

Request for Proposals (RFP): Arts Council Program and History Interpretation Services

Project Overview

The City of South Salt Lake is seeking proposals from qualified consultants to develop a strategic plan based on our mission to unite the community through art. This will be a hands-on collaboration between the consultant, the City, the Arts Council, residents, and community members. We are looking for a firm to recommend program services for the Arts Council in general, as well as to identify future programming and historical exhibition space inside a city-owned community center. The community center, located at 3271 S 500 East has one primary and four contributory buildings. The main building is an 1890 historic schoolhouse with significant cultural and architectural value that formerly housed the original Granite High School and the Pioneer Craft House. The project aims to transform the Historic Scott School building and campus into a vibrant community art center, while preserving its historical integrity and ensuring accessibility for all users.

Work will address a portion of the campus that includes four buildings (see Attachment 2):

- Historic Scott School (7,414 SF)
- Cottage (1,731 SF)
- Shop (811 SF)
- Annex (505 SF)
- A fifth building, the Redwood Building, was recently remodeled and is not included in this project.

Simultaneously, an RFP will be issued for architectural services for site and building evaluation and concept design for developing a long-range plan for South Salt Lake Arts Council services and arts programming to be housed at this campus. This RFP also includes programming for historical interpretation and exhibition of artifacts.

These two projects, Architectural Services and Art Council Program Services, are receiving 50% funding from the Salt Lake County Tourism, Recreation, Culture and Convention (TRCC) Support Program. Work completed with these funds are subject to relevant Support Program requirements.

Firms, partnerships and individuals are invited to respond to either or both RFPs (Architectural Services for Site and Building Evaluation and Schematic Design and/or Art Council Program Services). The city reserves the right to select a firm for one or both, and to require a selected firm to coordinate with a separate selected firm if two are chosen.

Scope of Services

The scope of services for this project includes the following:

Part 1: Develop an Arts Council 10 year strategic plan

1. Evaluate current and future Arts Council programs and their alignment with current programs.
2. Identify mission, goals and objectives.
3. Identify audiences and people to serve and assess their needs. This should include all groups, including refugees in the community.
4. Assess community needs, including various audiences, partners, and artists.
5. Identify arts programming partnerships and opportunities.
6. Identify ways for Arts Council programming to support South Salt Lake community values and identity.
7. Identify policies that the city could adopt to increase support for the arts.
8. Propose phasing and a timeline for priority projects.

Part 2: Design to honor the community's ties to this historic site.

1. Create an interpretive design to include a historic collection exhibit that reflects the significance of this location over 160 years of history.
2. Engage community members and local artists in a creative, idea-generating session.
3. Community involvement in storytelling and finding objects to support these stories.
4. Create concept designs for projects and suggest potential programs/events.
5. Integrate the historic building and exhibition space into the programming plan with the Historic Scott School as the Arts Council base of operations.

Project Deliverables

1. Community needs assessment and asset mapping.
2. 10 Year Strategic Plan for the Arts Council focused on programs, events, and facilities.
3. Design program and concept design for the Arts Council use of Historic Scott School.
4. Historical research, story gathering, and artifact identification to inform interpretation.
5. Interpretative design concept for exhibition indoors and outdoors.
6. Robust community engagement that leads to greater ownership in the outcomes and participation in the arts.
7. Project management meetings that include a broad base of stakeholders and periodic reports to the project management team.

Qualifications of Respondents

Respondents to this RFP can be a single firm, partnership or individual. Each respondent firm or partnership must have the following qualifications:

1. Experience in community arts programming and organizational capacity
2. Experience in how arts programming functions in civic, educational, or art-focused buildings and the needs of those facilities
3. Experience in community outreach and needs assessment
4. Crafting an arts organization strategic plan under the parameters of a non-profit civic organization
5. Demonstrated ability to work collaboratively with clients as well as members of the public through community engagement.
6. Commitment to sign a contract and provide required insurance within 14 days of award (See Attachment 6).

Proposal Requirements

1. A cover letter introducing the firm, partnership or individual and their experience in relevant projects. The cover letter should demonstrate an understanding of the project's objectives and requirements. The cover letter should also include:
 - a. Firm type: whether you are issuing the proposal as an individual, a partnership, a corporation, or a limited liability company.

