

Midway City Council  
15 September 2020  
Regular Meeting

Town Square Master Plan /  
RFP

To: Midway Mayor and City Council Members  
From: Ken Mickelsen  
Subject: RFP for Midway Town Square

I had mention to the mayor several months ago that I would like to help the city as they move forward with a plan for town square by preparing a rough draft for a RFP. Recently at a council council meeting there was a discussion on moving forward to do an RFP for town square. At that meeting I mentioned to the council that I would be willing to assist the city by preparing a rough draft for a town square RFP. The council supported my suggestion.

Attached is a potential format that the city may want to consider for a RFP for town square.

This rough draft format provides a guideline to move forward to prepare a RFP for town square. It is not intended to determine what should be included in the key categories of the RFP which are project description and scope of work.. The information in these categories is an example to illustrate what type of information would be contained in these categories. The other categories are somewhat generic and are standard categories included in most RFP's. The information I have provided in these categories the council may want to use as it would be applicable to what is included in the categories pertaining to project description and scope of work

I have and the opportunity to visit with the mayor as well as city staff members Michael and Brad and Cortland Nelson about preparing an RFP proposal for town square.

There was overwhelming agreement that if the city wants to move forward for a plan for town square that the city needs to select a professional landscape architectural firm by doing an RFP process.

Hopefully this information will be helpful as the city moves forward on plans for town square.

**REQUEST FOR PROPOSALS**  
Professional services for the City of Midway, Utah  
**FOR**  
**A DESIGN PLAN FOR MIDWAY CITY TOWN SQUARE**

**GENERAL:**

The City of Midway is soliciting Request for Proposal (RFP) from a professional qualified landscape architectural firm that would include an urban planner to provide professional landscape architectural consulting service for the above mention project.

The project will require close coordination with the Mayor and City Councilor for parks.

E-mail questions regarding this proposal to

Michael Henke City Planning Administrator

Phone # 435-3223 ext 105

e-mail mhenke@midwaycityut.org

**PROJECT DESCRIPTION:**

The City of Midway is blessed to have a historic town square in the heart of downtown that preserves the community hertiage and continues to serve as a focal point for community events and is a good example of a public realm. Midway town squre is approximately 3 acres and is the location of Swiss Days and provides space for a public market and outdoor staking rink.

The project goals shall consist of the following:

Providing design options on opportunities to enhance the use of green spaces in in town square.

Important all design options must be able to accommodate all existing space needs for Swiss Days. The City will provide information on Swiss Days.

To increase the value of town square to the community by creating opportunities to enhance the square as a community gathering place, for improving the environment and as a engine for economic growth

How the design of town square can be directly connected to enhancing the opportunities to generate additional pedestrian traffic through out the downtown area

To engage the community in a public involvement process.

**PROJECT SCOPE OF WORK:**

Once the consultant has received information from the City pertaining to Swiss days and the CAPS program the consultant shall prepare three (3) preliminary rough draft designs with details why each design meets the project goals along with advantages and disadvantages with each option. Important to note again that all design options for town square must be able to accommodate the space needs for Swiss Days.

The consultant will meet with the Mayor and city councilor for parks to present the preliminary draft options for review.

#### **Public Meetings:**

Public involvement is an important component of the project.

The consultant shall facilitate a meeting with the following key stakeholders to present the preliminary design options to Swiss Days representatives and members of the Midway Business Alliance to solicit their input and comments.

Attend and facilitate three (3) public meetings to present preliminary design options and solicit public comments.

Attend a minimum of two (2) city council meetings which includes public hearings to present a final design for town square for approval by the city council.

#### **DELIVERABLES:**

After all the elements contained in the scope of work are completed the consultant shall present to the Midway City Council a design plan that will include a synopsis of the process that was used highlighting community involvement in the process.

#### **ADDITIONAL DESIGN SERVICES:**

Upon successful completion of the RFP, Midway City intends to retain the consultant to provide additional landscape services to begin implementation of the design plan. The work may include preparing bid specifications and documents and construction administration.

