



City of Holladay

REQUEST FOR PROPOSALS (RFP) for Design Services for City Hall Terrace

Holladay City Hall is located at 4580 South 2300 East, Holladay, Utah 84117. The City is requesting proposals from licensed, experienced professionals to provide design services for a potential outdoor terrace addition to Holladay City Hall. The selected consultant or consultant team must have previous experience in the successful design of outdoor public spaces and/or municipal buildings.

Project Name: **Design Services for City Hall Terrace**

Deadline for Proposal Submissions: **Friday, February 15, 2019 at 12:00 p.m.**

RFP Contact: Holly Smith
City of Holladay
4580 South 2300 East
Holladay, UT 84117
Telephone: 801-272-9450, ext. 118
Email: hsmith@cityofholladay.com

Questions & Answers: Please submit all questions in writing to Holly Smith at hsmith@cityofholladay.com. The question period will open concurrently with the release of the RFP. All questions must be submitted no later than Friday, February 1, 2019 at 5:00 p.m., MST. Answers will be posted on the City's website, www.cityofholladay.com, by Wednesday, February 6, 2019. The City requests that interested Consultants refrain from contacting other City staff regarding this project.

Modifications & Addenda: Any modifications or addendums to the RFP will be made in redline form on the website. Please check the RFP on the website for changes.

Consultants are required to submit four (4) hard copies and one (1) electronic copy (single PDF of complete proposal) of their response to this proposal endorsed "RFP Response: Design Services for City Hall Terrace" by 12:00 p.m. on Friday, February 15, 2019 to Holladay City Hall, Attn: Holly Smith, 4580 South 2300 East, Holladay, Utah 84117. The electronic copy may be either emailed to the RFP contact listed in this document or provided on a non-returnable USB/flash drive with the packet of hard copy submittals.

The City will not hold a public reading of proposals received.

Proposals will be evaluated thereafter by the City of Holladay. The City will notify the consultants selected for a shortlist and may ask them to participate in an interview to discuss their qualifications in further detail.

Proposals received after the stated deadline will not be considered. The acceptance of any proposal made pursuant to this invitation shall not be binding until an agreement has been executed. The City reserves the right to accept or reject any or all bids/proposals or part thereof, to accept one or more items of a bid/proposal without obligation as to other items, and to waive any informalities or irregularities.

Anticipated Project Schedule (Subject to Change)

January 25, 2019	City Issues RFP
February 1, 2019	Last Day to Submit Questions
February 6, 2019	Q&A Posted on Website
February 15, 2019	Proposal Submission Deadline
February 18-22, 2019	Proposal Evaluation Period
February 25-28, 2019	Shortlist Interviews
March 1, 2019	Determination of First-Ranked Consultant
March 2-15, 2019	Contract Review and Negotiation
March 15, 2019	Contract Execution and Notice to Proceed
May 15, 2019	Project Completion

City of Holladay
REQUEST FOR PROPOSALS (RFP)
for DESIGN SERVICES FOR CITY HALL TERRACE

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SECTION I: REQUEST FOR PROPOSALS

REQUEST FOR PROPOSALS (“RFP”)

Holladay City Hall is located at 4580 South 2300 East, Holladay, Utah 84117 (Project). The City is requesting proposals from experienced Consultants interested in providing design services for the potential addition of a terrace area on the south side of the City Hall building, adjacent to the Big Cottonwood Room (auditorium), which is envisioned as an outdoor patio space and alternate, ADA-compliant lower level entrance to City Hall.

The City will enter into an agreement with the selected consultant to provide full design services from conceptual stages to final design. Ultimately, the consultant services will provide the City Council with not only project designs but also assist with an understanding of the construction and funding requirements of a successful and financially viable outdoor terrace that maximizes public benefit. The selected Consultant must have previous experience in the design of outdoor public spaces and/or municipal buildings.

This RFP is part of a competitive procurement process, which helps to serve the best interests of the City and its citizens. It also provides each Consultant with a fair opportunity for its services to be considered. The City reserves the right to accept or reject any or all bids/proposals or part thereof, to accept one or more items of a bid/proposal without obligation as to other items, and to waive any informalities or irregularities.

