



REQUEST FOR QUALIFICATIONS (RFQ)

PROFESSIONAL DESIGN SERVICES HEBER CITY'S TRAILHEAD PLAZA

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for
PROFESSIONAL DESIGN SERVICES
HEBER CITY'S TRAILHEAD PLAZA

I. General Information

A. PROCUREMENT OVERVIEW

Heber City (City) is soliciting qualifications from design firms, with disciplines in architecture, landscape architecture, and urban design and planning, interested in providing professional services for detailed design and construction documents of key elements to be constructed at the City's Trailhead Plaza (Project).

This Request for Qualifications (RFQ) seeks to identify potential providers of the above-mentioned services. Firms that respond to this RFQ and deemed Especially Qualified to delivering comprehensive design services for the envisioned project, will be deemed eligible for further consideration by the City to provide these services as the "Lead Architect/Design Team", and may be invited to interview for these services as finalists. All respondents to this RFQ are subject to instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully.

Heber City retains the right to reject any or all responses or subsequent submittals and/or proposals, and to waive technicalities, irregularities, and informalities, and retains the right to cancel or conclude this procurement at any time without selecting a firm to provide the described services, without any liability to any respondents, or any other person or entity, and is under no obligation to make an award relating to this RFQ to any person or entity. The final terms of any Professional Services Agreement contemplated by this procurement will comply with the final terms and conditions of the City; subject, in all cases, to strict compliance with the applicable laws of the State of Utah.

B. IMPORTANT- A RESTRICTION OF COMMUNICATION IS IN EFFECT FOR THIS PROJECT.

From the time of advertisement of this solicitation until final award is made to a successful respondent and such award is announced, interested firms are not allowed or permitted to communicate about this solicitation or scope with any staff or any official representatives of the City, or their consultants to the Project, except for submission of questions as instructed in the RFQ. Finalists and Apparent Awardee(s) are restricted from making public statements or press releases about their selection as finalists or their apparent award. For violation of this restriction, the City reserves the right to reject the submittal of the offending respondent.

C. PROJECT INFORMATION

1. Background and Project Goals

In 2020 Heber City completed a comprehensive general plan (Plan) update, coined Envision Heber 2050 (copy of which can be viewed at: <https://envisionheber.com/news/city-park/>). A key tenant of the adopted Plan, is that Heber's downtown "will develop into an even stronger center and remain the heart of the community." The Plan espoused that the downtown is in

need of considerable work to maintain and develop its potential.

To develop a more detailed vision and executable plan for the City's downtown, in 2023 Heber City undertook a second planning initiative called Envision Central Heber (copy of which can be viewed at: <https://envisionheber.com/news/city-park/>). The initiative included establishing a detailed vision for Central Heber, encompassing the Downtown District blocks near Main Street. The Central Heber visioning process engaged hundreds of residents, business leaders, and other stakeholders. Findings included creating increased living and working opportunities in the Downtown area, for economic resilience and to better support uses like shopping, dining, gathering and entertainment; and enlivening the streets in Heber's Downtown with features that provide interest and comfort and encourage repeat visits.

In 2024, Heber City and the Heber Valley Office of Tourism and Economic Development engaged Roger Brooks, an accomplished international urban planner, of Destination Development Association, to create a Plaza Design, Programming & Management Plan for Heber City's Main Street Park, referred to as Trail Head Plaza in the plan (copy of which can be viewed at: <https://envisionheber.com/news/city-park/>). Located in the historic downtown and adjacent to US Highway 40, the development of the Trail Head Plaza is intended to serve as a driving catalyst for developing the downtown's potential, including its redevelopment as described in the Plan and Downtown Plan. The Heber City Council formally accepted Roger Brooks plan in the spring of 2025. The Plaza Design, Programming & Management Plan contains preliminary programming information, conceptual and some schematic designs for plaza elements and a management plan for plaza operations. The basic tenant of the Trail Head Plaza Plan is to provide a year-round destination for residents and their visitors while serving as a hub for activity, connection and economic opportunity. Upon its completion, the City intends to program 250 events and activities per year in the Plaza; thereby, driving private investment into the redevelopment of Heber's downtown.

