

Herriman City  
5355 Herriman Main St  
Herriman, UT 84096  
801-446-5323

**Request for Proposals**  
**Feasibility Study & Market Survey**  
**For a Performing and Visual Arts Venue/Civic Facility**  
**Due Date: May 18, 2021 at 5:00 p.m.**

1. **Introduction.** Herriman City (the “City”) is requesting proposals (“Proposals”) from qualified professional consultants or consultant teams to conduct a venue feasibility study and market survey for a performing and visual arts/community center venue.

1.1. **Intent.** It is the intent of this Request for Proposals (this “Request”) to set forth the minimum acceptable requirements for Responses to this Request.

2. **Background and Detailed Description of Services.** The City is requesting Proposals to provide engineering services for a feasibility & market survey for a performing and visual arts/civic facility venue. A more detailed description of the Services is attached as Exhibit “A”.

3. **Proposal Requirements.** One (1) electronic (PDF) copy of Responses are required to be submitted online in a file sharing folder. Herriman City will create and share a unique OneDrive folder for each Proposer. This unique folder will allow for only the Proposer and City to view and upload to the folder. The link to this folder will be shared in an invitation email. To express interest and to receive a link to submit a formal Proposal, all interested parties MUST respond by email to Jonathan Bowers at [jbowers@herriman.org](mailto:jbowers@herriman.org). Proposals must be submitted to this folder no later than 5:00 p.m. on **May 18, 2021**. It is recommended that Proposers give themselves extra time before the deadline in case of any technical difficulties. Any response, modification, or amendment received after the due date and time is late. No late response, modification, or amendment will be accepted. No responses via facsimile, or telegraphic will be accepted. Proposals must include the following elements and be signed by an authorized representative of the Proposer:

3.1. **Introductory Letter.** An introductory letter expressing an interest in providing the Services should be included, together with a signed Certification in the form of Exhibit “B” attached hereto. The introductory letter should be addressed to:

Attn: Jonathan Bowers  
Herriman City Engineer  
5355 W Herriman Main St  
Herriman, UT 84096

Include an e-mail address for the primary contact of the Proposer.

- 3.2. **Qualifications.** (10 page maximum – excluding resumes) Please provide the following:
  1. Project team organization chart of key personnel and responsibilities.
  2. Provide team experience for at least four (4) projects of similar type and scope and provide the key personnel that were involved on the project, and how their experience relates to this project.
  3. Provide resume of each key personnel (including sub-consultants). One (1) page maximum per person.
- 3.3. **Scope.** (5 page maximum) Describe, in sufficient detail, the services that will be provided and any additional services proposed to be provided and the cost of such additional services, if any. See minimum scope items provided in Exhibit “A”.
- 3.4. **Schedule.** (4 page maximum) Include a schedule of completion dates for completion of the feasibility study and market survey for the project listed in Exhibit “A”. As part of the scheduled completion dates, include public outreach and input. See schedule expectations.
- 3.5. **Cost.** (3 page maximum) Detail the proposed all-inclusive cost for the Services. Provide a cost for each task identified in Exhibit A.

4. **Identification of Anticipated Potential Problems.** Proposals should identify and describe any potential problems with respect to providing the Services. If solutions are available, they should be presented.

5. **Evaluation Criteria and Scoring Process.** All Proposals received will be reviewed and scored by a Review Panel (See Section 6). The Review Panel will score each category and sum up their sections to create total score out of 100. The average of all reviews will be taken as the final score. Each evaluation criterion has been given a percentage based on its relative value as a whole. The criteria and each associated percentage are as follows:

<u>Evaluation Criteria</u>	<u>Weight</u>
Qualifications	35%
Scope	25%
Schedule	30%
<u>Cost</u>	<u>10%</u>
Total	100%

6. **Selection.** One or more Proposers may be invited to interview. Provided, however, that Proposals may be accepted with or without discussion or interview. A Review Panel or individual(s) will be appointed by the City (referred to hereinafter as “*Review Panel*”). The Review Panel reserves the right to modify the interview criteria during the course of this process. If such

modification occurs, each Proposer being interviewed will be notified at least twenty-four (24) hours prior to the interview of the revised criteria. Based on the results of discussions, if any, interviews, if any, and proposal scoring, the Proposers will be rated by the Review Panel, and such recommendations will be forwarded to the City Manager or designee. The City Manager or designee will make the final selection. The City may select one or more Proposers to provide the Services.