#### **PROPOSAL SUBMITTAL REQUIREMENTS:**

##### **SIGNED TRANSMITTAL LETTER:**

The letter will briefly summarize the firm's interest in performing the work. It shall provide a summary of the key elements of the qualifications of the firm or team approach and answer to all questions included in the FIRM CAPABILITY section.

##### **FIRM CAPABILITY:**

Will indicate in written form the relevant experience of the firm or team approach and if sub-consultants are going to be used include the relevant experience of the sub-consultants and what work the sub-consultants will perform. To provide in written form the information requested below and to answer to all questions included in this section listed below.

The firm or team shall include a list of similar type projects they have performed including references.

The firm or team shall give examples of their experience and approach in developing a comprehensive public involvement strategy that includes what type of tools they use to gather public input and their approach in presenting information and facilitation of community meetings.

Please address the following question:

1 Please describe how you would define the term "Public Realm" and what role it would play in a design for a town square.

## STAFF QUALIFICATIONS:

Each key member of the project team shall be identified with their qualifications and identify the specific tasks they will perform, including sub-consultants. The ability of the consultant staff members to work together with the City should be demonstrated.

## PROJECT UNDERSTANDING AND APPROACH:

In written form the proposal shall demonstrate a comprehensive understanding of the nature and scope of work. The proposal shall provide a detail description of how they would expect the work would proceed. Please elaborate on innovative techniques based on experience that would apply to this project. The proposals needs to address special problems or issues you have identified associated with the project. Include a time line that your firm believes is realistic to complete the work as indicated in the scope of work once a contract is signed. Additional provide a conceptual drawing of how you would envision a design for town square could look like.

## AVAILABILTY & LOCATIONS OF STAFF:

The proposal shall indicate how quickly and flexible key staff can be available for communication and meetings with city staff.

## FEE PROPOSAL:

The proposal shall identify a total fee to complete the tasks associated with the SCOPE OF WORK. The price shall remain in effect until the completion of the project. If tasks or services have not been included in the scope of work but clearly are necessary for the completing the work the proposal will include a hourly rate not to exceed that will be billed to the City for the additional necessary work. Prior to proceeding with work outside of the scope work as defined in the RFP the consultant must request a change order to the contract indicating the reason for the change order. The consultant must obtain approval by the city before moving forward on the work requested in the change order.

## EVLUATION CRITERIA:

Proposals will be evaluated by a team appointed by the Mayor. The City of Midway reserves the right to award a contract solely on the written proposal. The City also reserves the right to request oral interviews or by some type of conference calls with the highest ranking firms. The person identified as project manager will be required to be present during any requested meetings. The consultant will be totally responsible for all cost associated with the written proposal and for cost associated with oral interviews or conference calls.

CRITERIA: (100 potential points	POINTS
Project understanding and approach to the project	25
Background and experience of the firm	20
Past performance on similar type projects	10
Demonstrated ability to prepare, conduct and facilitate public meetings	20
Answers to question in FRIM CAPABIILITY SECTION	5
Cost	20
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	100

## PROPOSAL SUBMISSION

Ten (10) sealed proposals titled A DESIGN PLAN FOR MIDWAY CITY TOWN SQUARE should be submitted to

Mayor Celeste Johnson, City of Midway

75 N 100 W MIDWAY, UTAH 84049

Proposals must be at city Midway Office by 5PM Mountain time on or before \_\_\_\_\_

Proposals that do not specifically address each item so indicated in the proposal may be rejected. Proposals that are submitted after the deadline will be rejected.

### **COST LIABILITY:**

The City of Midway assumes no liability for cost incurred by the consultant in submitting a proposal for this project or any other cost prior to signing a contract/agreement with the City of Midway. Midway city reserves the right to cancel this RFP if such action is deemed to be in the best interest of the City. Midway City reserves the right to reject any or all proposals.