least amount of maintenance.

**TRAUMA-INFORMED DESIGN** - Create as much sense of security for people with trauma histories—all while balancing the need to maximize the floor space to care for as many as possible.

**SAFETY AND CPTED** - Create a healthy environment for clients and staff. Provide an energy efficient building to reduce long term energy costs. Minimize impact to environment by reducing carbon footprint.

### PROJECT DATA

#### SERVICES PROVIDED

- Site and Building Analysis
- Site Planning
- Programming/Cost Estimating
- SD,DD, CDs, and CA Services

**PROJECT SIZE** 41,177 GSF on 2 levels

**COST** \$13,392,912

**COMPLETION** 2023

#### PROJECT ELEMENTS

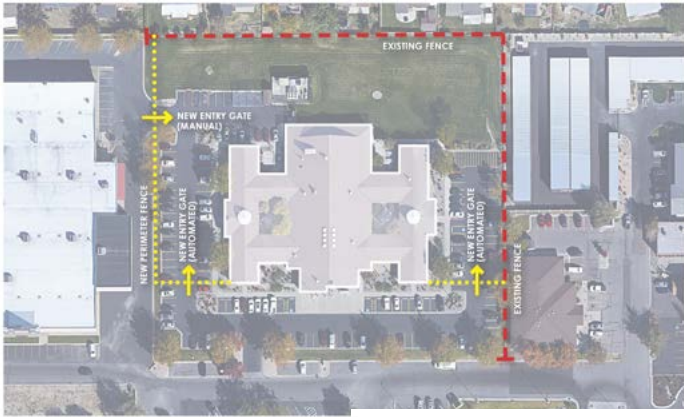
- Secure cells
- Reception Counter/Intake Control
- Clinical Space
- Client support spaces
- Medication room
- Private and open offices
- Treatment spaces
- Secure meeting rooms
- Staff RR with lockers
- Drug testing area
- Library and day room
- Full Commercial kitchen and dining area
- Double occupancy living quarters
- Building support & storage spaces

#### CLIENT REFERENCE

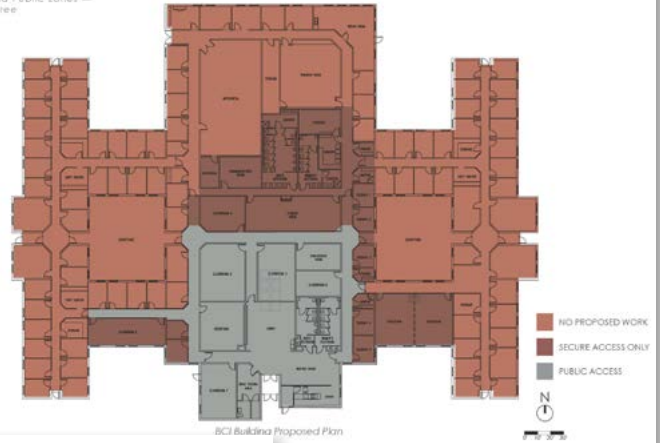
Utah DFCM  
Craig Mackay, DFCM PM  
Ph: 385.831.5027  
E: cmackay@utah.gov

# 3 | FEATURED QUALIFICATIONS AND EXPERIENCE

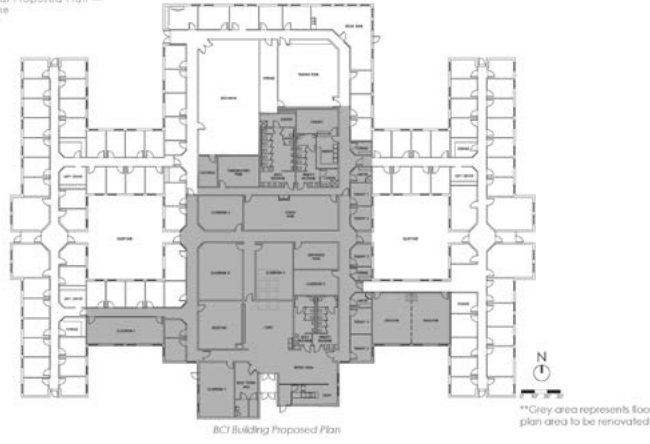
**PROPOSED CONCEPT**  
 Conceptual Proposed Plan —  
 Priority Two



**PROPOSED CONCEPT**  
 Secure and Public Zones —  
 Priority Three



**PROPOSED CONCEPT**  
 Conceptual Proposed Plan —  
 Priority One



## DEPARTMENT OF CORRECTIONS TRC RELOCATION & BCI BUILDING REMODEL

This study had three primary objectives as outlined by the steering committee. The **first of these objectives** was to assess the programmatic needs for relocating several Department of Corrections operations to the existing BCI (Bureau of Criminal Investigation) Building. The primary program being the Treatment Resource Center (TRC) currently located in a lease space on 3280 West 3500 South, West Valley City, Utah.

The **second objective** was to prioritize programmatic needs and establish which of those are most important to include in the first phase of proposed improvements.

The **third objective** was to establish a conceptual cost model for the first phase of priorities and work with the steering committee to maximize the value of this phase of scope. The steering committee collaborated with program operators to establish the space summary and conceptual plans.

The study proposed removing a large portion of the existing service area in the center of the building and replacing it with new treatment and flexible conference room spaces to facilitate TRC program needs. The new scheme also requires a new entry sequence removing an existing structural wall to create a secure entry sequence for building patrons. The remainder of the spaces in the building will remain as is, with minor improvements to existing finishes where needed.

### PROJECT DATA

#### SERVICES PROVIDED

- Full Feasibility Study
- Site and Building Analysis
- Site Planning
- Programming/Cost Estimating
- SD,DD, CDs, and CA Services

**PROJECT SIZE** 9,500 SF

**ESTIMATED COST** \$2,117,755

**PROGRAMMING AND DESIGN** 2023

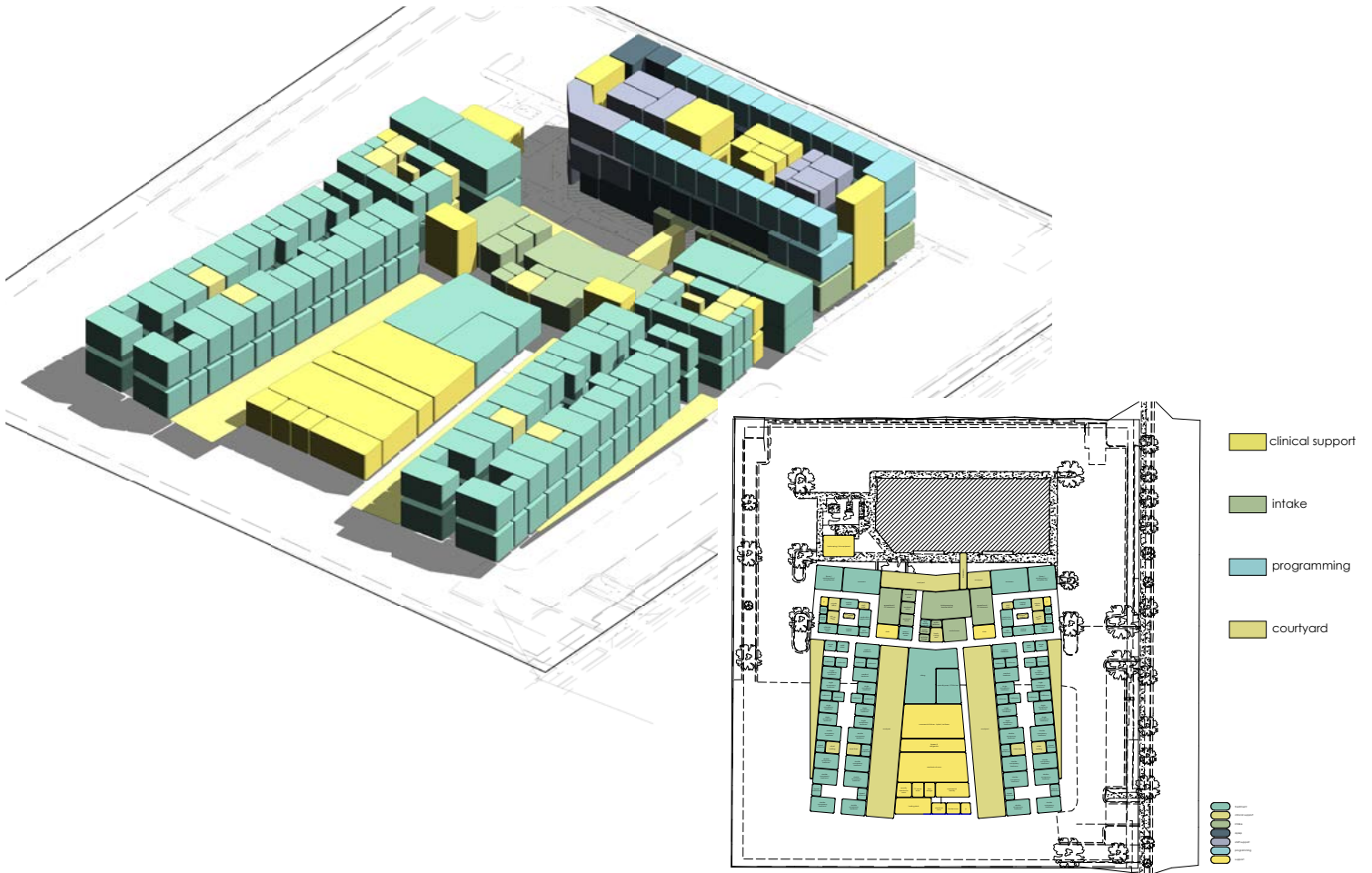
#### PROJECT ELEMENTS

- Interior demolition and renovation
- New lobby
- Reception areas
- Treatment and therapy rooms,
- Drug testing support spaces
- New open and private office spaces
- Conference rooms
- Common areas
- Controlled access areas throughout the building
- Numerous secured and monitored spaces throughout the building

### CLIENT REFERENCE

Utah DFCM  
 Rob Robinson, DFCM PM  
 Ph: 801.706.5966  
 E: rrobinson@utah.gov

# FEATURED QUALIFICATIONS AND EXPERIENCE



## UTAH DEPARTMENT OF CORRECTIONS - BEHAVIORAL HEALTH TRANSITION FACILITY

The purpose of this document is to identify the programmatic needs, develop a conceptual building layout, and establish a rough order of magnitude (ROM) Construction Cost Model for the Behavioral Health Transition Facility (BHTF).

ajc's study evaluates the operational needs of current and future programs, existing site conditions and utility infrastructure, existing building, sustainable design priorities, and overall program requirements specific to the unique challenges of this site.

BHTF has identified the need to provide a new transitional facility that will meet the current and growing demand for offenders transitioning into society. The new facility will allow the offenders health and mental needs to obtain tools to help them transition into society.

As part of the Programming process the Design Team presented four conceptual approaches to the layout of the new building while studying different building adjacency options. These concepts were based on varying combinations and expressions of visioning principles identified throughout Programming.

It is anticipated that this project will pursue a CMGC construction delivery method. The intent would be to engage a CMGC during the Schematic Design phase to provide cost estimating and constructibility support for the project and to help ensure the project budget, program needs, site constraints, and state design requirements are all balanced and accounted for in a holistic solution that is within the available construction funds for the project.

### PROJECT DATA

#### SERVICES PROVIDED

- Site and Building Analysis
- Site Planning
- Programming/Cost Estimating

**PROJECT SIZE** 49,343 GSF to 87,829 GSF

**COST VARIES BASED ON OPTION SELECTED**

Range: \$11,528,831 to \$55,594,264

**STUDY COMPLETED 2023**

#### PROJECT ELEMENTS

- Intake and treatment area
- Clinic spaces
- Nursing stations
- Psychiatric Treatment Unit
- Administrative and staff office spaces
- Open and private offices
- Conference spaces
- Secured and key access spaces
- Public circulation spaces
- Option 1: 2 units with 50 beds
- Option 2: 4 units with 100 beds
- Building support & storage spaces
- Adherence to CPTED design practices

#### CLIENT REFERENCE

Utah DFCM  
Craig Mackay, DFCM PM  
Ph: 385.831.5027  
E: cmackay@utah.gov

# 3 | FEATURED QUALIFICATIONS AND EXPERIENCE



## UTAH DEPARTMENT OF HUMAN SERVICES ADMISSIONS & SAFE HOUSING FACILITY

The Utah Department of Human Services (DHS) Adult Safe Housing facility is comprised of four identical residential pods of twelve beds each (48 beds total) and a central core containing functions that support the entire facility. The building also houses office and support space for 25 staff members who work with the residents.

The Adult Transitional Living building provides a purpose-built environment for all incoming USDC residents. The facility's 48 person capacity is capable of serving incoming residents for several weeks while an assessment of their long-term needs is completed. Unique resident safety features include tamper-proof fixtures, extremely durable materials, unobstructed views of all corners and hallways, shatterproof windows and zero strangulation or potential projectile hazards. These specialized residential units also provide long-term housing for USDC residents whose conditions are more aggressive and therefore require a safer, more secure and durable living conditions.