7. **General Information.** The City reserves the right to reject any and all Responses. Proposers may meet with the City Staff prior to the submittal deadline to discuss project needs, provided that a Proposal may be recommended for selection regardless of whether a proposer has, or has not, met with the City prior to the submittal date. The City reserves the right to amend, modify or waive any requirement set forth in this Request. Response to this Request is at the Proposer's sole risk and expense. All Proposers must comply with applicable federal, state, and local laws and regulations. Except for written responses provided by the contact person described below, the City has not authorized anyone to make any representations regarding the subject matter of this Request. All requests for clarification or additional information regarding this Request must be submitted via email to Jonathan Bowers at [jbowers@herriman.org](mailto:jbowers@herriman.org) no later than **May 14, 2021 at 3:00 p.m.** Herriman City will endeavor to respond to such requests for clarification or additional information; and if the City deems, in their sole and absolute discretion, that such response is of general applicability, the response, if any, will be provided via email to all Proposers. The City anticipates selecting one or more of the responding Proposers, but there is no guaranty that any responding Proposer will be selected. Responses will be placed in the public domain and become public records subject to examination and review by any interested parties in accordance with the Government Records Access and Management Act (UTAH CODE ANN. § 63G-2-101, *et seq.*).

All materials submitted in response to this Request will become the property of the City and will be managed in accordance with the Government Record Access and Management Act.

**Exhibit “A”**  
[Description of Services and Deliverables]

**List of Scope Items (at a minimum, each Proposer shall include the following tasks):**

**Initial scope:**

- A. Project Kickoff Meeting
- B. Provide a feasibility study including but not limited to the following components:
  - 1. Collect basic data and map current venues within the community/region and identify nearby potential competing facilities.
  - 2. Evaluate existing facilities in Salt Lake County and adjacent communities with similar demographics.
  - 3. Identify local stakeholders and key strategic partners. Meet with them to help determine or discover potential space needs.
  - 4. Identify gaps in service areas and potential opportunities provided by a new performing and visual arts/civic facility. Discern whether new or expanded facilities would fill these gaps or merely duplicate existing space. w
  - 5. Identify the potential benefits and challenges of a shared, multi-user civic space. For example, senior citizen programs, conference space, arts programs and theatre programs all utilizing the same facility for different uses.
  - 6. Evaluate the impact of projections for demographic shifts, changes or growth on the viability and need for a community center, performing and visual arts venue.
  - 7. Identify unmet space needs for existing and potential partners, trends and future needs in the South West area of Salt Lake County.
  - 8. Provide examples of public private partnerships for community or regional performing and visual arts/civic facility. Evaluate and present their funding and management structure both for the design and construction of the facility as well as ongoing maintenance and operations.
  - 9. Present findings and an understanding of the demand for various sized performing and visual arts facilities within a regional or multi-city context.
- C. Provide an economic market analysis that summarizes key demand generator trends and overall growth prospects for the market. Provide realistic assessment of the area's strengths, weaknesses, opportunities, and threats to support a new performing and visual arts/civic facility.
  - 1. Profile trends in population growth, audience development and compare competition of regional arts venues.
  - 2. Provide history and expected future trends for performing and visual arts/civic facilities.

3. Identify potential revenue generation or other positive economic impacts of a new performing and visual arts/civic facility.

D. Provide a site analysis and preliminary development cost estimate:

1. Identify potential site opportunities and develop constraint analysis – based on the identified conceptual utilization, storage and parking needs and the benefits and challenges of each site.
2. Analyze development costs for a performing and visual arts/civic facility. Review recommended facility components, review construction cost data for current materials, and make projections for the total development costs for the facility, including:
  - i. Land acquisition costs and land size requirements, if any,
    1. Analyze feasibility of land currently held by City vs. other locations
  - ii. Infrastructure and land preparation costs,
  - iii. Hard construction costs,
  - iv. Parking and traffic,
  - v. Furniture, fixture and equipment costs,
  - vi. Storage needs and cost,
  - vii. Soft costs

E. Schedule Expectations

1. For this project, the City is requiring an aggressive timeline. The City will receive funds in the summer for this project. It is anticipated that the funds will be required to be spent by the end of the calendar year. Because of this, it is expected that the design of the project should be begin and be completed as soon as possible. Therefore, the schedule of the design will be anticipated to begin at the beginning of June 2021 and complete the project by March of 2022.

**Exhibit "B"**  
**CERTIFICATION**

The undersigned Proposer certifies that it has not:

1. Provided an illegal gift or payoff to a City officer or employee or former City officer or employee or his or her relative or business entity;
2. Retained any person to solicit or secure this contract upon an agreement or understanding for commission, percentage, brokerage, or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; or
3. Knowingly influenced and hereby promised that it will not knowingly influence a City officer or an employee or former City officer or employee to break any applicable ethical standard or rules.

The undersigned Proposer certifies that:

1. The Proposal is made in good faith.
2. The Proposal is made in conformity with the specifications and qualifications contained in the Request.

Name of Proposer: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Web Site Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date Signed: \_\_\_\_\_