PROPERTY INFORMATION

The proposed terrace site is located on the south side of City Hall, 4580 South 2300 East, Holladay, Utah 84117, adjacent to the Big Cottonwood Room (auditorium). The site is currently being utilized as a parking area and has steep grading challenges. Immediately west of the proposed terrace site is Holladay City Park, and to the east, additional parking and on-street, angled parking on 2300 East.

Please refer to Exhibit A - City Hall Park Master Plan Documents for additional information about the Property.

PRICING FOR DESIGN SERVICES

Each initial proposal should be submitted with the most favorable price and services available. The City may award a contract based on initial proposals received without discussion or negotiation of such proposals with consultants.

GENERALIZED SCOPE OF WORK

The City of Holladay believes that the success of design services for the City Hall Terrace, provided by the Consultant, largely rests on the three key elements:

- 1) Focus on quality design and approach to work drawn from past experience, mindful of Holladay’s unique character,

2) Solid understanding of the cost to construct the design and ability to incorporate low-maintenance, longstanding elements in the final design, and

3) Ability to maintain a positive working relationship with the City Council, staff, and the public.

The City is interested in projects that provide a high level of public benefit that will maximize the utilization and activation of the target area.

The **City Hall Terrace** is envisioned as an outdoor reception area that will serve as an extension of the building's interior Big Cottonwood Room (auditorium). This indoor/outdoor flex space will be utilized primarily for receptions, arts/cultural programming, and community events. The Terrace will require a modification of an existing steep grade, with special consideration given to the personal safety of the public accessing City Hall and City Park. Mitigation efforts may be required to minimize conflicts between users of the terrace, surrounding parking lot, and adjacent playground. This Project may also entail potential modifications to the existing south entrance, including ADA accessibility enhancements, and potential changes to the south side windows. The addition or incorporation of public art is also desirable.

The information listed below is intended to provide interested Consultants with basic information, but is not meant to limit a proposal's content or to exclude any relevant or essential data, tasks, or project steps. Consultants are at liberty and are strongly encouraged to exercise creativity and to recommend innovative approaches and practices in performing the design services, given their expertise.

Task 1: Project Team Meetings. The selected Consultant will lead regularly scheduled project team meetings, including City Council members and City staff, to incite and guide the project, throughout the entirety of the process.

Task 2: Site Assessment & Design Concept. The Consultant will assess the project site and provide initial design concepts for review by the Project Team. The terrace design shall correlate with the prevailing aesthetic of the adjacent City Hall and City Park.

Task 3: Preliminary Design & Schematics. Based on the preferred concept, the Consultant will prepare a preliminary design for the City Hall Terrace that details the materials, treatments, uses, and other design elements, reflective of the character of Holladay. The City expects the Project design to incorporate high quality and enduring outdoor building materials. The Consultant will also include cost estimates for construction and annual maintenance. Designs may include recommended implementation phasing, if possible.

Task 4: Final Design & Schematics. The Consultant will prepare the Final Design and Schematics, incorporating City Council and City staff feedback. The final design will serve as the basis for future funding applications, as needed, and ultimately, project construction, if approved by the City Council.

WRITTEN AGREEMENTS REQUIRED

The selected Consultant must be willing to enter into an agreement for design services with the City of Holladay for Holladay City Hall Terrace that addresses the proposed Consultant project approach, timeframe, and any deliverables, requirements or restrictions for the Project, and any other agreements as recommended by City's legal counsel.

CONSULTANT'S OBLIGATIONS

Consultant's obligations under the agreements with the City shall include the following:

1. The Consultant will be responsible for all design due diligence, producing cost estimates of the suggested construction methodology and maintenance requirements of all aspects of the Project, including any needed demolition and/or structural or grading remediation, site preparation, and public improvements, in addition to the cost estimate to construct the design.
2. The provided design services shall comply with zoning regulations, building codes, and all other applicable regulations adopted by the City of Holladay.
3. The Consultant will present conceptual design, schematic, and final design documents for review and approval by the City.
4. The Consultant will be responsible for designing the project in a manner that produces a high-quality, enduring project.
5. The Consultant will be required to maintain, or cause others to maintain consultant, architect, and other applicable insurance in an amount and form approved by the City, as appropriate.