### PROJECT DATA

#### SERVICES PROVIDED

- Site Planning and Analysis
- Programming/Cost Estimating
- SD,DD, CDs, and CA Services

**PROJECT SIZE** 30,093 SF

**COST** \$6,300,000

**COMPLETED** 2016

#### CLIENT REFERENCE

Utah DFCM  
 Lucas Davis, DFCM PM  
 Ph: 801.842.8210  
 E: lucasdavis@utah.gov

### PROJECT ELEMENTS

- Adult transitional living facility
- 48-resident capacity
- 25 staff members
- Four residential pods with a central core with support spaces
- Intake Control area
- Client support spaces
- Private staff offices
- Long-term mental health needs assessment
- Design employs CPTED principles
- Durable and safety conscious design finishes



## UTA POLICE BUILDING REMODEL

The Utah Transit Authority selected ajc architects to conduct a complete renovation and remodel of an existing building for operational support of UTA's system-wide transit police. The renovation/remodel called for full roof replacement, new HVAC rooftop units, new ductwork and new controls throughout the building and a complete interior renovation/remodel.

ajc was fully responsible for all phases of design work, from schematic design through construction documents and project close-out. The design team was closely involved with UTA in fulfilling the renovation vision of UTA's project team. Close collaboration with UTA and the entire consultant team was key in keeping this project on schedule and within budget.

### PROJECT DATA

#### SERVICES PROVIDED

- Site Planning and Analysis
- Programming/Cost Estimating
- SD,DD, CDs, and CA Services

**PROJECT SIZE** 10,700 SF

**COST** \$1,400,000

**COMPLETED** 2009

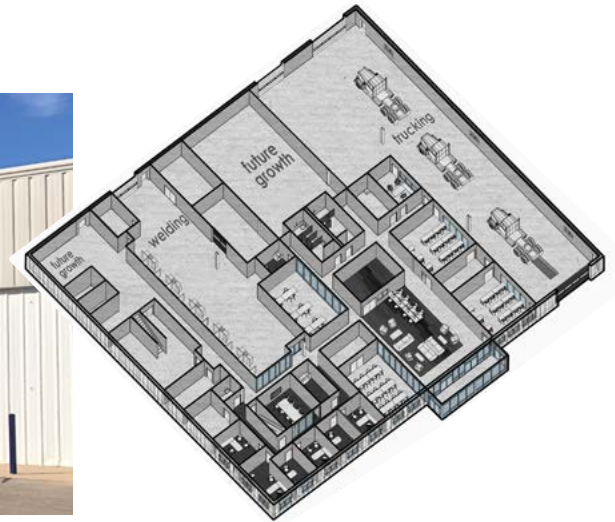
#### CLIENT

Utah Transit Authority  
 Dave Hancock, Civil Engineer  
 Ph: 801.262.5626  
 Email: dhancock@rideuta.com

### PROJECT ELEMENTS

- New roof
- New HVAC system
- Elevator replacement
- Firearms vault
- Interview room
- Tactical command room
- Exercise facility and new locker rooms
- Conference room with new A/V systems
- Complete window replacement
- Exterior improvements to building facades and finishes

# FEATURED QUALIFICATIONS AND EXPERIENCE



## USU BLANDING CAMPUS CTE CLASSROOM AND LAB BUILD-OUT

USU's Blanding Campus Career and Technical Education Building is an excellent example of the program and design required for the Monument Valley CTE Classroom Building. The facility contains classrooms, faculty offices and conference spaces, student computer labs, a welding program, diesel technology program, precision machining program, composites and plastics lab, makers spaces and lab spaces, and technical support spaces, in addition to high-efficiency MEP systems.

The building is also programmed to accommodate future growth.

### PROJECT DATA

#### SERVICES PROVIDED

- Site Planning and Analysis
- Programming/Cost Estimating
- SD,DD, CDs, and CA Services

**PROJECT SIZE** 18,841 SF

**COST** \$4,407,662

**COMPLETED** 2023

#### CLIENT REFERENCE

Utah State University  
Tom Graham, Architect  
Ph: 435.797.3771  
E: tom.graham@usu.edu

### PROJECT ELEMENTS

- Classrooms and computer labs
- Remote location
- Faculty offices and conference spaces
- Welding program
- Diesel technology program
- Precision machining program
- Composites and plastics lab
- Commercial driving course
- Makers spaces and lab spaces
- MEP systems upgrades

## OTHER CORRECTIONS PROJECTS

### Utah Department of Corrections Northern Utah Corrections Control Room

**CONTACT:** Wayne Smith

**COMPLETED:** 2007

Design and security services for a new prison control room for the Northern Utah Corrections Center.

### Salt Lake County Riverton Police Building Program

**CONTACT:** John Bergen

**COMPLETED:** 2013

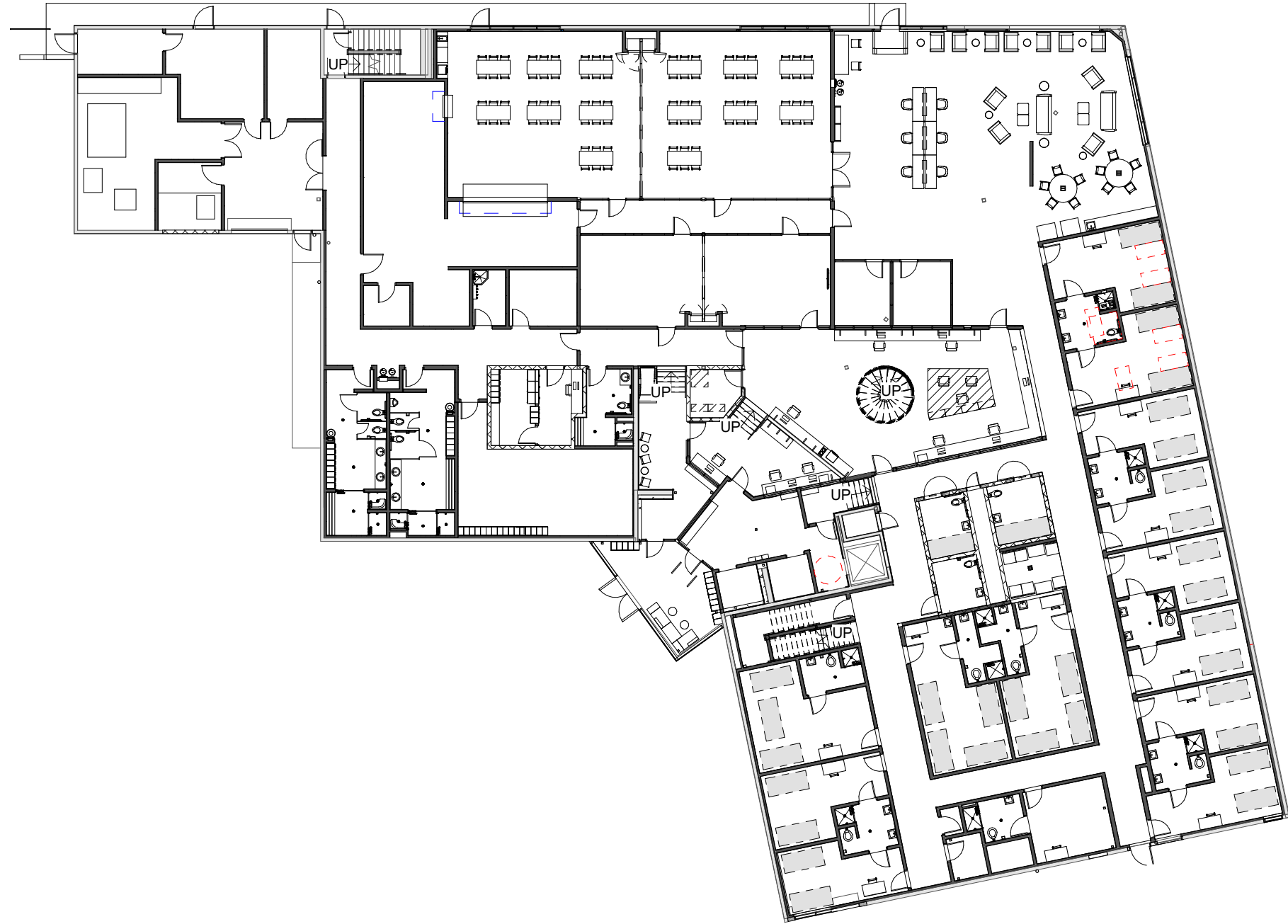
Programming for a new 6,000 SF Police Precinct Administration Building on the Riverton City Hall campus, per scope of work provide by Salt Lake County.

### Salt Lake County Oxbow Prison Mechanical Upgrades

**CONTACT:** John Bergen

**COMPLETED:** 2016

ajc architects worked in collaboration with a mechanical engineer to provide Construction Administration services for an existing cooling tower replacement at Salt Lake County's Oxbow prison.



**UDC COMMUNITY CORRECTIONS  
LEVEL 1**



SCALE : 1" = 20'-0"

**Utah Department of Corrections Timpanogos Corrections Renovation**



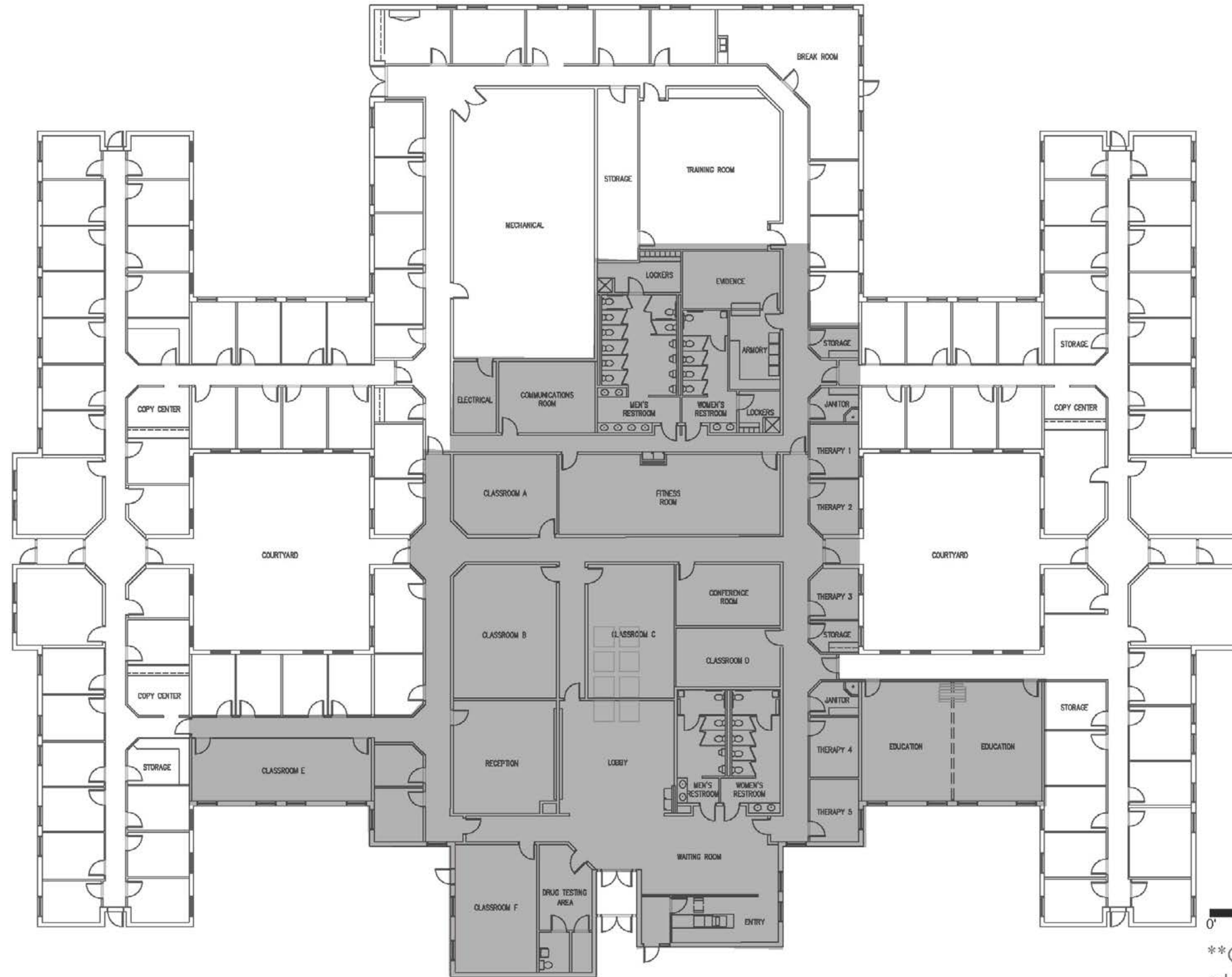


**UDC COMMUNITY CORRECTIONS  
LEVEL 2**


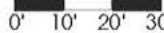


SCALE : 1" = 20'-0"