In June of 2025, Heber City completed Phase I of the Trail Head Plaza Plan, at a cost of approximately \$3.5M, encompassing the construction of the Main Stage and conversion of 200 South between Highway 40 and 100 West into a festival street. The City is also redesigning 100 West as a pedestrian friendly, walkable road with additional parking opportunities. The Plaza is also intended to serve as a live site for the 2034 Winter Olympics. Heber City expects to work with a qualified design team to update the Trail Head Plaza design, establish a phasing plan for completion of remaining elements, and develop construction documents for key elements.

2. Project Objectives

Utilizing the Plaza Design, Programming & Management Plan developed by Roger Brooks and formally accepted by the Heber City Council in the spring of 2025, Heber City expects to review and refine, as part of this project, key elements of the plan, including, but not limited to, the Market Trail (Item 10, page 6 of plan), Majestic lawn (Item 12, page 6 of plan), Picnic Shelters (Item 15, page 6 of plan), Splash Pad Trail (Item 17, page 6 of plan), Skate Trail & Islands (Item 18, page 6 of plan), Trail Head Center (Item 20, page 6 of plan), Drop-off, Pick-Up Center (Item 21, page 6 of plan), and Shops on Main (Items 28 and 29, page 6 of plan). Changes made to elements listed above may result in changes to adjacent elements. Further, it must be understood that it is not the intent of the City to rewrite or redraft the Roger Brooks plan, but simply to update the plan based on observations and additional information provided below and to complete construction design for key elements.

With the recent completion of Phase I of the Plaza Design, Programming & Management Plan,

a more accurate assessment of the viewing area needs of the Main Stage has been undertaken. The Majestic Lawn's size will need to be increased therefore resulting in a reassessment of the size, scale and location of the plan elements listed above.

Assessment of the plan elements above should be influenced by the following criteria:

-Element Location: The assessment will need to evaluate modifying locations while retaining functionality and harmony between elements.

-Element Size and Scale: A detailed evaluation of the size and scale of key project elements will need to be undertaken. This evaluation should assess the programming needs of the key elements, including staffing, and accommodations required to operate the elements;

-Functionality of Trail Head Plaza: Changes to the Roger Brooks plan must consider impacts to programming and management of the Plaza;

-Cost to Construct: Proposed changes must consider value engineering to reduce cost to construct. Specifically, changes should reduce costs to construct, maintain and operate Plaza elements; and evaluate the potential for phasing;

-Architecture and Form: Should consider recommendations in Downtown Plan, City's design C-3 Design Criteria and Downtown Branding Theme.

-Element Capacity Requirements: Elements that generate revenue must be designed to remain financially sustainable and supporting of adjacent project elements.

-Project Goal: Changes should promote the primary goal of creating a year-round destination for all seasons and support economic transition of downtown.

3. Project Location

The Project is located in in Heber, Utah, at a 3.7acre plaza located between 200 South and 300 South and between Hwy 40 and 100 West. More information (site diagrams) about the location of the Project is provided in **Attachment A**.

4. Project Budget

Heber City has included funding in its FY '26 annual budget to update the Plaza Plan, undertake design work and development of construction documents for some key project elements.

5. Project Completion Schedule

It is anticipated that the design schedule shall not exceed twelve (12) months for the Public Input, Schematic Design, Design Development, and Construction Documents phases. The City reserves the right to consider expanding the scope of work, based on performance, to include bidding and construction/project management over the more complex elements of the project.

II. Scope of Services

Note- The City considers the services which are envisioned and generally described herein to be necessary. Respondents shall assume them to be mandatory. The actual, final scope of services, however, may differ, may be greater or lesser, and shall be determined prior to

execution of a prospective Architectural Services Agreement with a successful firm.