SECTION II - SUBMISSION REQUIREMENTS AND PROCEDURE

PROPOSAL RESPONSE OUTLINE

Proposals must be concise and follow the format outlined below. Pertinent supplemental information should be referenced and included as attachments. All proposals must be organized in order to comply with the following sections:

1. **LETTER OF TRANSMITTAL.** The letter of transmittal should include an introduction of the Consultant. It is the Consultant's sole responsibility to read and interpret this Request for Proposals and the written instructions contained herein. The letter shall:
 - a. State that the Consultant has read and understands this Request for Proposals and accepts the written instructions contained herein.
 - b. Be signed by an officer or employee authorized to bind the Consultant contractually.
 - c. Provide the name, contact phone number, email address, and mailing address of the person to whom all correspondence should be sent regarding questions about the Response, requests for interviews, or notifications regarding Consultant selection. (This person will be responsible for disseminating information to you and your Consultant team.)

2. **EXECUTIVE SUMMARY.** An executive summary will briefly describe the Consultant's work approach and clearly indicate any options that need to be highlighted or alternatives being proposed. It should also indicate any major requirements that cannot be met by Consultant.
3. **DETAILED DISCUSSION.** Detailed discussion should include the following:
 - a. Consultant's understanding of project requirements.
 - b. Key personnel who would be assigned to the project.
 - c. Approximate full time equivalent hours to be devoted to the project.
 - d. Consultant's experience with similar projects.
 - e. Suggested work plan, scope of services, and project schedule.
4. **COST PROPOSAL.** The Consultant must submit a cost proposal allowing costs to be evaluated independently of other criteria in the proposal. The cost proposal should include the method of determining compensation for the required services with a not-to-exceed cost estimate.
5. **REFERENCES.** The Consultant should provide a minimum of (3) references, including name, address, telephone number, and email of persons who can attest to the Consultant's performance on relevant projects.
6. **SAMPLE DESIGNS.** The Consultant should provide three (3) samples of past design work in public outdoor spaces or municipal buildings in full color, up to 11"x17" in size (folded to fit within the 8.5" x 11" hard-copy proposal format).
7. **MISC.** Miscellaneous additional information and attachments including company literature and catalogs.

SUBMISSION PROCEDURE

The Consultant shall submit four (4) copies (8.5" x 11" format) of the complete proposal, including all documents required as a part of the Request for Proposals. The Consultant should also submit an electronic copy of the Response in PDF format on a portable drive or by email to the identified RFP contact by the stated deadline. Submissions lacking one or more of the requested documents may be considered incomplete or irregular. All Responses, including attachments, supplementary materials, addenda, etc., shall become the property of the City and will not be returned.

Responses shall be submitted in a sealed envelope with the Consultant's name, address, date of submittal, and the title "RFP Response: Design Services for City Hall Terrace" shown on the outside of the envelope. Submit Responses to the Request for Proposals to:

Holly Smith
City of Holladay
4580 South 2300 East
Holladay, UT 84117
Telephone: 801-272-9450, ext. 118
Email: hsmith@cityofholladay.com

Responses are due in the City's office on or before February 15, 2019 at 12:00p.m. MST. Responses to the Request for Proposals that are not received in the City offices prior to the time and date specified will be considered late. The City of Holladay reserves the right to reject any incomplete or irregular

response and reserves the right to waive any non-material irregularity in responses. The City will not hold a public reading of proposals received.

SECTION III – SELECTION PROCESS AND CRITERIA

SELECTION PROCESS

The City will make every effort to ensure that all Responses are treated fairly and equally throughout the selection process. The City intends to administer the following selection process:

1. Selection Committee

The City will form a Selection Committee comprised of City Council Members and City staff to review the submitted Responses and provide recommendations to the City.

2. Identify a Short-list of Consultants

The Selection Committee will consider the written proposals to determine a shortlist of Consultants.

3. Shortlist Interviews and Identify a First- and Second-ranked Consultant

The City will notify the Consultants selected for the shortlist and may ask them to participate in an interview to discuss their qualifications in further detail. The City may select a first-ranked and second-ranked Consultant.