# FLOOR PLANS OF SIMILAR PROJECTS

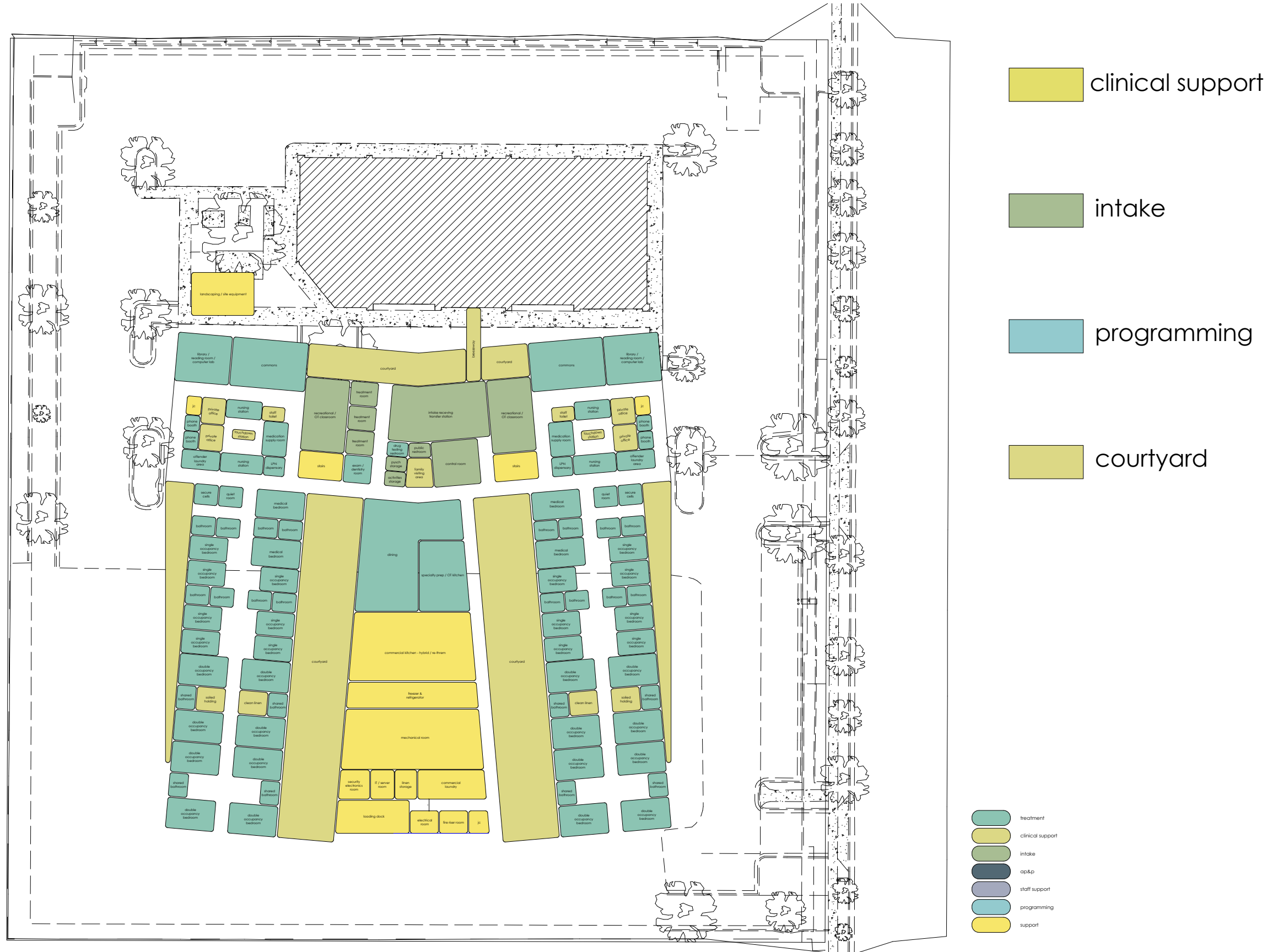


BCI Building Proposed Plan

  
  
 \*\*Grey area represents floor plan area to be renovated

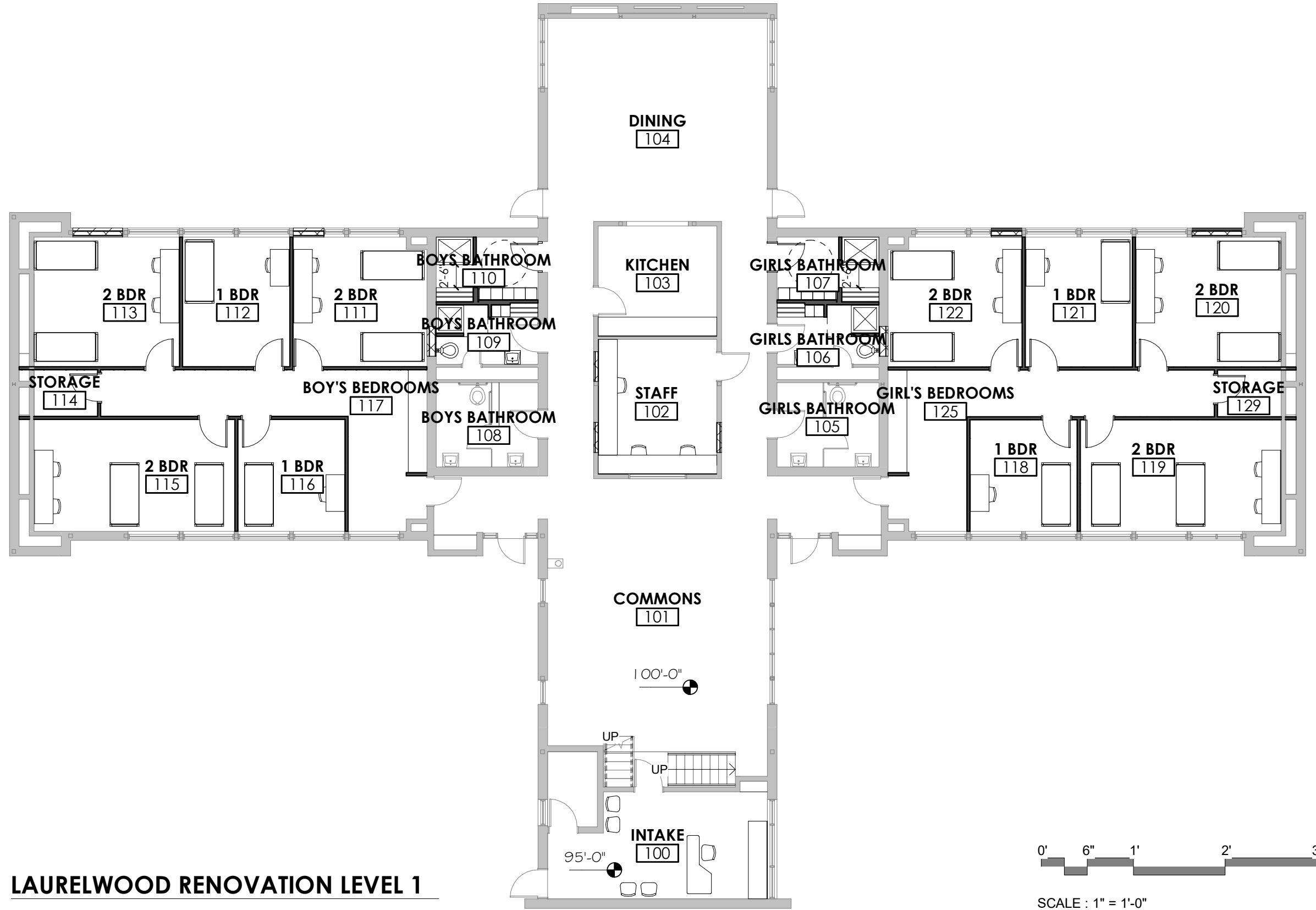
## Utah Department of Corrections TRC Relocation and Remodel of Existing BCI Building

### 3 | FLOOR PLANS OF SIMILAR PROJECTS

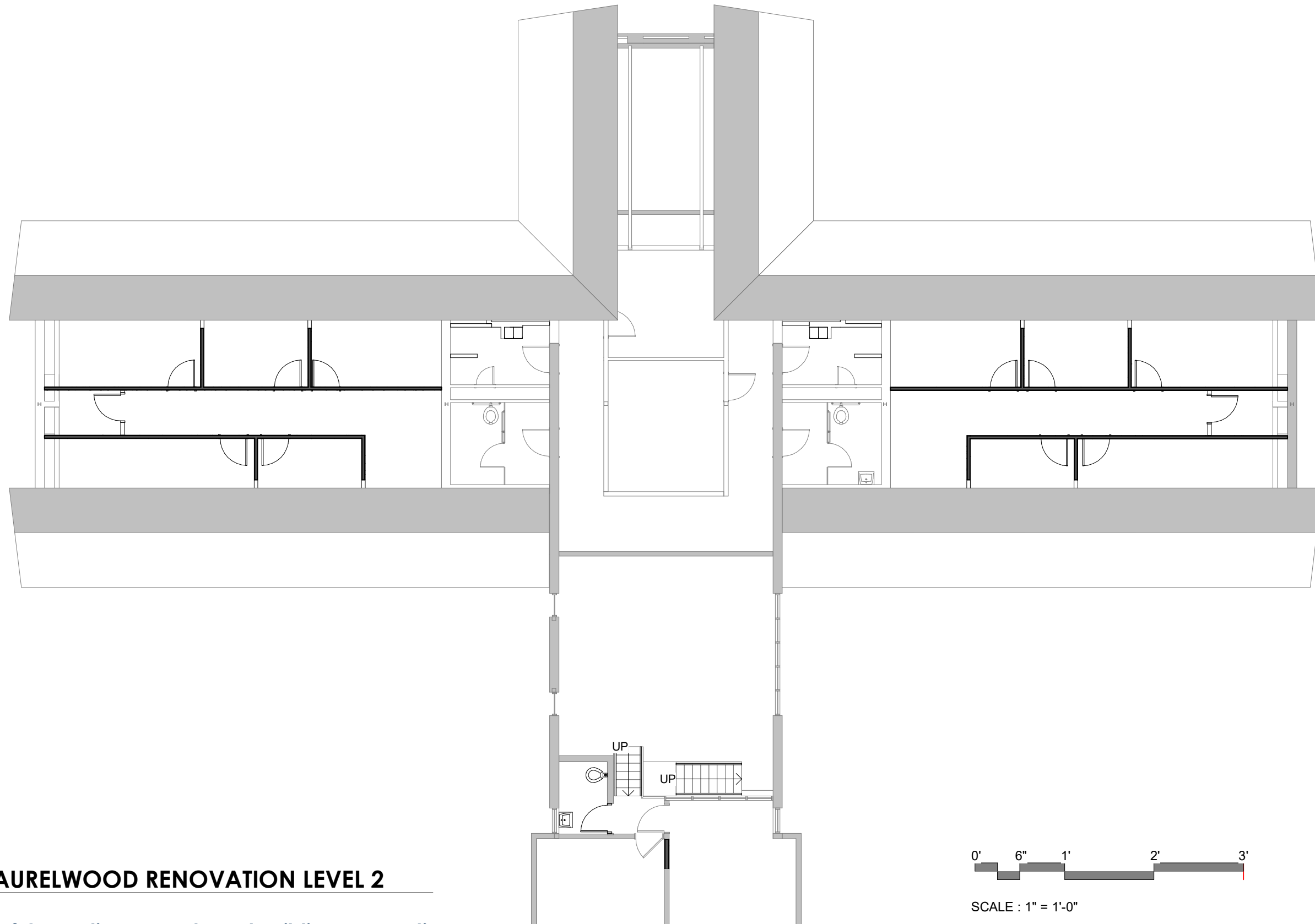


Utah Department of Corrections Behavior Health Transition Facility Renovation and Addition

