

REQUEST FOR PROPOSALS (RFP)

Architectural & Engineering Design Services for Ephraim Clinical Facility Addition

Issuing Agency: Central Utah Counseling Center (CUCC)

Project Location: 390 West 100 North, Ephraim, Utah 84627

Primary Contact: Richard Anderson, Central Utah Counseling Center (richarda@cucc.us)

Issue Date: Sep 15, 2026

Proposal Submission Deadline: Sep 23, 2026 11:00 AM

1. Executive Summary & Project Purpose

Central Utah Counseling Center (CUCC) is seeking competitive proposals from qualified architectural and engineering design teams to provide comprehensive design, engineering, entitlement, and construction administration services for an addition to its existing clinical facility in Ephraim, Utah.

The project involves designing a single-story clinical wing addition ranging from approximately 2,200 to 2,800 square feet. The addition will expand private counseling capacity and provide essential support spaces to serve the growing needs of the local community.

2. Project Background & Existing Conditions

- **Existing Facility:** The existing building is a single-story clinical facility of approximately 5,743 square feet, original construction completed in 1997. A full set of original construction drawings (Architectural, Structural, Mechanical, Electrical, Plumbing) is available to selected design teams.
- **Site Location:** 390 West 100 North, Ephraim, Utah. The addition is planned to extend into the existing landscaped area at the facility.
- **Design Integration:** The addition must seamlessly match the existing building in plan organization, structural framing, exterior character, and interior finishes to ensure the completed project functions and reads as a unified structure.
- **Mechanical Context:** The mechanical scope requires special attention. Following historic issues with attic-mounted systems in the existing facility, CUCC mandates that the

addition utilize a floor-level, direct-access mechanical room. Equipment must feature sealed-combustion/direct-vent design, carbon monoxide detection, and high equipment accessibility.

- **Preliminary Construction Budget:** Approximately \$900,000.

3. Scope of Required Services

The selected firm/team will provide full professional services through all standard design and construction phases:

A. Architectural & Interior Design

- **Programming & Plan Development:** Finalize space program incorporating 9 to 10 private counseling offices, a staff break room (capacity 8–10 people), a dedicated floor-level mechanical room, and code-compliant restrooms.
- **Schematic Design & Design Development:** Develop schematic options mirroring the existing building wings. Prepare architectural floor plans, exterior elevations, finishes, and envelope compliance (e.g., COMcheck).
- **Construction Documents & Book Specifications:** Prepare complete construction drawings and detailed technical specifications suitable for city permit review and bidding.

B. Engineering Services

- **Structural Engineering:** Evaluate connection points to the existing 1997 structure (particularly roof/truss configurations) and design foundation, framing, and lateral force-resisting systems.
- **Mechanical & Plumbing Engineering (MEP):** Design dedicated HVAC systems (floor-level mechanical room, sealed-combustion/direct-vent gas equipment or heat pump alternatives). Design domestic water, natural gas, sanitary sewer, and general exhaust systems.
- **Electrical Engineering:** Design power distribution, interior/exterior lighting, emergency/egress lighting, fire alarm, and carbon monoxide detection system integration.
- **Civil Engineering & Landscape Architecture:** Complete site grading, utility connections, storm water management design, and confirm post-construction site compliance with Ephraim City setback, parking, and landscaping area requirements.

C. Surveying & Site Investigation

- Topographic and boundary survey of the project site.
- Optional: Recommendation on ALTA survey and updated geotechnical investigation requirements.

D. Entitlement, Bidding & Construction Administration

- Coordinate site plan approval and building permit submittals with Ephraim City.
- Assist CUCC during bidding/contractor selection or design-assist coordination.
- Administer construction phase services including RFI responses, submittal reviews, periodic site visits, and framing/special inspections.

4. Special Considerations & Project Alternates

Firms are requested to address the following options within their scope or fee proposal:

1. **HVAC Options:** Provide standard gas-fired direct-vent HVAC baseline pricing as well as an alternate fee/cost breakdown for an **all-electric heat pump system**.
2. **Delivery Method Rationale:** CUCC is evaluating delivery models, including traditional Competitive Hard Bid (Design-Bid-Build) and Design-Assist / CMAR (where a general contractor is engaged early in design). Proposals should detail the firm's experience and recommended approach for both models.

5. Estimated Fee Structure & Summary

Proposing teams must provide an itemized fee breakdown using the following structure:

Service Category	Included Scope / Disciplines	Fee Structure	Estimated Fee (\$)
Architectural & Interior Design	Space programming, floor plans, exterior/interior design, COMcheck	Lump Sum	\$
Structural Engineering	Connection analysis, framing, foundation, lateral load design	Lump Sum	\$
Civil & Landscape Engineering	Site plan, grading, storm drainage, parking/landscape compliance	Lump Sum	\$
MEP Engineering	HVAC, plumbing, power, lighting, fire alarm & CO detection	Lump Sum	\$
Surveying Services	Boundary & topographic survey	Lump Sum	\$
Construction Administration	RFIs, submittal review, site inspections, project closeout	Lump Sum / Hourly	\$

Service Category	Included Scope / Disciplines	Fee Structure	Estimated Fee (\$)
Special Services / Staking	Materials testing, survey staking, city submittals	Estimated / Hourly	\$
TOTAL PROPOSED FEE			\$

6. Submission Guidelines & Proposal Requirements

Submissions must include the following information:

1. **Firm Qualifications & Team Experience:** Executive summary of the prime firm and proposed consultant sub-contractors (Civil, Structural, MEP, Landscape). Highlight relevant experience with clinical or municipal facilities.
2. **Project Approach & Work Plan:** Detailed narrative outlining project initiation, schematic options, mechanical approach, structural tie-in philosophy, and city entitlement process.
3. **Proposed Schedule:** Proposed timeline covering key phases (Programming, Schematic Design, Design Development, Permitting, Bidding, Construction).
4. **Fee Proposal & Rate Schedule:** Detailed lump sum fees broken down by discipline as shown in Section 5, along with current hourly rate schedules for key personnel.
5. **References:** Minimum of three (3) client references for similar institutional/clinical projects completed within the past 5 years.

7. Selection Schedule & Contact Information

- RFP Clarification Questions Due: Sep 21, 2026 11:00 AM
- Proposals Due: Sep 23, 2026 11:00 AM
- Interviews (if conducted): Sep 24, 2026
- Anticipated Selection & Contract Award: Sep 24, 2026

Please submit one (1) digital PDF copy of your proposal via email to:

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Central Utah Counseling Center
Email: richarda@cucc.us
Phone: 435-681-1010