4. Negotiations with First-ranked Consultant

The first-ranked Consultant will be given a defined period of time to negotiate and execute an Option to Purchase Agreement with the City. In the event that exclusive negotiations are conducted and an agreement is not reached, the City reserves the right to enter into negotiations with the next highest ranked Consultant without the need to repeat the formal solicitation process.

SELECTION CRITERIA

The following is a guide to the criteria that will be used in evaluating development teams:

35% Project Approach

35% Qualifications and Experience

30% Cost (not-to-exceed and hourly rates)

SECTION IV – MISCELLANEOUS

1. All information submitted to the City by the Consultant will be binding upon the Consultant.
2. All Responses, including attachments, supplementary materials, and addenda shall become the property of the City at the time of submission and will not be returned to the Consultant.
3. The Consultant, by submitting a Response to the City, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of the City including, but not limited to, the City's selection of a Consultant with whom to enter into negotiations, the City's rejection of any

or all proposals, and the terms of any subsequent design services agreement that might be entered into as a result of the Request for Proposals.

4. The City reserves the right to negotiate changes in the terms of design services with the selected Consultant, as may be required.
5. The City reserves the right to reject any or all proposals received. Furthermore, the City shall have the right to waive any informality or technical defect in proposals received when in the best interest of the City.
6. No Response shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears to the City of Holladay upon a debt or contract or that is in default, as surety or otherwise, upon any obligation to the City or City, or that may be deemed irresponsible or unreliable by the City or City. Consultants may be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in this RFP.

SECTION V – CITY AND CITY NON-LIABILITY & RELATED MATTERS

1. No Representation or Warranties

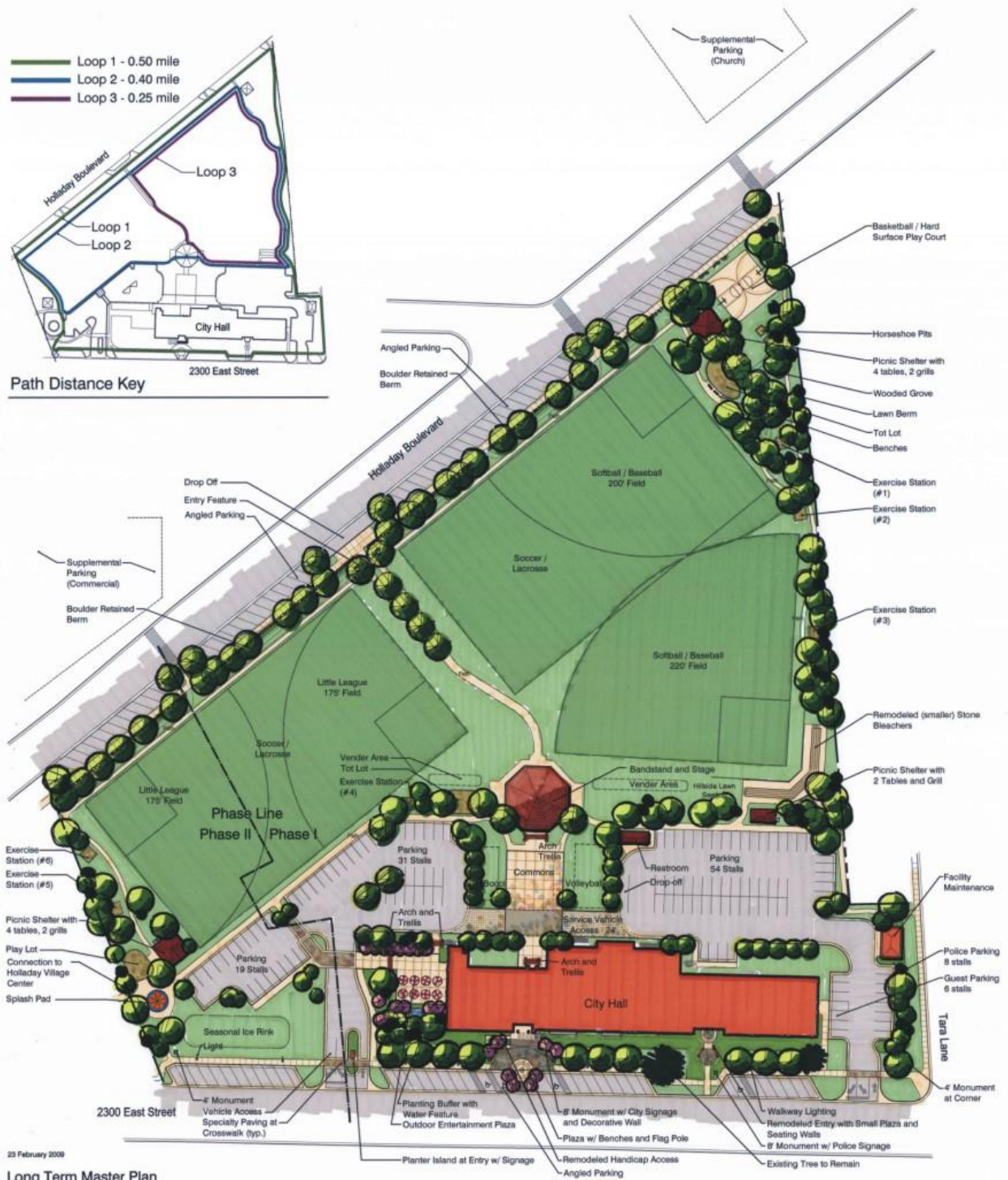
All facts and opinions stated herein, any additional data including, but not limited to statistical and economic data and projections, are based on available information, and no representation or warranty is made with respect thereto by the City or City of Holladay.