# FLOOR PLANS OF SIMILAR PROJECTS

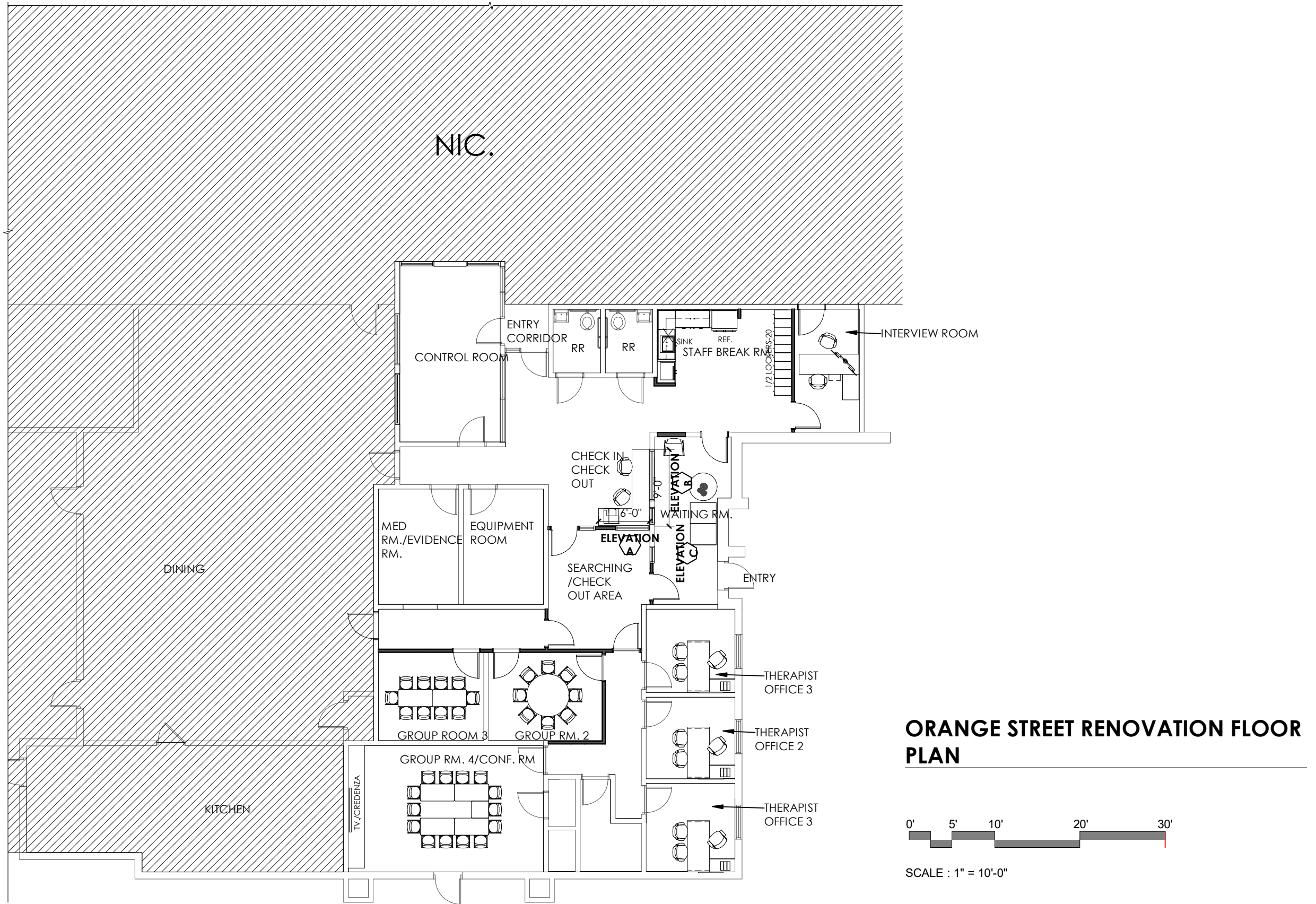


## Utah Department of Corrections Laurelwood Building Renovation



**LAURELWOOD RENOVATION LEVEL 2**

Utah Department of Corrections Laurelwood Building Renovation



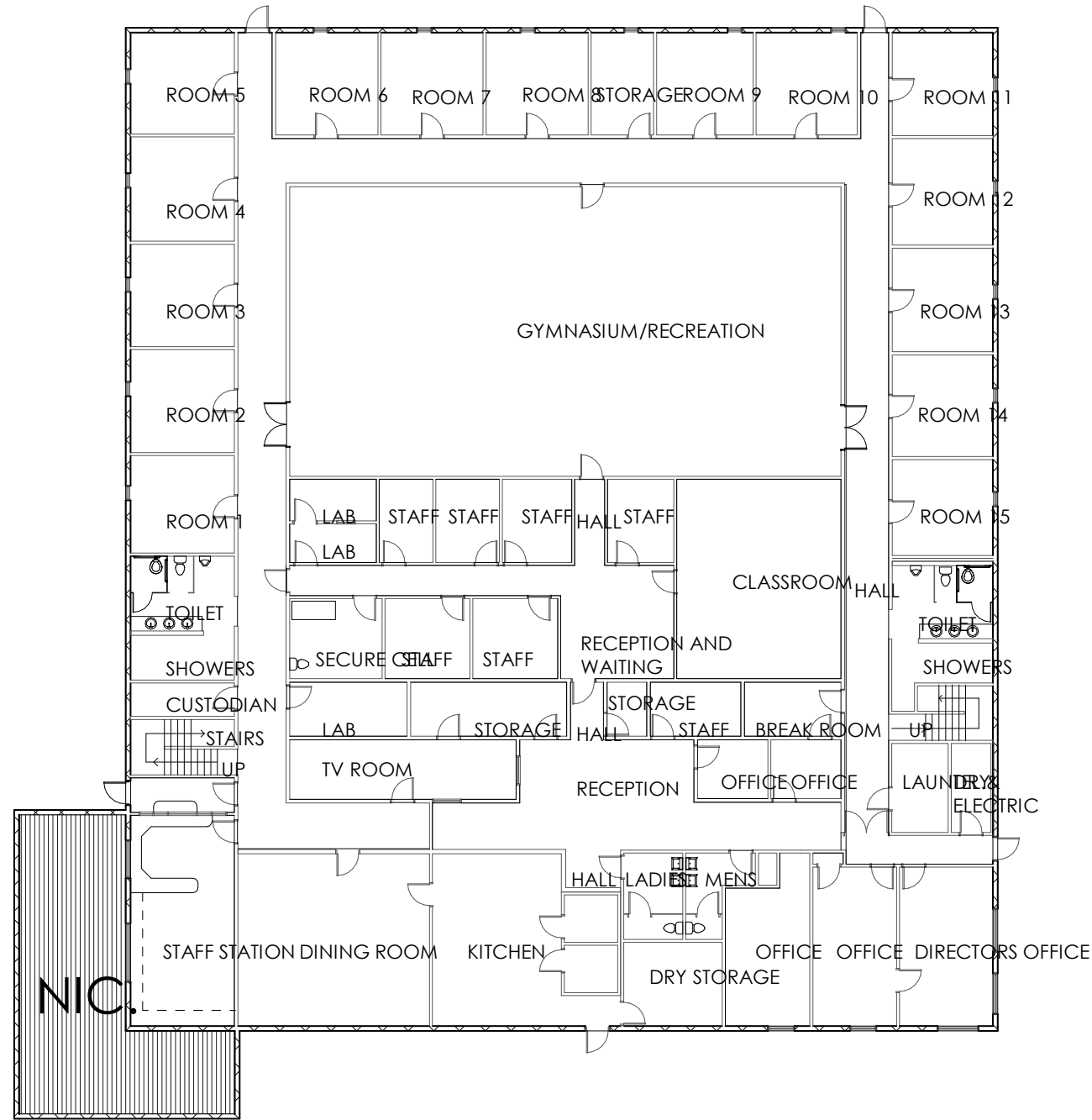
**ORANGE STREET RENOVATION FLOOR PLAN**



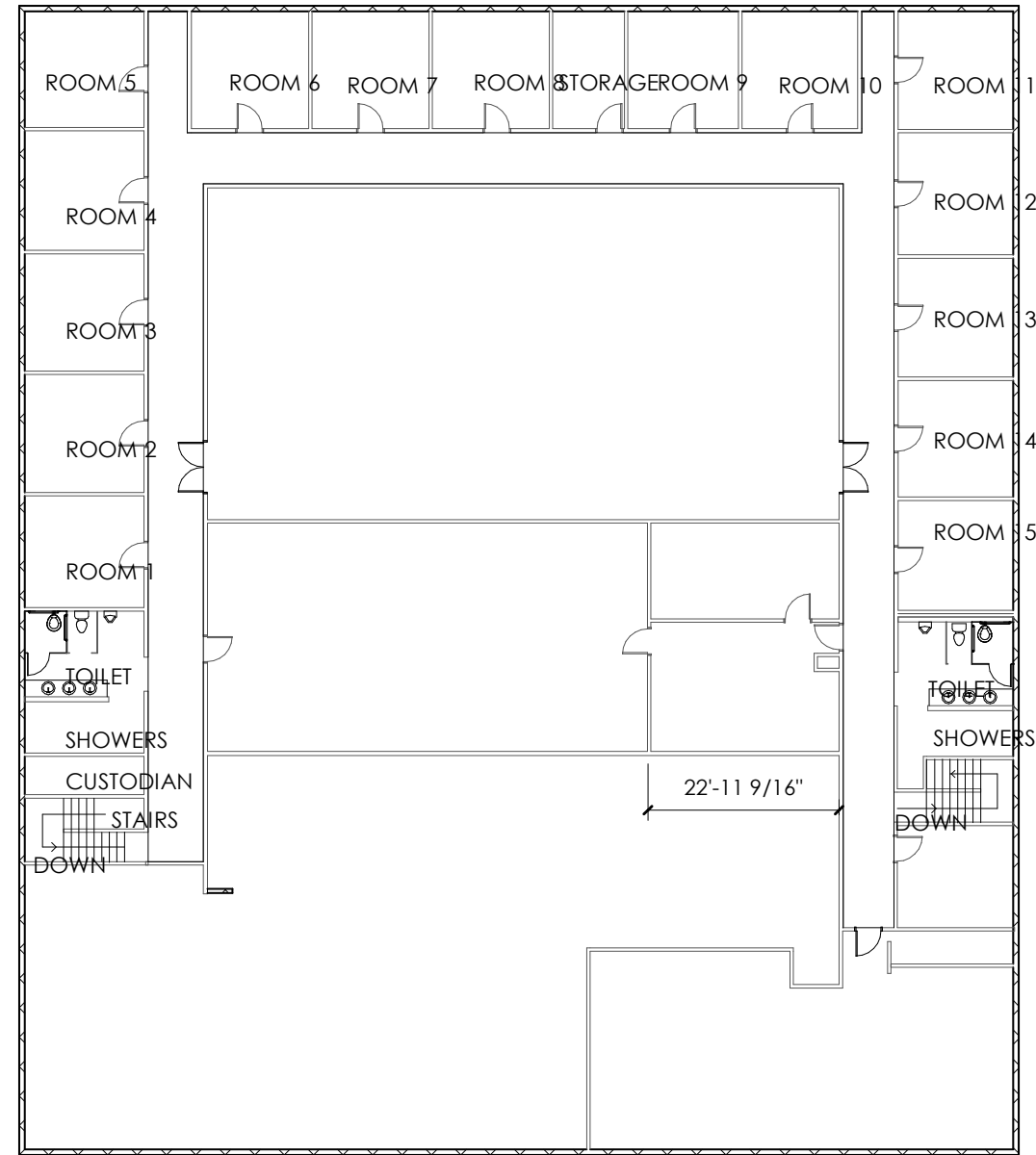
SCALE : 1" = 10'-0"

**Utah Department of Corrections Orange Street Building Renovation**

### 3 | FLOOR PLANS OF SIMILAR PROJECTS



**DOC BONNEVILLE LEVEL 1**



**DOC BONNEVILLE LEVEL 2**



SCALE : 1" = 20'-0"



