



Wednesday, September 17, 2025

Request for Proposals
Space Needs and Facility Programming Services
Wasatch County Administration Building
25 N Main St Heber City, Utah 84032

Open: 10/01/2025 12:00 PM MST
Questions Due: 10/22/2025 4:00 PM MST
Close: 10/29/2025 4:00 PM MST

INTRODUCTION AND BACKGROUND

Through this Request for Proposals (RFP), Wasatch County is hereby soliciting professional qualifications from all qualified firms to provide a space needs assessment and facility programming to address functional and operation limitations of the existing county library and senior center facilities.

Wasatch County anticipates selecting one of the responding firms, but there is no guarantee that any responding firm will be selected. Selection of a firm will be based upon the review of the submitted materials. The County reserves the right to reject any and all submissions.

Responses to this RFP should include details about qualifications and related experience as described herein. Responses should also include a description of the recommended methods for communicating with the county, library, and senior center administration and elected officials. Wasatch County intends to compare and evaluate all qualifying submittals and select the most qualified firm based on proposal content and the proposer's responsiveness to the proposal.

GENERAL PROVISIONS

1. Wasatch County will award a contract in reliance upon the information contained in proposals submitted in response to the RFP. Wasatch County will be legally bound only when and if there is a signed agreement entered into between Wasatch County and the awarded Proposer.
2. It is vitally important that any person who signs an application or agreement on behalf of a respondent certifies that he or she has the authority to so act. The proposer who has their application accepted may be required to answer further questions and provide further clarification of its proposal and responses.
3. Receiving this RFP or responding to it does not entitle any entity to participate in services or transactions resulting from or arising in connection with this RFP. Wasatch County shall have no liability to any person or entity under or in connection with this RFP, unless and until Wasatch County and such person have executed and entered into an agreement pursuant to the terms of this RFP.
4. By responding to this RFP each responding party acknowledges that neither Wasatch County nor any of its representatives is making or has made any representation or warranty, either express or implied, as to the accuracy or completeness of any portion of the information contained in this RFP. The responding party further agrees that neither Wasatch County nor any of its representatives shall have any liability to the responding party or any of its representatives as a result of this RFP process or the use of the information contained in this RFP. Only the terms and conditions contained in an agreement when, as, and if executed, and subject to such limitations and restrictions as may be specified therein, may be relied upon by the respondent in any manner as having any legal effect whatsoever.

SCOPE OF WORK

The selected firm must be available to Wasatch County on an ongoing and as needed basis to perform services in conjunction and under the direction of the County Council. In responding to the RFP, the selected firm must describe its methodology for providing the services described in the following section.

1. Research, data collection and market analysis
 - a. Meet with the library and senior center departments to confirm objectives and gather information necessary to project future needs of county facilities.

- b. Review existing facilities including functions, programs, services, organizational structure, and other identified project drivers.
- c. Determine demands for future programs, services, and facility needs.
- d. Interface with county staff and elected officials to evaluate and prioritize facility needs and objectives.
- e. Coordinate all efforts with a project steering committee.

2. Facility Program & Cost analysis

- a. Research space needs, facility efficiencies, and improvements of functional, operation and spatial relations.
- b. Determine size and space allocation requirements for each program component area to meet current and future demands. Tabulate data and develop narratives to quantify and describe the physical, functional, and operational parameters.
- c. Determine overall building size, required acreage for building footprint, parking, and surrounding site amenities.
- d. Research, tabulate and project square foot costs for construction and operation. Analyze building systems performance and operational efficiencies.

3. Conceptual layout and building design

- a. Develop function, diagrammatic floor plan layouts, illustrating spatial relationships and proximities, flow and circulation patterns, and demonstrating issues of scale and physical relationship for both building and site.
- b. Develop presentation quality conceptual graphic representations and renderings, and present findings to county staff and elected officials for additional input and feedback.

4. Final Study Report

- a. Provide a written, bound report to present all material developed during the study in an understandable and usable format. The final product should include the analysis from all of the above activities, including written evaluations, data, conceptual drawings, and findings.
- b. Include recommendations for "next steps" and evaluate possible timelines for implementation
- c. Provide an executive summary of key elements.

- d. Coordinate all efforts with a project steering committee.

PROPOSAL REQUIREMENTS

1. Application Materials will be accepted via email until 4:00 pm on October 29, 2025. Submissions, correspondence, questions, or clarifications should be directed to:
Dustin Grabau
dgrabau@wasatch.utah.gov
2. Submissions should include the following:
 - a. Resumes and other materials outlining the qualifications of those providing the services including availability.
 - b. A brief, detailed description of prior services and supporting documentation to demonstrate the applicant's ability to provide the services described in the scope of work.
 - c. Estimated cost of providing the services outlined in the scope of work. Estimated monthly cost for expected regular items and pro-rata or fee-based rates for any as needed items. Fees stated shall be for an assumed 120-day term of the agreement.

EVALUATION CRITERIA

Wasatch County will utilize the following in selecting a firm:

1. Competence to perform the services as reflected by technical training and education, and direct experience in providing the services outlined herein. (30% score rating)
2. The firm's history of effective management for similar services. (30% score rating)
3. The "best value" cost of the offered services. (30% score rating)
4. Familiarity with Wasatch County and related project experience. (10% score rating)

Oral interviews may be requested with one or more prospective firms. The decisions of the county's selection committee shall be final and conclusive. This RFP will be awarded to the highest scoring, responsive and responsible vendor meeting the stated requirements.