

REQUEST FOR PROPOSALS

UTAH MUSEUM OF CONTEMPORARY ART FACILITY UPGRADES

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Utah Museum of
Contemporary Art
UMOCA

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EXHIBIT A – Salt Lake County Design and Construction Standards and Procedures

Part 1: Overview and Instructions

1.1 Purpose of the Request for Proposals “RFP”

Utah Museum of Contemporary Art (UMOCA) is soliciting proposals from qualified Utah based firms/individuals to perform Pre-Design services for the following project:

Utah Museum of Contemporary Art Facility Upgrades

For purposes of this solicitation, the term “Team” will be used to represent the Architect submitting on the project.

This RFP is intended to provide interested Proposers with sufficient minimum requirements. The requirements in the Scope of Work for this RFP are not intended to limit a proposal's content or creativity. Proposers are encouraged to expand upon the specifications to give additional evidence of their ability to provide the services requested in this RFP. However, Proposers must address the needs and requirements stated in the Purpose and Scope of Work of this RFP.

The award of additional features beyond the minimum requirements is in UMOCA’s sole discretion and will be clearly identified in the resulting contract if it is deemed appropriate by UMOCA and consistent with the initial RFP Scope of Work.

1.2 Deadline for Proposal Submission

Proposals must be emailed before **5:00 pm (MST) on March 20, 2023** to info@utahmoca.org. **No proposals will be accepted after the proposal due date and time.** See Proposal Format / Submission Requirements in section 2.6 for maximum file size and formatting.

1.3 Projected Schedule for the RFP Process

UMOCA reserves the right to modify the following schedule at its discretion:

<u>Activity</u>	<u>Date (MST)</u>
Final day to submit questions	March 3, 2023 @ 5:00 pm
Responses to questions posted	March 10, 2023
Proposal Due Date	March 20, 2023 @ 5:00 pm
Proposer Interviews	TBD

1.4 Question Submission

Questions may be submitted via email to info@utahmoca.org until the deadline for questions submission which is **March 3, 2023 at 5:00 pm (MST)**. Answers to questions will be posted on the UMOCA website:

utahmoca.org/about/opportunities/#careers

Proposers are not to seek answers to questions outside of the above-mentioned process (see Restrictions On Communications in section 3.2). A Proposer may discuss the RFP process with the facilitator at any time. Contact Mike Nielsen via email at info@utahmoca.org or via text message to 929.270.5858.

Part 2: Scope of Work and Requirements

2.1 Background

Utah Museum of Contemporary Art has served the community since its founding in 1931. UMOCA moved its program to the current building site after completion in 1979. Since then, the physical site has largely remained unchanged, save some facilities upgrades that have sought to address persistent visibility and flow issues. These include adjustments to the entrance; movement of the staircase; blacking out of the windows at the plaza level; adding neon lights and glass enclosure; and the addition of a large brick structure on which the current signage is positioned. Despite these adjustments, interior wayfinding remains complicated and confusing (based upon recent target audience feedback) and the exterior remains nearly invisible despite the significance and importance of the location as a major corridor in the state.

While UMOCA has had minor exterior changes, the surrounding facilities have increased in height and prominence (the Salt Palace in 1996-2005, City Creek Center in 2001, Promontory Tower in 2011, and the recently built Hyatt Regency in 2022) obscuring visibility of the UMOCA site. Additionally, the design of an arts complex envisioned in 1979 has served to make the individual voice of the organization invisible as it sits nearly underground among its shared beige brick neighbors.

UMOCA's long term ambition is to improve audience experience with clearer gallery wayfinding and flow and enhance the community experience through improved exterior visibility and brand awareness. Per the most recent Strategic Plan (representing FY21-FY26 and discoverable at utahmoca.org/about) there are five key strategic areas of focus:

- 1) We are visible
- 2) We are local and expansive
- 3) We are open and inclusive
- 4) We are responsible
- 5) Contemporary since 1930

The Master Planning Committee (MPC) was established as a result of these efforts and goals for FY21-FY26 and informed by interviews and consultations from stakeholders in the community. Master Planning & Architectural efforts identified to be of importance were the following:

- Documentation of as-built conditions
- Structural and systems analysis
- Comprehensive site analysis
- Facility programming in collaboration with staff and stakeholders, consistent with the strategic plan
- Development of conceptual design options that consider building identity, courtyard use and access, gallery wayfinding, identification of potential tenant space and leasable space, improved exhibition space, improved artist in residency space, improved amenities, etc.
- Identification of project phasing, priority of improvements, associated project costs and implementation of timing