SILVER

GOLD

GOLD

E. OLIVER

SALT LAKE CITY POLICE

SALT LAKE CITY POLICE

Water bottle

AS101

AE101

AE102

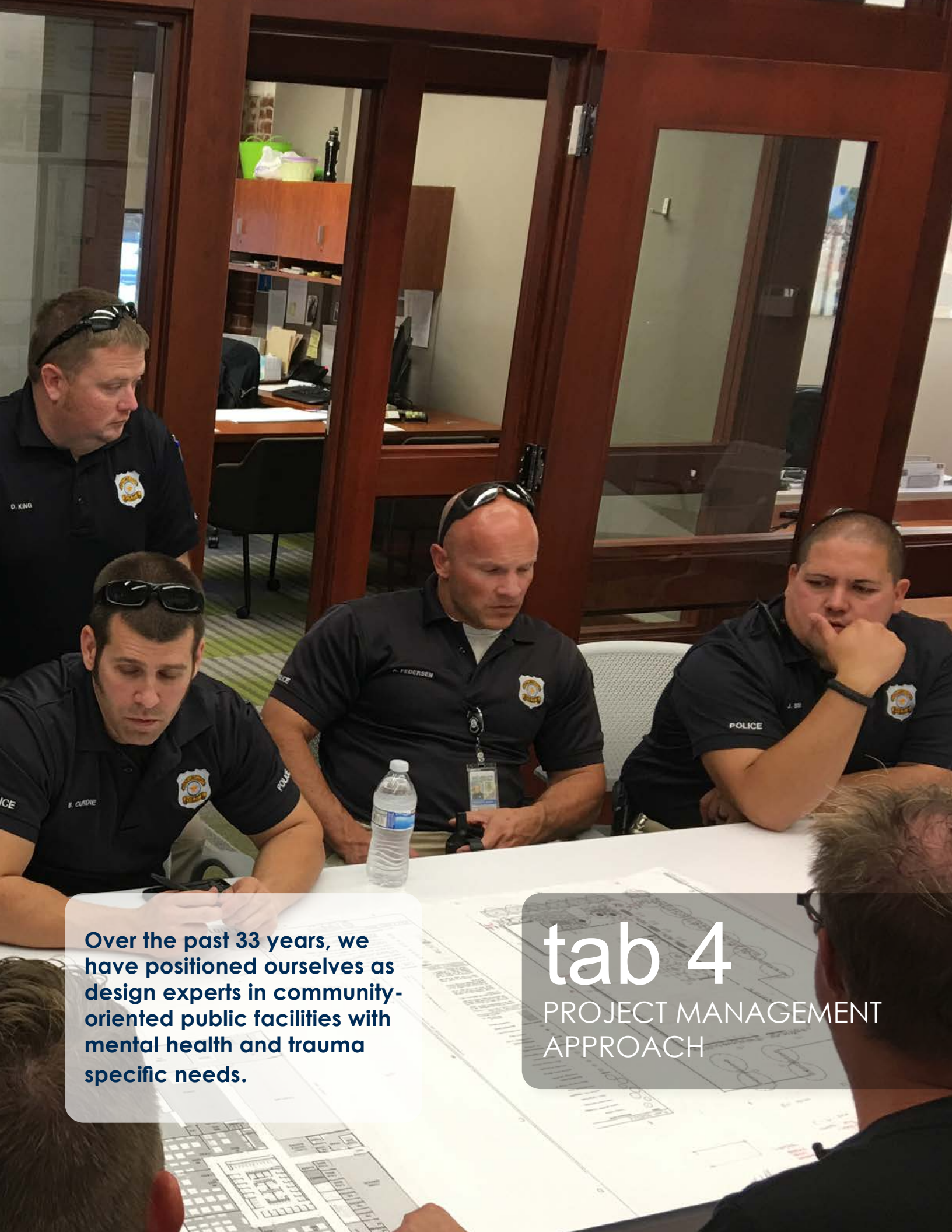
KEYED NOTES



OSCARDE & GMS WOMEN CENTER

PANEL # 15321017  
PARCEL # 15321010





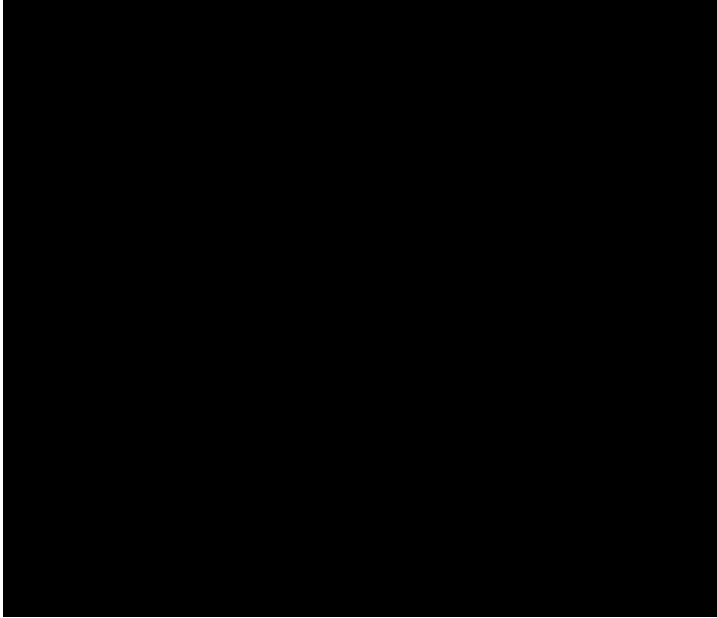
**Over the past 33 years, we have positioned ourselves as design experts in community-oriented public facilities with mental health and trauma specific needs.**

# tab 4

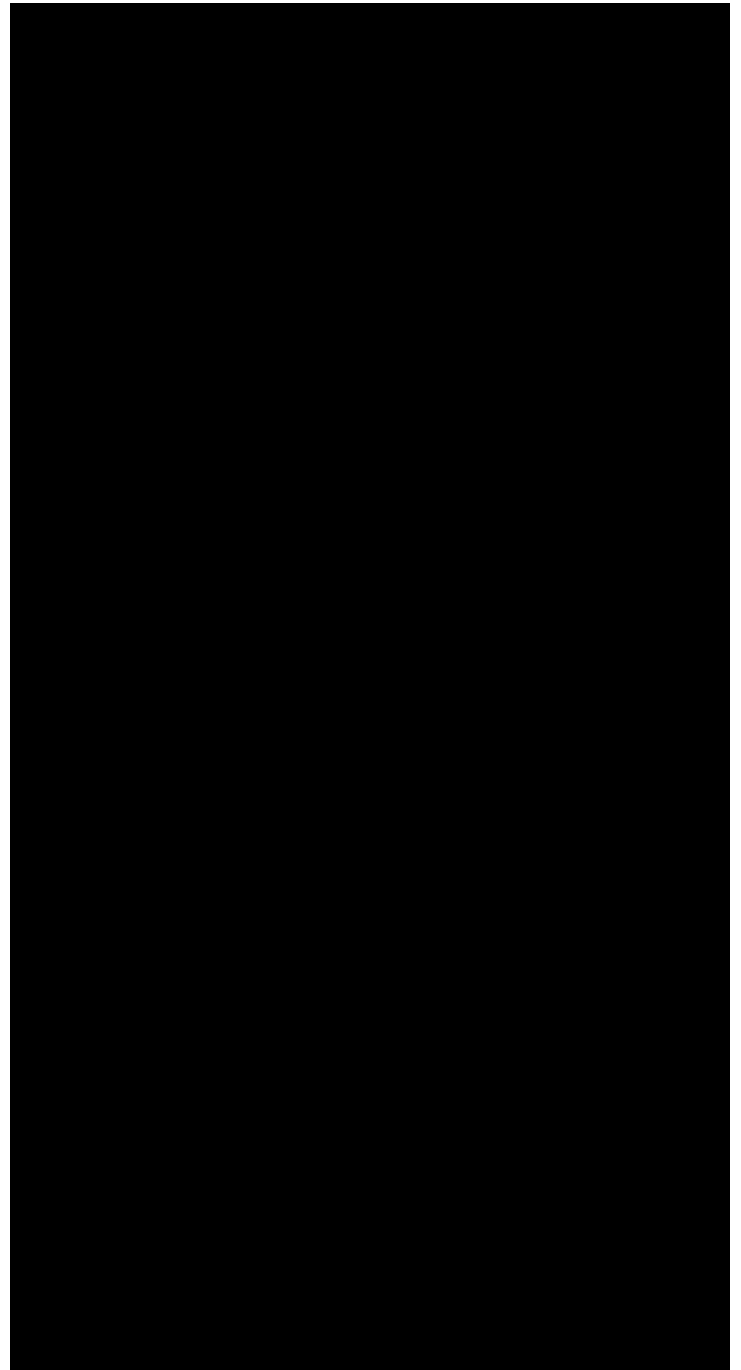
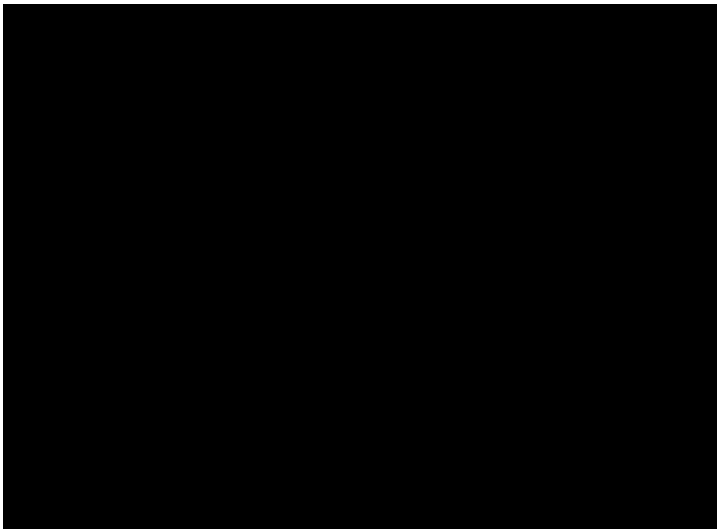
PROJECT MANAGEMENT  
APPROACH

# 4 | PROJECT MANAGEMENT APPROACH

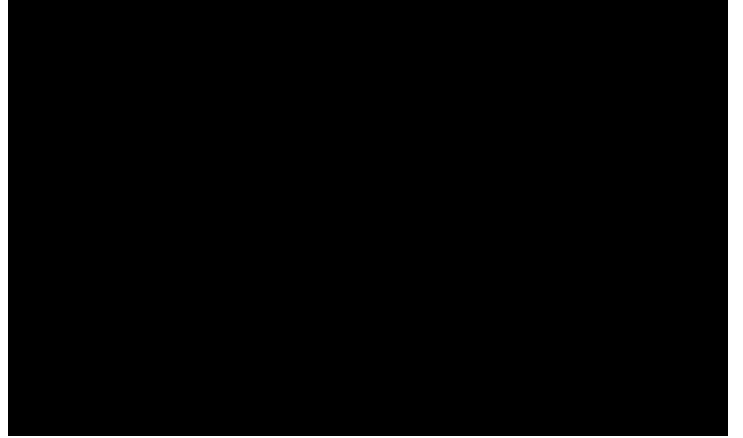
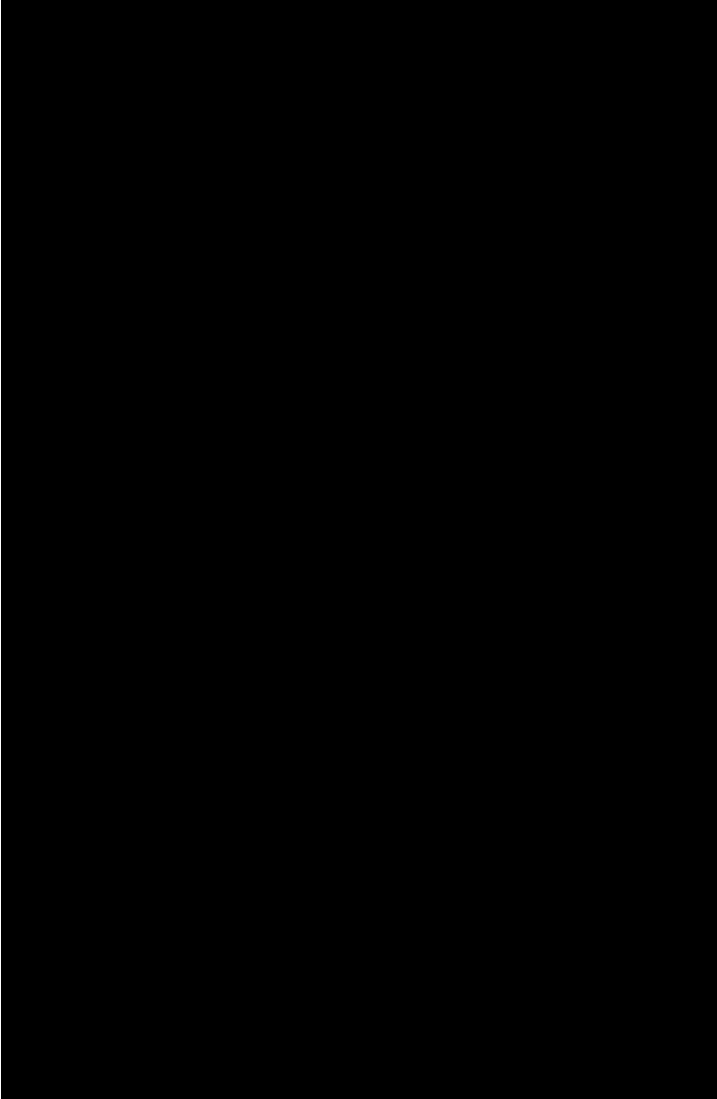
## SCOPE CONTROL PLAN