2. City Discretion, Non-Liability, Waivers, and Hold Harmless

Consultants acknowledge by submitting information and Responses to the City that the City of Holladay does not undertake and shall have no liability with respect to the design, the RFP, and responses thereto or with respect to any matters related to any submission by a Consultant. By submitting a Response to the RFP, the Consultant releases the City from all liability with respect to the design services, the RFP, and all matters related thereto, covenants not to sue the City regarding such matters, and agrees to hold the City harmless from any claims made by the Consultant or anyone claiming by, through, or under the Consultant in connection therewith.

SECTION VI: EXHIBIT A

CITY HALL PARK MASTER PLAN DOCUMENTS



23 February 2008

Long Term Master Plan

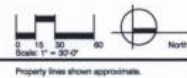
City of Holladay

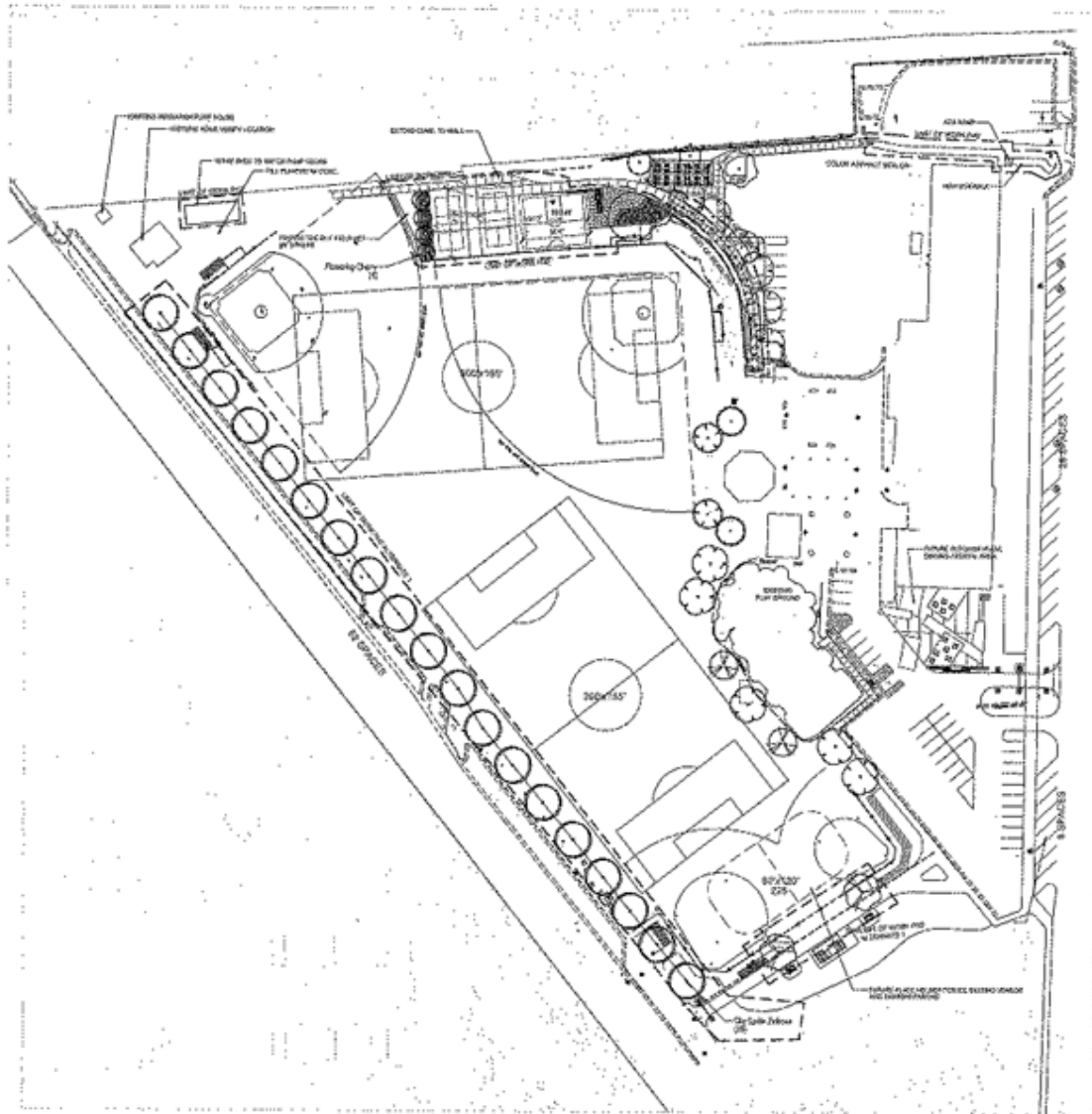
City Hall and Park

Holladay, Utah

James B. Glascock, Architect PC
Architecture & Planning

Curtis Tanner Associates
Landscape Architecture