The MPC has engaged and completed Part 1 of Pre-Design referred to as the Visioning Phase in partnership with VODA Landscape + Design. This work included the following from the list above:

- Facility programming in collaboration with staff and stakeholders
- Preliminary development of conceptual design options that consider interior improvements, building identity, and courtyard use and access
- Identification of project phasing and priority of improvements

Of the resulting visioning concepts, the interior concepts were deemed acceptable to proceed to the next step of Pre-Design by UMOCA while the exterior concepts remain unresolved. The three main areas that have been identified as phases of priority for design and construction are the following:

- Phase 1: Museum Interior Phased Improvements
- Phase 2: Exterior Museum Entry Phased Improvements
- Phase 3: Courtyard Museum Phased Improvement

The Scope of Work, outlined below, should refer to this priority phasing plan and discuss how the collateral created from Part 1: Pre-Design Visioning will be incorporated into the final Pre-Design deliverable.

The facility is owned by Salt Lake County (SLCo) and is operated by UMOCA under a long-term lease. Salt Lake County is concurrently planning significant facility capital maintenance and improvements to key building systems including HVAC and fire suppression. Pre-Design completed under this project should take into consideration Salt Lake County-led capital maintenance and improvement projects and conform to [Salt Lake County Construction & Design Standards](#) through coordination with Salt Lake County Arts & Culture Division and Salt Lake County Facilities Management.

Proposer(s) should also be aware that Master Planning efforts are also underway for Salt Palace and Abravanel Hall. HVAC upgrades for the facilities will impact UMOCA interior improvements as these upgrades are currently connected to systems that originate at the Salt Palace and are filtered through Abravanel Hall before entering UMOCA.

2.2 Scope of Work

Part 2: Pre-Design Discovery:

- Familiarization and verification of work done in Part 1: Pre-Design Visioning
 - Prior work should not be replicated to the best of the design team's ability and should be considered in detail to add to the final deliverable.

- Building Analysis (Documentation of as-built conditions)
 - Asbestos/hazardous material removal plan (as applicable)
 - Structural assessment and analysis for interior/exterior improvements including seismic upgrades that may be triggered by code or plan review
 - Future HVAC upgrades and other significant facilities maintenance & improvements by SLCo must be coordinated and incorporated into the final budget and timeline
 - Review of facility connection points with Salt Palace Convention Center and Abravanel Hall
 - Lighting and acoustic conditions/upgrades for a museum space and other such special considerations should be included as needed
 - ADA upgrades and considerations should be included as needed or required by code
 - Cataloging interior spaces and equipment (existing and future)
 - CPTED approach should be included for exterior improvements
 - 3D Model of the building and site preferred

- Site Analysis
 - Site data gathering such as zoning/code analysis and

- solar/climate data gathering
 - Surveys/reports as needed
 - Review of existing adjacent structures and their impacts
- Construction Cost Analysis
 - Provide a construction budget amount for the capital improvement budget (CIB) and a cost plan to assist in explaining the budget and in guiding project management
 - Design team to work with third party cost estimator hired by UMOCA
 - MPC will help define project costs (incl. soft costs for fees, FF&E, etc.)
- Schedule and timeline to be included per project phase for design work and anticipated construction services.
- Prioritization in this Pre-Design: Discovery phase scrutinizes the program, site analysis, and project budget to determine the sequence of design and construction.
- Supplementary information regarding previous studies, existing as-built drawings & conditions, in addition to the previous Pre-Design Visioning studies will be provided to selected candidates in advance of the interview process.

Proposal Deliverable

- **Management Plan & Approach**
 - Detailed outline for approach to the Pre-Design process including all points outlined above. Include integration of Pre-Design outcome toward future work and showcase complete architectural services approach
 - Include approach to sustainability, resilient and/or green building standards
 - Include perspective toward AAM (American Alliance of Museums) standards to aid in museum accreditation
 - Outline approach for working with the MPC and other relevant stakeholders
 - Priority Phasing plan including timeline - see 'Background'
- **Proposed Team / Relevant Experience**
 - Determination of project design team selection including but not limited to:
 - Civil/Structural/Mechanical/Electrical Engineers
 - Landscape Architect
 - Interior Designer

- Other specialty consultants may be identified (ADA consultant, acoustician, lighting designer, etc.)
- **Samples of Prior Work**
 - Architect should provide precedent projects showcasing design aesthetic and approach (including exterior and interior work)
 - Portfolio should be kept to similar (or as close to) work in progress or completed
- **Schedule**
 - Preliminary schedule including meetings, coordination and milestones for Part 2: Pre-Design should be included. These will be verified in the kickoff meeting for this project.