## BUDGET CONTROL PLAN

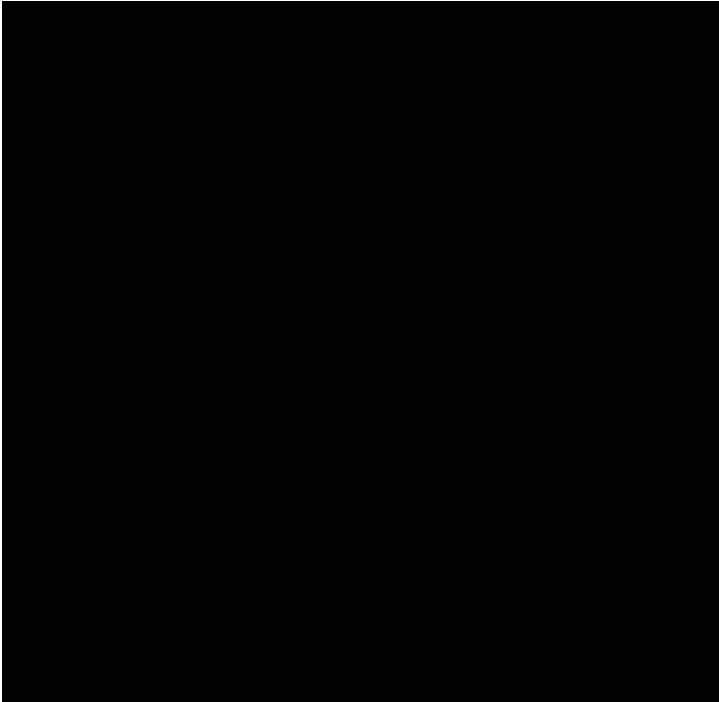
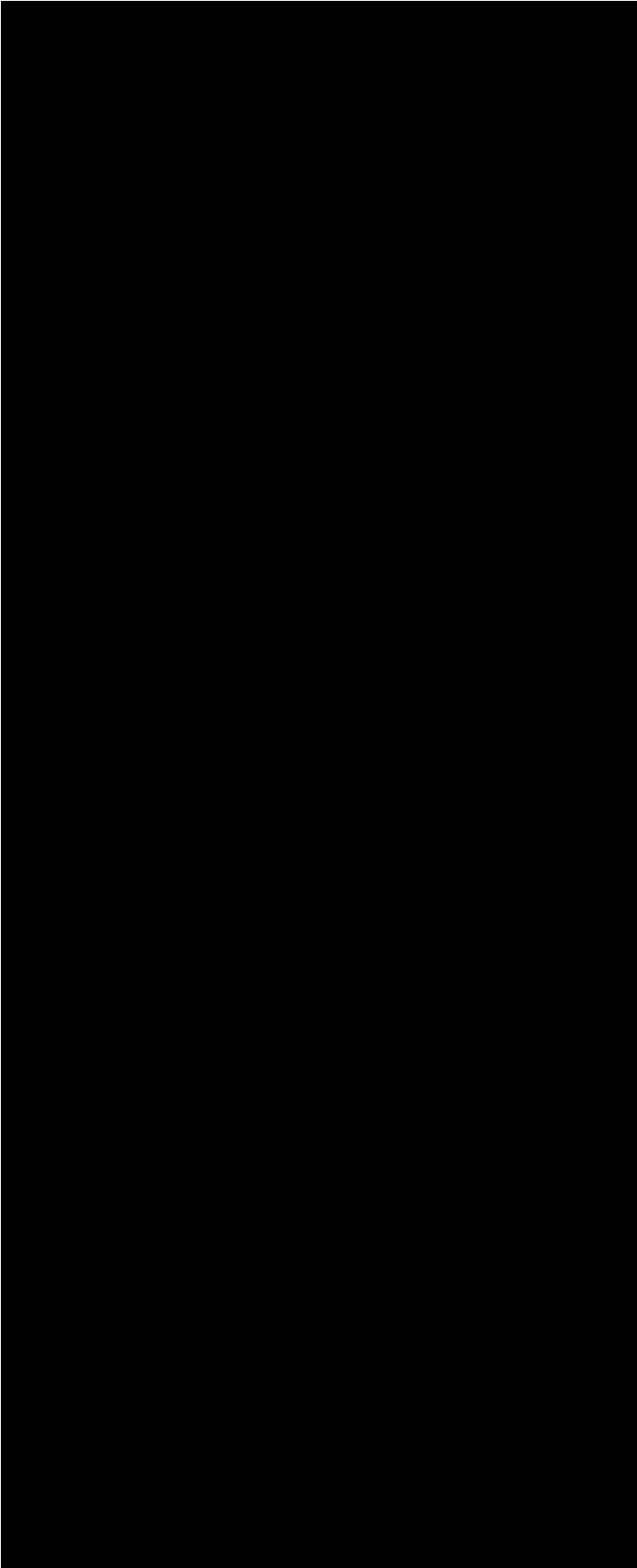


# PROJECT MANAGEMENT APPROACH

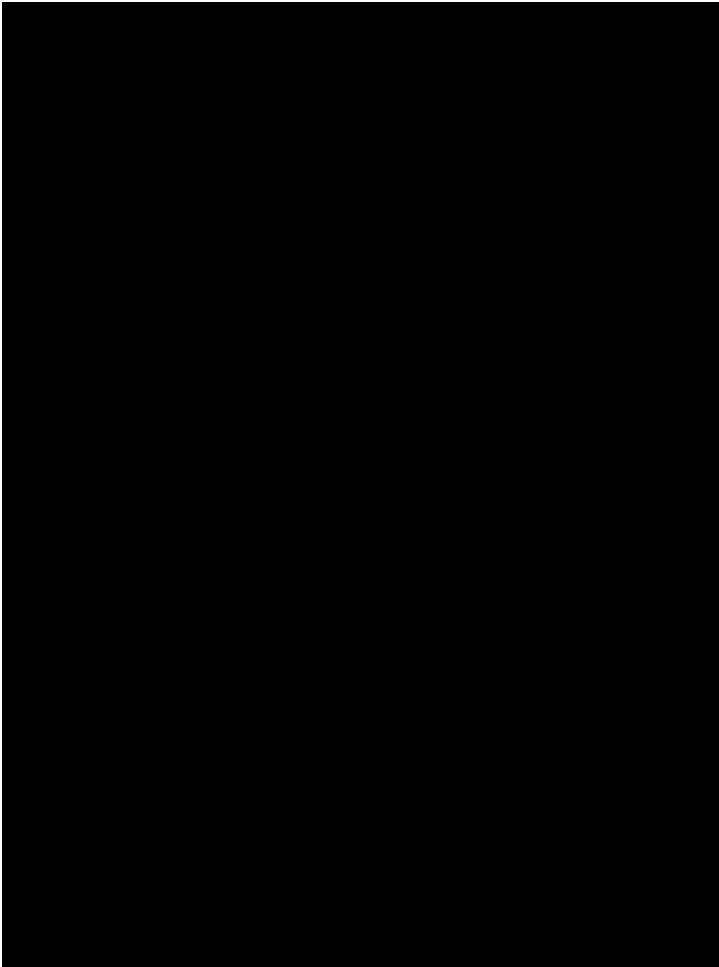


## RISK AND MITIGATION STRATEGIES





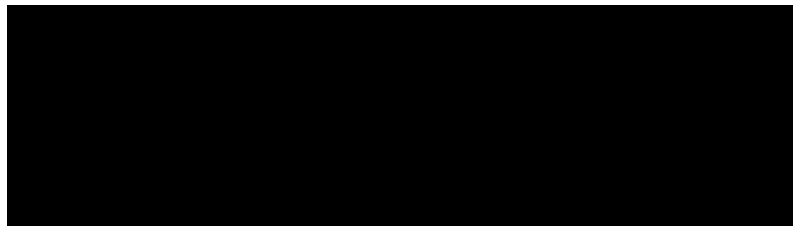
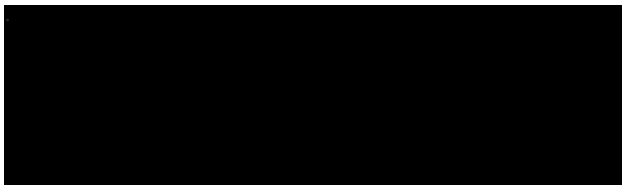
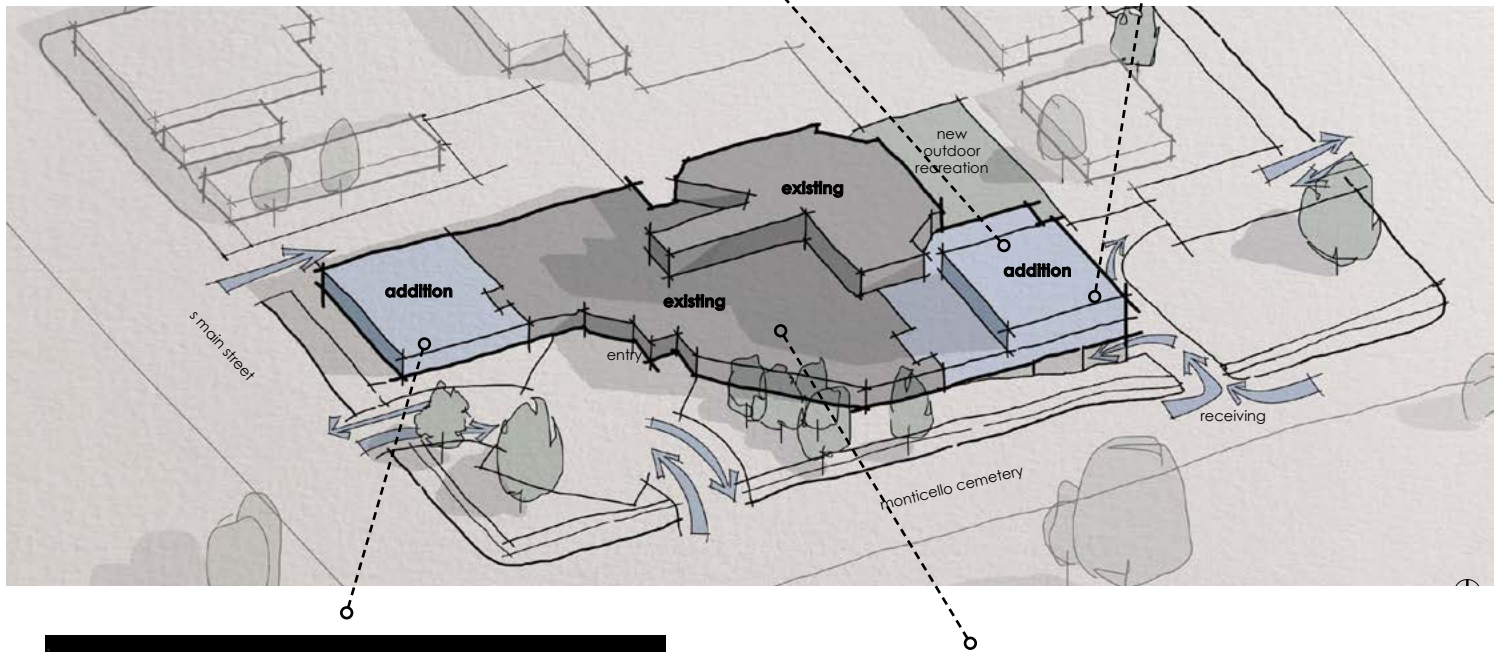
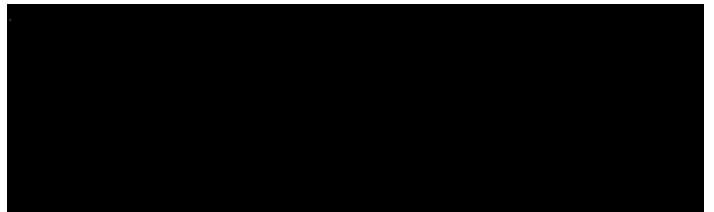
SCHEDULE CONTROL