A. RESPONSIBILITIES

1. City Team

The following are, generally, the key Parties of the City Project Team:

- City executive management & key staff members
- POST Committee
- Heber City Council
- City expert consultant(s)

(More information about the City's Team will be communicated to Finalists in subsequent phases of the RFQ process.)

2. Lead Architect and A/E Team

The City plans to engage the successful design firm by October 2025. The qualified and successful respondent will be responsible for engaging, directing, and coordinating an exceptional and comprehensive architectural design and engineering team (the Lead Design/Architect's "A/E Team") to work closely with the City Project Team to provide development of plans and specifications and all appropriate peripheral design services necessary for the complete, accurate and fully coordinated completion of the Project by phase. The Lead Architect and its A/E team will possess specialized expertise in state of the art architectural and engineering design, and will be experienced in the design of downtown multipurpose plazas, and associated construction administration services, including experience working with Construction Manager/General Contractor ("CM/GC") firms on such projects. It is anticipated City will bring on the CM/GC at the appropriate time for more complex elements of the project. The successful Lead Architect shall be an individual firm capable of fulfilling all contractual obligations and capable of performing a minimum of 50% of the architectural design services in-house (with such "architectural design services" limited to purely architectural design services and not including engineering design services or any other types of services). The Lead Architect's A/E team must also be comprised of firms and/or persons who will capably handle related day-to-day duties (e.g., working drawings and other design-related activities) required to support and progress the design in an efficient manner, including the ability to work closely in a practical way with key persons in Heber and near the Project site. Ability to achieve and maintain trust with the City's governing body, staff and public is essential to the overall success of the project.

The successful respondent will contract with the City pursuant to the Professional Services Agreement, and the Lead Architect shall engage the City in a timely manner to progress the design. The Lead Architect will provide, as necessary, comprehensive design (conceptual, schematic, design development, construction documents), and possibly, construction administration, and other associated services. The Lead Architect's and its A/E Team's commitment to the Project and the other members of the Project team is paramount to Project success. It is envisioned, based on performance, that key Project elements will be constructed by a CM/GC to be selected and contracted with separately, and with whom the Lead Architect will be expected to work closely. The Lead Architect and its A/E Team will be required to coordinate closely with and provide support to these, as well as any consultants engaged by the City for additional scopes of services, which may include, but are not limited to: surveying, geotechnical reporting, event day traffic analysis, third party inspections, and the preparation

of environmental and entitlement applications.

3. Basic Services and Disciplines

It is envisioned that the scope of the basic services to be provided by the Lead Architect and its A/E Team relative to the Project shall include, but not be limited to, the following disciplines to the extent necessary to provide complete, accurate and fully coordinated design documents and construction administration for the Project:

- Architecture
- Public Assembly Facility Design/Urban Design
- Landscape Architecture
- Civil Engineering
- Structural Engineering
- Mechanical Engineering
- Electrical Engineering
- ADA design
- Security optimization expertise for safety and security of patrons and property
- Code compliance
- Experiential graphics
- Interior design (both interior fixed finishes and materials)
- Public engagement

4. Phasing of Services

The services of the Lead Architect and its A/E Team will likely be divided into the phases listed below. *In addition, the Lead Architect will be expected to participate as a resource to the City Project Team in the CM/GC selection process.*

- Phase 1: Input Phase
 - Meet with stakeholders (council, staff, support consultants, to review Roger Brooks Plan and generate alternatives based on feedback and direction.
 - Undertake public review process that includes reviewing and seeking input on alternatives, which would encompass key Plaza Design and Program elements, such as location, size, functionality, and architecture of key elements.
 - Update Roger Brooks accepted Plaza Design and Program based on public input and City Council direction.
- Phase 2: Design Phase
 - Prepare Schematic Designs for key elements
 - Prepare Design Development plans for key elements
 - Prepare cost projections for project elements
 - Develop Phasing Plan for construction of key elements--assuming City will not be able to fund construction of all elements simultaneously
- Phase 3: Documents Generation Phase
 - Prepare Construction Documents to complete each phase independently or, in the event funding is available, in one final phase
- Phase 4 (optional—based on funding and performance in earlier phases and may run parallel

with Phase 3)