2.3 Length of Agreement

The term of the agreement is from execution of a written agreement through the completion of the project as agreed upon in the resulting contract.

UMOCA may consider pursuing services through the design process, however, there is no guarantee that additional contract(s) will be awarded from this solicitation. The outcome of Pre-Design will be directly associated with work awarded for future phases.

Part 2: Pre-Design deliverable due July 2023.

2.4 Payment

The not to exceed fee for services indicated in this scope of work is: \$20,000.

The awarded Proposer may submit monthly invoices for milestones completed in the prior month. UMOCA reserves the right to correct any invoice. Payment will be made 30 days after receipt of an approved invoice.

2.5 Insurance Requirements

Insurance will be required per the amounts listed below. Please refer to the attached example agreement for information concerning insurance requirements.

- A. Workers' compensation and employer's liability insurance as required by the State of Utah.
- B. Commercial general liability insurance in the minimum amount of \$500,000 per occurrence with a \$1,000,000 general policy aggregate with UMOCA named as an additional insured.
- C. Professional liability insurance in the minimum amount of \$1,000,000 per occurrence with a \$2,000,000 annual policy aggregate limit.

D. Commercial automobile liability insurance that provides coverage in the minimum amount of \$100,000 per occurrence per person/ \$300,000 per accident / \$50,000 property damage OR single combined limit of \$500,000 with the UMOCA named as an additional insured.

—OR IF THERE WILL NOT BE ANY VEHICLE OPERATIONS—

E. The Contractor shall not operate a vehicle in connection with any services rendered under this Agreement. Inasmuch as the Contractor agrees not to operate a vehicle in connection with services rendered under this Agreement, UMOCA shall not require the Contractor to provide commercial automobile liability insurance.

2.6 Proposal Format / Submission Requirements

Proposers must submit a narrative response to the elements outlined in 3.1 Evaluation and Scoring Criteria and conform to the submission requirements listed below.

Proposals not following the Proposal Format/Submission Requirements outlined herein, may result in being deemed non-responsive.

Format should be 1) 8-1/2 X 11 size with white background 2) portrait or landscape layout and 3) black 12-point font. Section headings may be in color and a larger font.

The Program Proposal PDF with all attachments, appendices, etc., is limited to **20 MB** to allow for electronic email distribution.

Submit proposals via email to info@utahmoca.org. All proposals should be formatted as a tabbed/bookmarked PDF with the sections as outlined below:

Cover Page:

TAB 1, Include the project name as well as the proposing firm's name. The cover page may have a picture with a brief description. (one page)

Program Proposal:

TAB 2, a letter of introduction stating interest in the project including point of contact information. (one page)

TAB 3, a table of contents, organized in the same order as the Evaluation Criteria in Section 3.1. (one page)

TABs 4 – 6, narrative response to the elements outlined in sections 2.2 Proposal Deliverable and 3.1 Evaluation Scoring Criteria. (up to seven pages in aggregate)

Pricing Proposal:

TAB 7, a flat fee for the scope of work delineated herein. (one page)

Part 3: Response Evaluation and Notice to Proposers

3.1 Evaluation and Scoring Criteria

Response to the program proposal will be evaluated, scored, and ranked by a Selection Committee. Each member of the committee will be provided a score sheet to complete the proposal evaluation utilizing the point system listed below. Committee Members individually score the proposals and rank them 1st, 2nd, 3rd, etc. according to their total score. The following point system is utilized:

Excellent (5): If the proposal exceeds expectations, with an excellent probability of success in achieving all requirements of the RFP, and is very detailed in providing innovative ideas, new concepts or optional features applicable to the project; a score of "5" is given.

Good (4): If the proposal offers a very good probability of success, achieves all requirements of the RFP in a reasonable fashion and provides some innovative ideas, new concepts or optional features applicable to the project; a score of "4" is given.

Acceptable (3): If the proposal offers a reasonable probability of success, but some of the requirements may not be met and does not include innovative ideas, new concepts or optional features applicable to the project; a score of "3" is given.

Poor (1-2): If the proposal falls short of expectations and has a low probability of success; a score of "1-2" is given.

Unacceptable: If the approach completely fails the requirements; a score of "0" is given.

Proposals will be evaluated, scored, and ranked on the following criteria. The program proposal is 90% of the scoring and the pricing proposal is 10% for a total of 100.

1. Program Proposal

The **program proposal** will be evaluated, scored, and ranked by a Selection Committee. Each member of the committee will be provided a score sheet to complete the proposal evaluation.