# PROJECT MANAGEMENT APPROACH

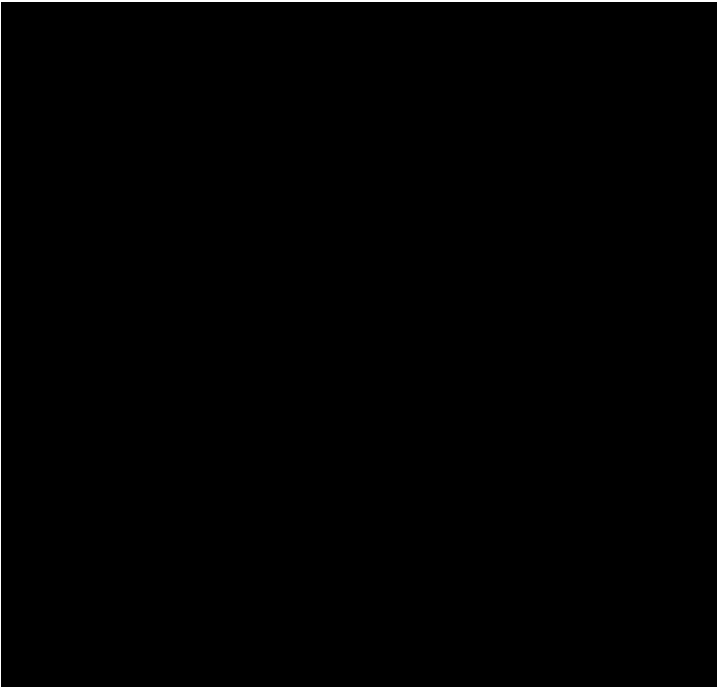
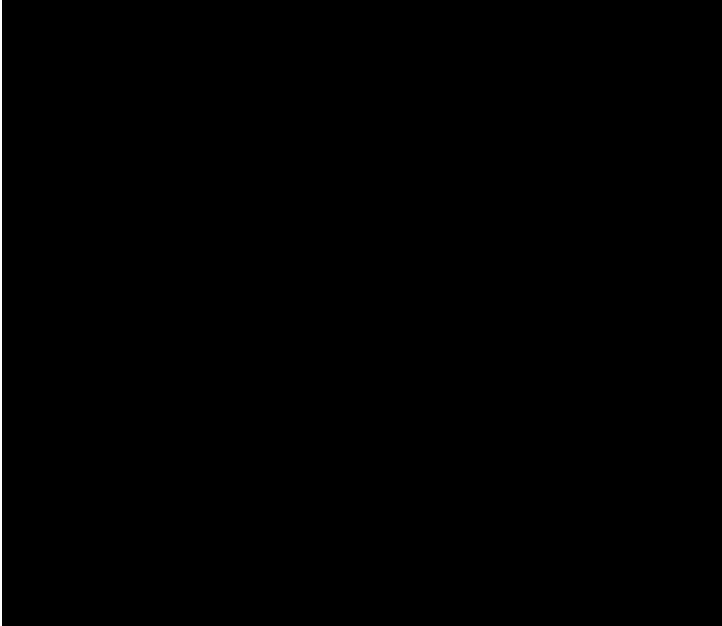
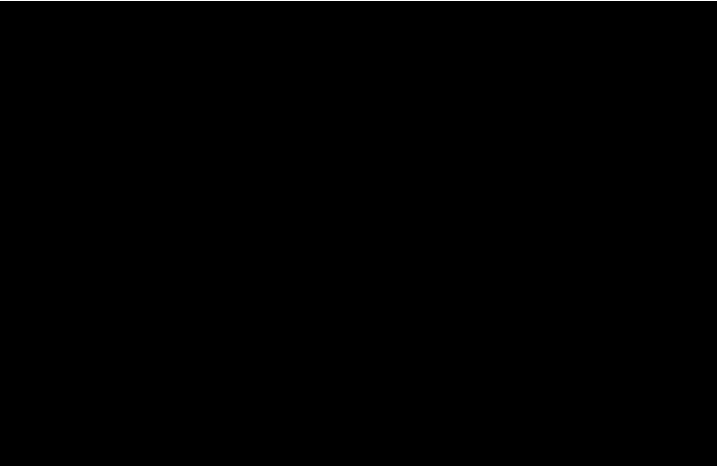


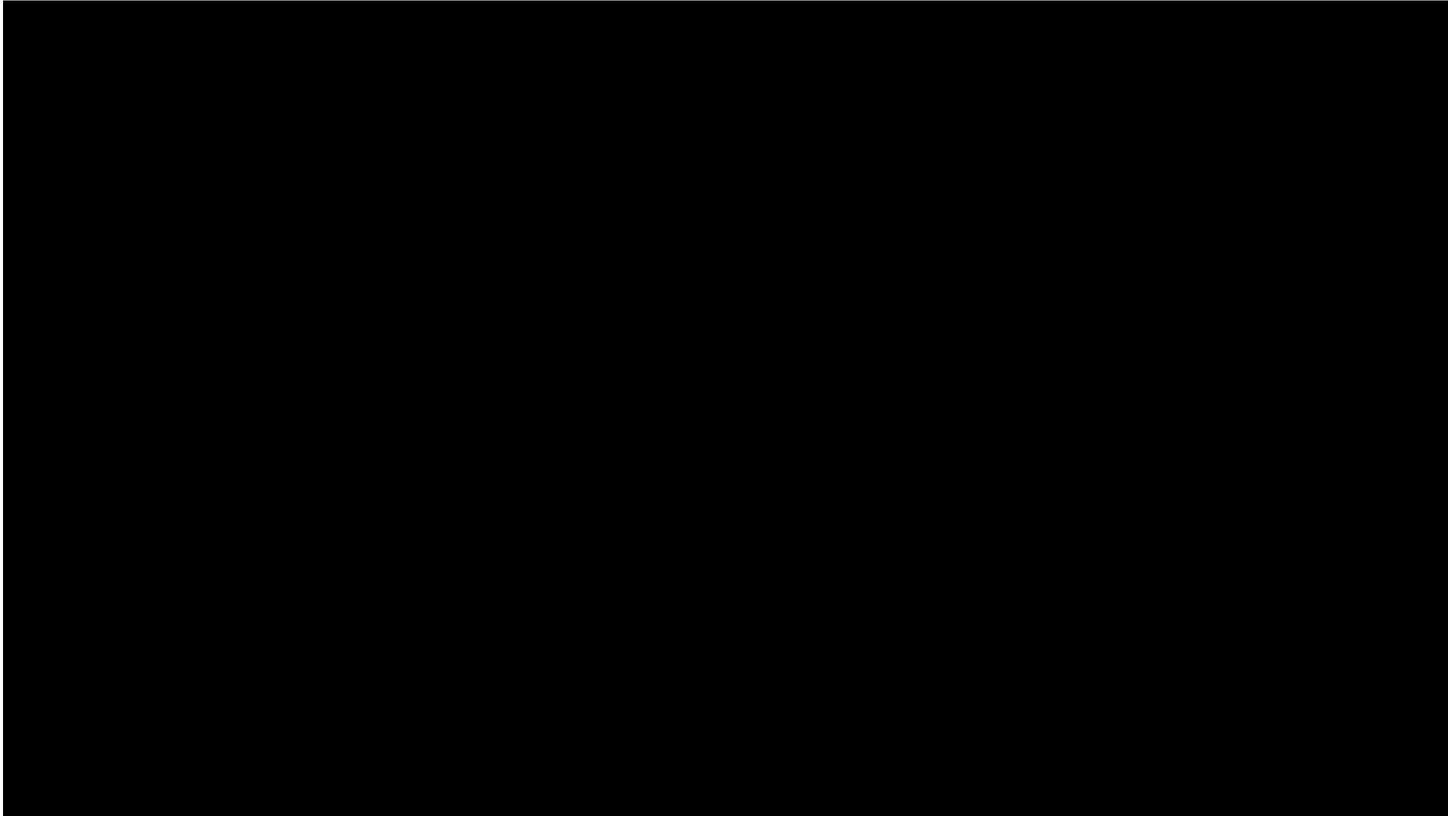
Based on our existing understanding of the proposed program we have already begun to identify site specific opportunities and challenges. We've included some initial thoughts, below, that we would like to explore further during programming.