- b. A point of contact who will be available to coordinate with the City along with their contact information.
2. A team resume that lists the qualifications and experience of key personnel who will be working on the project along with their anticipated roles.
3. A project proposal that outlines the respondent's approach to the project, including the proposed scope of services and detailed fee schedule. The fee schedule should list total fee for services as well as the hourly rates for each team member.
4. Brief descriptions and images for three relevant completed projects.
5. Three references from previous clients for whom the respondent has completed related work.
6. A public engagement plan that outlines anticipated processes for receiving input from targeted stakeholders and members of the general public. This plan should include, but not be limited to public events, targeted outreach, and online input opportunities.

Selection Criteria

Proposals will be evaluated based on the following criteria:

1. Understanding of the project objectives and requirements.
2. Qualifications of the firm, partnership or individual and personnel.
3. Experience in relevant projects.
4. Approach to project execution.
5. Proposed scope of services.
6. Fee.

Project Schedule

The following is the anticipated schedule for the project:

- RFP release: Jan 9, 2024
- Pre-proposal meeting and walkthrough (optional): Jan 18, 2024
- Final day to submit questions to Ariel Andrus at aandrus@sslc.gov: Jan 26, 2024
- Proposal deadline: Jan 30, 2024
- Selection of proposal: Feb 6, 2024
- Project kickoff meeting: March 1, 2024
- Needs Assessment: May, 2024
- Draft Strategic Plan: September 2024
- Final Strategic Plan: November 2024

Pre-Proposal Meeting

An optional Pre-Proposal Meeting covering both RFPs will be held at 10:00 am MST on Thursday, January 18, 2024. This meeting will be held on site in the Historic Scott School Building at 3271 S 500 East, South Salt Lake, UT 84106 with a virtual option via Zoom. The site walkthrough will follow immediately after and will not have a virtual option. Inquiries regarding this meeting should be directed to Jody Engar at jengar@sslc.gov or 801.483.6018.

Project Budget

The City has budgeted \$40,000 for this project. Proposers should include contingency in their proposed fees for unanticipated costs and scope items.

Proposal Submission

Proposals must be submitted to the City of South Salt Lake by Tuesday, January, 30, 2024, no later than 5:00 pm MST ("Submission Deadline"). City is not responsible for proposals delivered incorrectly or for failure to receive.

Submissions shall be delivered in person in a sealed envelope, emailed, or submitted via Utah Public Procurement Portal (SciQuest) to:

Ariel Andrus, City Recorder
220 E Morris Avenue, Suite 200
South Salt Lake City, UT 84115
aandrus@sslc.gov

Proposers wishing to verify receipt of the proposal may contact Ariel Andrus at aandrus@sslc.gov

Contact Information

For questions or clarifications regarding the RFP, please contact:

Ariel Andrus at (801) 483-6019 or aandrus@sslc.gov. Inquiries must be received by January 26, 2024, 5:00 pm MST.

About The South Salt Lake Arts Council

The mission of the South Salt Lake Arts Council is to unite our community through art. We strive to support local artists, provide engaging opportunities to our diverse residents, contribute to our city's economic development by supporting our cultural assets, and facilitate creative approaches to innovative growth. We do this through a variety of programs and events such as our Creative Arts for Life community art classes, the annual Mural Fest and Craftoberfest events, supporting our Creative Industries Zone, and our Celebrate South Salt Lake grant program. More information can be found at www.sslarts.org and www.themuralfest.com

Disclaimer

Submissions that are late, incomplete, or do not meet submission format and contents as described in this RFP will not be accepted. The City reserves the right to reject all submissions or to waive any informality in any submissions if deemed in the best interest of the City. The City does not guarantee that a contract will be awarded following the submission deadline.