5%	Conformance to Submission/Format Requirements
25%	Management Plan & Approach
25%	Proposed Team / Relevant Experience
25%	Samples of Prior Work
10%	Schedule

2. Pricing Proposal:

The **pricing proposal** will be reviewed separately.

10% Lump sum fee.

Proposer must price any recommended additional tasks separately. The proposal must include a total “not-to-exceed” price for the delivery to UMOCA of all services required to complete the project herein which includes: any and all professional fees; and any and all costs the Proposer may incur, including any costs for transportation, lodging, communication, printing, etc. The proposal must also include an hourly rate for each team member who the Proposer plans to utilize in completion of the project. UMOCA is not willing to pay an hourly fee for travel time. No additional reimbursement beyond the “not to exceed” price will be considered.

A. Interview, Demonstration, and Site Visit.

The Selection Committee **may** invite Proposers for an interview, demonstration, or conduct a site visit. The purpose is clarification and verification of the written proposal. The Selection Committee may re-score the proposal after the interview, demonstration, or site visit.

B. Recommended Award

After the Selection Committee has completed their evaluation, UMOCA will notify the awardee via email. Award is conditioned upon the execution of a satisfactory contract.

C. Debrief Meetings

Debrief meetings with the selection committee members will not be allowed.

3.2 Notice to Proposers

By submitting a proposal to this RFP, Proposer understands and agrees to the following:

- A. **Copyrighted Material Waiver:** In the event that the proposal contains copyrighted or trademarked materials, by submitting its proposal the Proposer grants UMOCA the right to use, reproduce, and publish the copyrighted or trademark materials in any manner associated with the selection of a successful team.

If the proposal contains materials whose copyright or trademark is held by a third party, it is the Proposer's sole responsibility to obtain permission from that third party for UMOCA to reproduce and publish the information.

By submitting its proposal, the Proposer certifies that it owns or it has obtained all necessary approvals for the reproduction or distribution of the contents of the proposal and agrees to indemnify, protect, save and hold UMOCA, its representatives and employees harmless from any and all claims arising from all intellectual property claims related or connected to the proposal and agrees to pay all legal fees incurred by UMOCA in the defense of any such action.

- B. Restrictions On Communications: From the issue date of this solicitation until a Proposer is selected and the selection is announced, Proposers are prohibited from communications regarding this procurement with agency staff, evaluation committee members, or other associated individuals EXCEPT the facilitator overseeing this procurement. Failure to comply with this requirement may result in disqualification.
- C. RFP Cancellation: This RFP may be canceled at any time prior to the execution of a written agreement if deemed in the best interests of UMOCA. This includes cancellation of the RFP after an award has been made, but prior to the execution of a written contract. Proposer is not entitled to recover any costs related to the preparation of the proposal due to cancellation of the RFP or withdrawal of an award prior to the execution of a written agreement.
- D. Firm Pricing: All prices, quotes, or proposals are to remain firm for 120 days after the award date, unless a different period is stated in RFP. Any proposal that does not offer to remain firm for the required period may be considered to be non-responsive.
- E. Costs: Proposers bear all costs and expenses related to this RFP including, but not limited to, preparation and delivery of the proposal and attending the interview.
- F. Licensing: All applicable federal, state, and local licenses must be acquired before the contract is entered into between UMOCA and the selected Proposer. Licenses must be maintained throughout the entire contract period. Persons doing business as an Individual, Association, Partnership, Corporation, or otherwise must be registered with the Utah State Division of Corporations and Commercial Code. NOTE: Forms and information on registration may be obtained by calling (801) 530-4849 or toll free at 877-526-3994, or by accessing: <https://corporations.utah.gov/>.

- G. Changes or Modifications: Any changes or modification to the RFP will be made by written addendum posted on UMOCA's website, under careers.
- H. Rejection of Proposals: Any proposal containing significant deviations from the specifications of the RFP will be considered non-responsive and may be rejected in whole or in part.
- I. Free and Competitive Selection: Any agreement or collusion among prospective Proposers to fix a price or limit competition will render the proposal void, and such conduct is unlawful and subject to criminal sanction. By submitting a proposal, the Proposer hereby certifies that no one in its firm or company has either directly or indirectly restrained free and competitive selection, participated in any collusion, or otherwise taken any action unauthorized by applicable law.

EXHIBIT A: Salt Lake County Design and Construction Standards and Procedures

Link:

<https://slco.org/globalassets/1-site-files/facilities/slcodesignconstrstdproc.pdf>