PLANT SCHEDULE

SYMBOL	PLANT NAME	SIZE	QTY
	12' x 12' x 12' TREE	12' x 12' x 12'	1
	10' x 10' x 10' TREE	10' x 10' x 10'	1
	8' x 8' x 8' TREE	8' x 8' x 8'	1
	6' x 6' x 6' TREE	6' x 6' x 6'	1
	4' x 4' x 4' TREE	4' x 4' x 4'	1
	3' x 3' x 3' TREE	3' x 3' x 3'	1
	2' x 2' x 2' TREE	2' x 2' x 2'	1
	1' x 1' x 1' TREE	1' x 1' x 1'	1
	12' x 12' x 12' TREE	12' x 12' x 12'	1
	10' x 10' x 10' TREE	10' x 10' x 10'	1
	8' x 8' x 8' TREE	8' x 8' x 8'	1
	6' x 6' x 6' TREE	6' x 6' x 6'	1
	4' x 4' x 4' TREE	4' x 4' x 4'	1
	3' x 3' x 3' TREE	3' x 3' x 3'	1
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	1' x 1' x 1' TREE	1' x 1' x 1'	1
	12' x 12' x 12' TREE	12' x 12' x 12'	1
	10' x 10' x 10' TREE	10' x 10' x 10'	1
	8' x 8' x 8' TREE	8' x 8' x 8'	1
	6' x 6' x 6' TREE	6' x 6' x 6'	1
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	1' x 1' x 1' TREE	1' x 1' x 1'	1

REFERENCE NOTES

1. ALL PLANTS TO BE PLANTED BY DATE OF BIDDING.
2. ALL PLANTS TO BE PLANTED BY DATE OF BIDDING.
3. ALL PLANTS TO BE PLANTED BY DATE OF BIDDING.

HOLLADAY CITY PARK MASTER PLAN

FEB 15, 2018