General Terms and Conditions

- 1. Compliance with Laws.** The proposal shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and city, which may in any manner affect the performance of the contract. Proponents shall not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, age, sex, or national origin, nor otherwise commit an unfair employment practice.
- 2. Incurred costs.** The City is not liable for any costs incurred by Proponents prior to the execution of a Services Agreement ("Agreement").
- 3. Proposers not Agents.** Unless otherwise stated in the final Agreement, the Proposer shall not be held or deemed in any way to be an agent, employee or official of the City, but rather an independent contractor.
- 4. Indemnification.** Proponents shall indemnify, save, and hold harmless the City and all of its employees, officers, directors, subcontractors and agents against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any noncompliance by the Proponent with any agreements, warranties or undertakings contained in or made pursuant to this RFP.

- 5. Negotiation of Services Agreement.** The City reserves the right to reject any or all proposals or to award multiple Agreements to multiple qualified Proponents. At its sole discretion, The City may extend the dates for award of the Agreements. The City reserves the right to negotiate any or all terms upon award of the Agreement.
- 6. Ethics in Contracting.** By submitting its proposal, Proponent certifies that its proposal is submitted without collusion or fraud, that it has not offered or received any kickback or inducement from any other Proponent, supplier, manufacturer, subcontractor or other person in connection with its proposal and that it has not conferred on any public employee or official having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, employment, service or anything of more than normal value, present or promised, unless consideration of substantially equal or greater value was exchanged as part of a completely independent transaction.
- 7. Taxes.** The successful Proponent(s) shall be responsible for, and pay any applicable taxes related to the Agreement. The City is a tax-exempt organization and shall not be billed for, nor be expected to pay any taxes applicable to the Services.
- 8. Insurance.** By submitting a proposal in response to this RFP, the Proponent(s) certifies that, if awarded the contract, it will have the insurance coverage required for performance of the Services, if any, at the time the work commences. Additionally, the Proponent(s) certifies that it will maintain this insurance coverage throughout the entire term of the contract and that all insurance coverage shall be provided by insurance companies authorized to sell insurance in Utah. During the term of the contract, City reserves the right to require the successful Proponent(s) to furnish certificates of any required insurance for the coverage required by City, if any is required.
- 9. Disclosure of Proposal Content.** All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits and other documentation produced by the proponent that is submitted to the City, as part of the proposal or otherwise, shall become the property of the City when received by the City and may be considered public information under applicable law. The Government Records Access and Management Act ("GRAMA") states that certain information in the submitted proposal may be open for public inspection. If the proponent desires to have information contained in its proposal protected from such disclosure, the proponent may request such treatment by providing a "written claim of business confidentiality

and a concise statement of reasons supporting the claim of business confidentiality” with the proposal. Blanket claims that the entire RFP is confidential will be denied. The City cannot guarantee that any information will be held confidential.

Disposition of Proposals, Statements, and Negotiations

- 1. Disposition of Proposals - Public Records.** All materials submitted in response to this RFQ will become the property of SSLC. One (1) copy of each proposal shall be retained for official files and will become a public record after the award and open to public inspection. It is understood that the proposal will become part of the official file on this matter without obligation on the part of the City of South Salt Lake.
- 2. Verbal Statements or Agreements.** No verbal agreement or conversation with any officer, agent, or employee of SSLC, either before or after execution of the contract, shall affect or modify any of the terms or obligations contained in the contract. Any such verbal agreement or conversation shall be considered as unofficial information and in no way binding upon SSLC or the Contractor.
- 3. Negotiations.** SSLC reserves the right to reject or to waive any or all SOQ's. After SSLC has identified the best qualified candidate(s), the Parties shall have the right to negotiate with the respondent over the final terms and conditions of the contract. These negotiations may include bargaining; however, by submitting a SOQ, a firm acknowledges that it has reviewed the sample Agreement in Exhibit A and is prepared to sign a substantially similar agreement with the City. The primary objective of the negotiations is the evaluation factors set forth in the RFQ. If an agreement cannot be reached, the negotiation will be terminated.

Attachments

Attachment 1: Project Workflow

Attachment 2: Site Plan of Historic Scott School

Attachment 3: Existing Floor Plans of Historic Scott School

Attachment 4: Photos of Historic Scott School

Attachment 5: Historic Scott School Community Center 2023 Annual Easement Report

Attachment 6: Sample Agreement