# 4 | PROJECT MANAGEMENT APPROACH

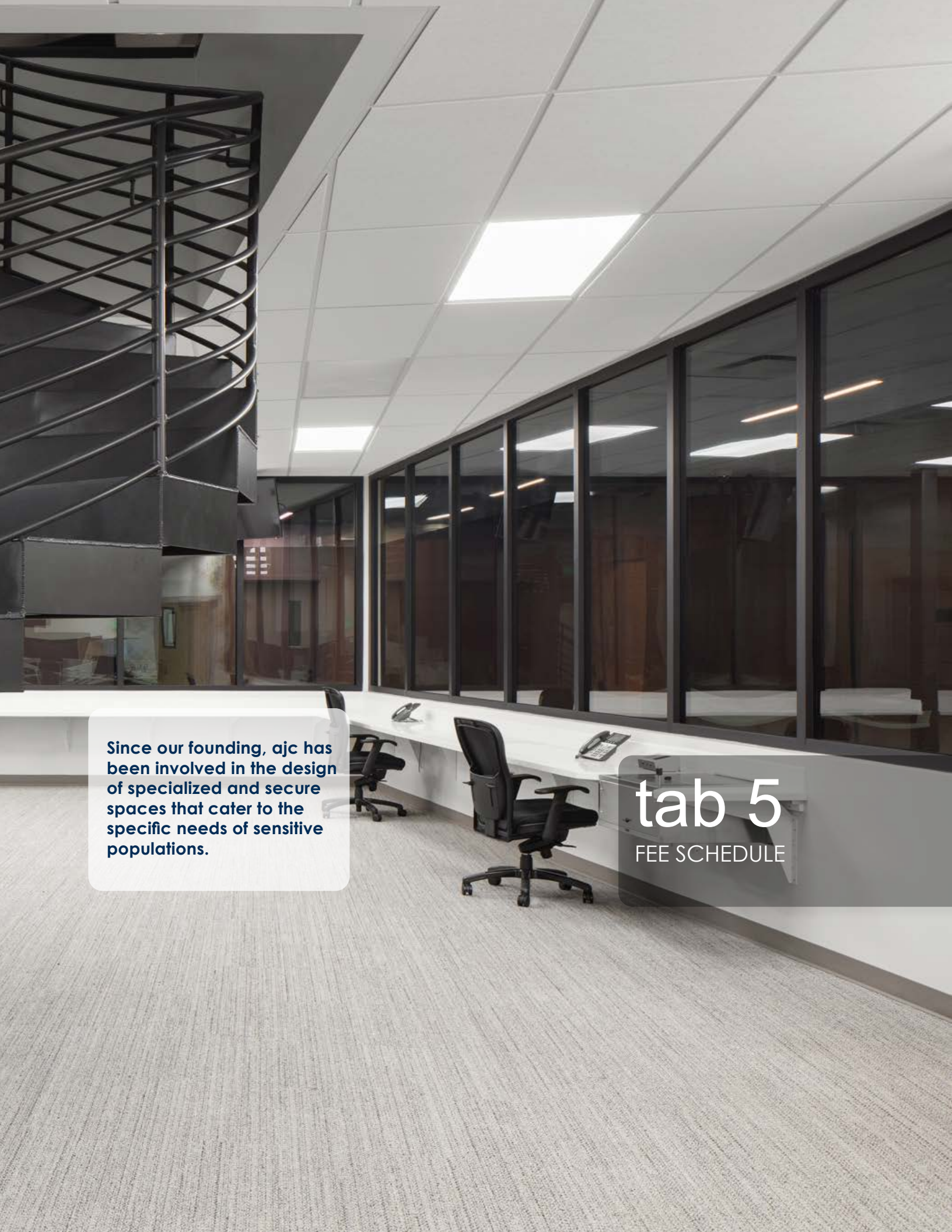
## VALUE ADDED CONCEPTS







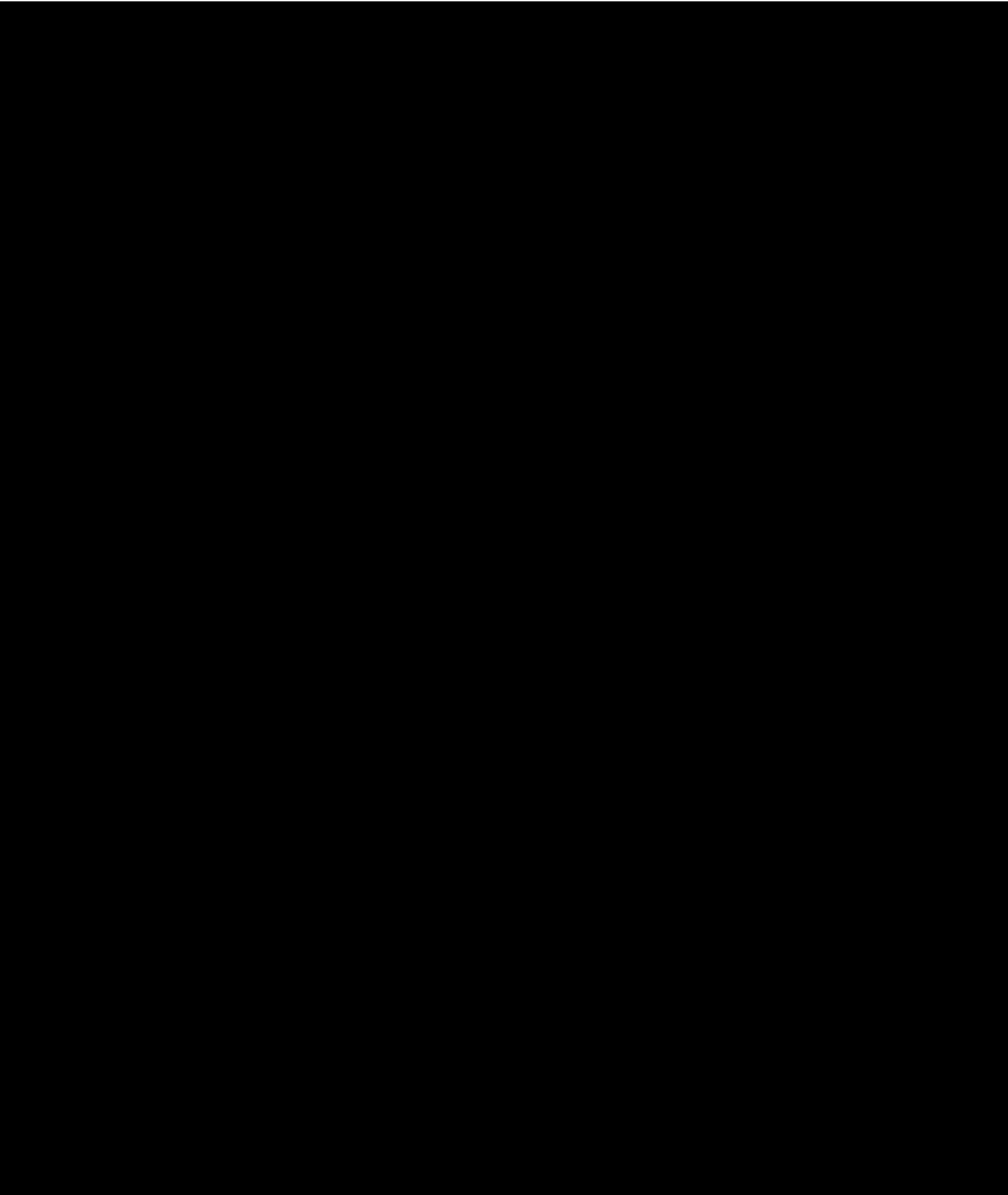


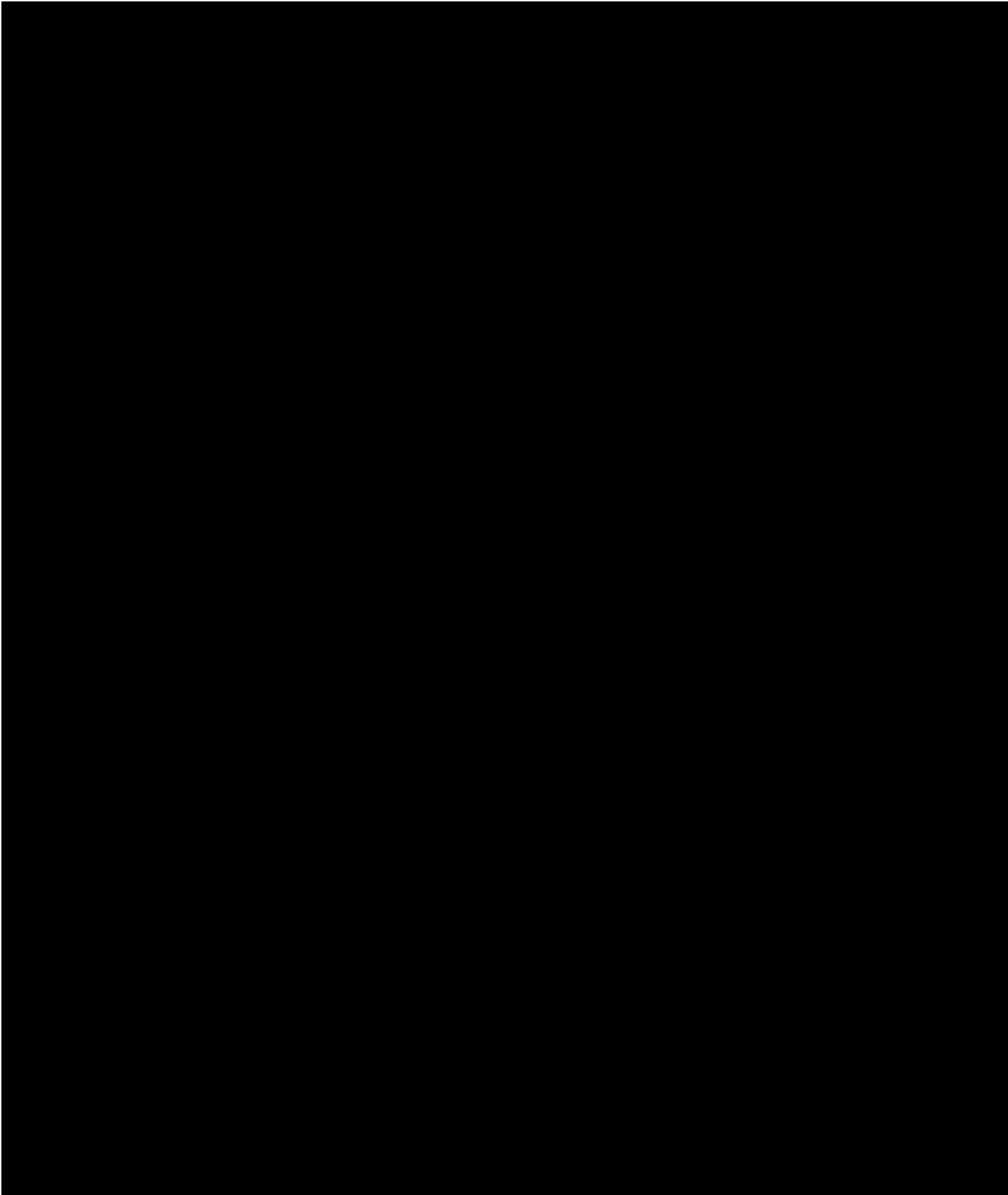


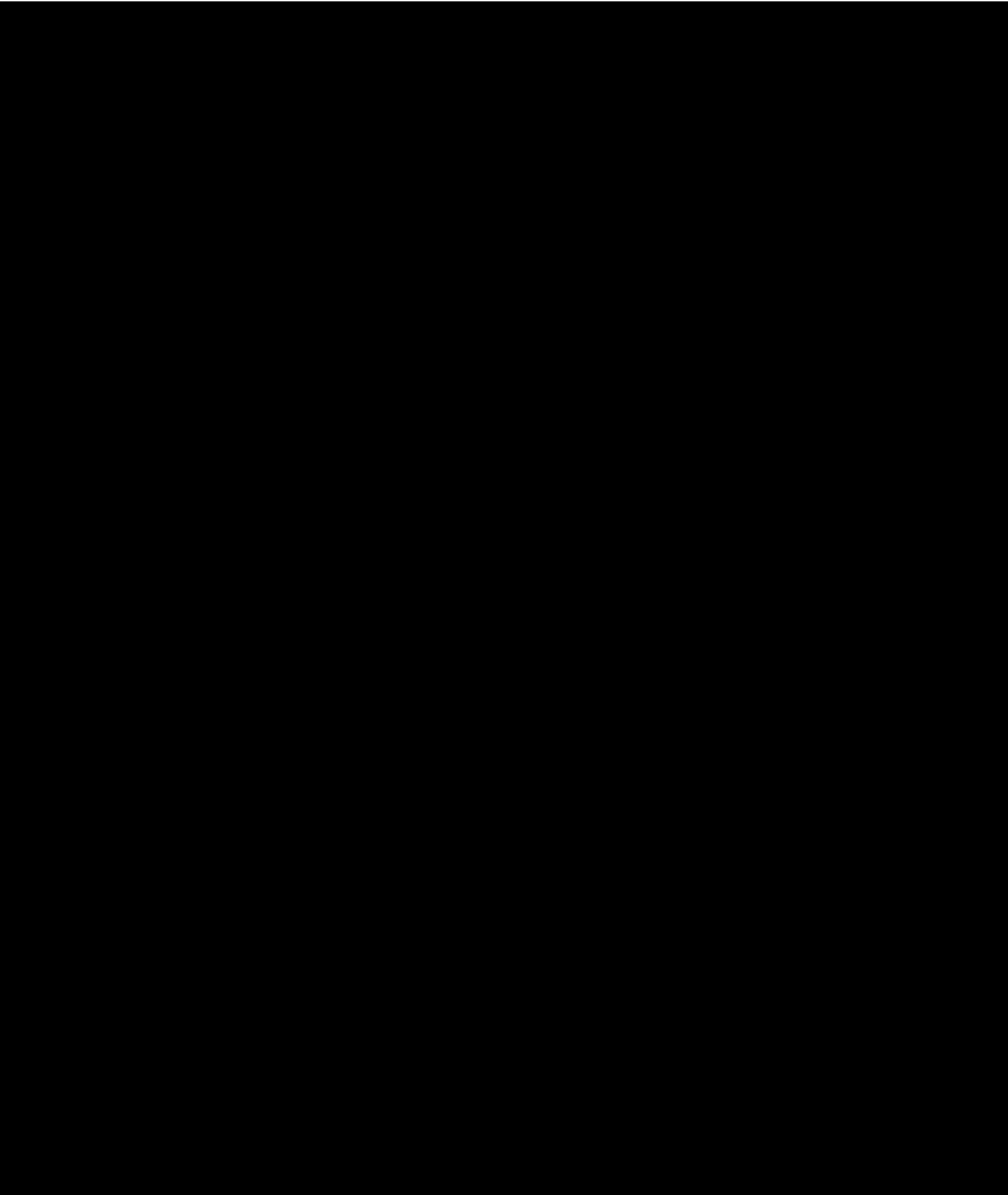
Since our founding, ajc has been involved in the design of specialized and secure spaces that cater to the specific needs of sensitive populations.

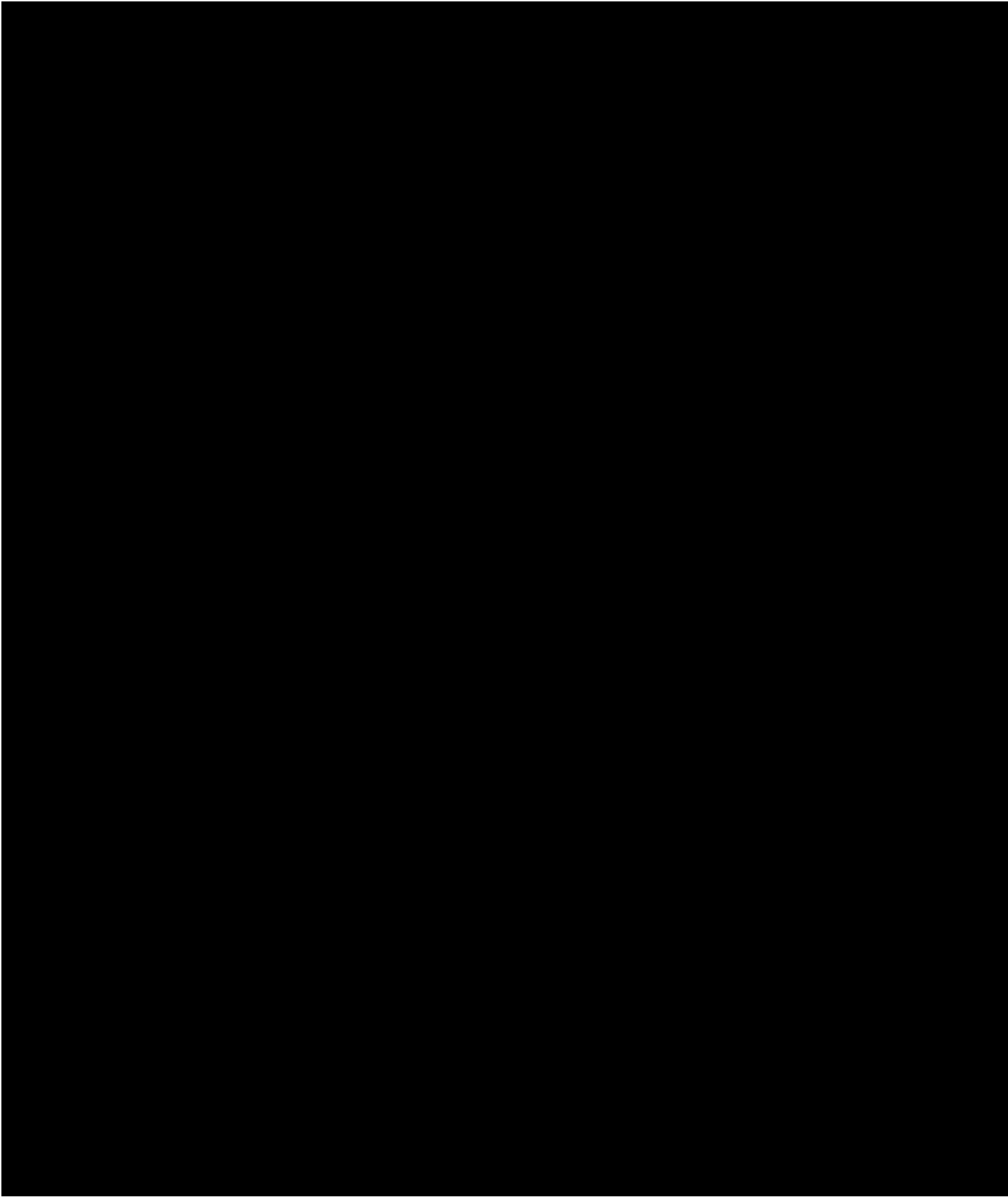
tab 5

FEE SCHEDULE









# **EXHIBIT C**


(Notice of Intent to Negotiate A  
Contract)



# ACCEPTANCE OF NOTICE

Receipt this day of the *Notice of Award* authorized by the Board of San Juan County Commissioners upon your proposal to perform architectural services for the Remodel Project Design and Construction Administration Services for the County's Public Safety building as outlined in the Request for Proposal issued on December 18, 2023 and received on January 19, 2024, is hereby accepted and acknowledged.

ajc architects P.C.  
Contractor

By:  \_\_\_\_\_

Title: \_\_\_\_\_ President \_\_\_\_\_

Date: \_\_\_\_\_ February 8, 2024 \_\_\_\_\_