- Participate in CM/GC selection-- to be selected and contracted with separately, and with whom the Lead Architect will be expected to work closely
- Grant identification and acquisition assistance
- Bid and Award
- Construction Administration, including punch list, and closeout
- Post-construction, including record drawings and warranty inspection

III. Evaluation and Selection Process

A. RFQ PROCESS RESOURCES

The City has enlisted the following resources for assistance in carrying out this process:

1. Community Development Director

This individual shall be the Issuing Officer and SOLE CONTACT during the solicitation and shall facilitate this procurement process, including posting of solicitations and notices, receipt of submittals and questions, coordination of review, evaluation, ranking recommendation, facilitation of meetings and interviews, and other duties up to, and throughout, the initial Step 1 and final Step 2 interviews of finalist firms, and negotiation and prospective execution of an Professional Services Agreement in close coordination with the City Project team.

2. Evaluation Committee

This Committee shall be composed of qualified persons approved by the City to review and evaluate respondent firms' qualifications and other submittals. The Committee shall, through the procedures defined herein, perform the following: a) Ranking of all submitting firms for determination of 2 to 4 finalists; b) Review any subsequent submittals.

3. Interview Committee

This Committee will be made up of the Heber City Council who will Interview qualified finalist firms recommended by the Evaluation Committee and ranking such firms.

B. METHOD OF COMMUNICATION

Public procurement documents, notices, clarifications, and associated addenda (if issued) will be publicly posted on the City's Website and sent to respondents via email. Known interested firms and those firms which are deemed likely to be interested may be directly solicited immediately after public advertisement, however all firms are responsible for checking the site on a regular basis for updates, clarifications, and announcements.

The City reserves the right to communicate via electronic mail with the respondents' primary contacts listed in the Qualifications. The Community Development Director named herein shall be the SOLE point of contact for participating firms for the duration of the procurement. Other specific communications will be made as indicated in the remainder of this RFQ. In accordance with Section I-B above, the City reserves the right to reject the submittal of any respondent violating this provision.

C. EVALUATION OF QUALIFICATIONS (STEP 1)

The City's Evaluation Committee will review all submittals upon submittal validation by the Community Development Director, which shall include verification of receipt-on-time and in good order (apparent responsiveness). Each member/evaluator will assign points using the criteria identified in Section VI. Under facilitation and coordination from the Community Development Director, the members will thoroughly review and evaluate Qualifications submitted in response to this RFQ, using the criteria stated herein. For each evaluator, the points assigned to each criterion will be totaled and an individual evaluator rank will be determined for each firm. The rankings of all evaluators will be totaled to arrive at the sum of individual rankings for each submittal evaluated in order to determine the 2 to 4 most qualified "finalist" firms. For determination of whether 2, 3, or 4 firms are to be recommended for short listing, the number of recommended finalists may be determined through review of any large differences between short listed firms' sums of individual rankings.

D. FINALIST NOTIFICATION (BEGINS STEP 2)

The names of the firms selected as finalists will receive written electronic notification ("Finalist Notification") from the Community Development Director which will address the necessary elements of the remainder of the selection process. Criteria for the remainder of the selection process and other appropriate evaluation information will be communicated in the Finalist Notification. The Notification may also address:

- **Issuance of Additional Program Information (as appropriate)**
- **Architectural Agreement Terms & Conditions**
- **Design Services Proposal**

The Finalist Notification will include a request for Design Services Proposal and the proposal due date. Each finalist firm shall submit their proposal in a format prescribed in the Finalist Notification. The Design Services proposal will include, but will not be limited to:

- a) Any updated information on the firm's proposed leadership team and the firm's proposed expanded team of sub-consultants, and proposed task/time commitment thereof.
- b) A statement of planned approach to, and design coordination plan for, the Project.
- c) Submittals of certain conceptual information, and other information as to ascertain the firm's understanding of the incumbent project, as directed by the Finalist Notification.
- d) An affirmative statement from each finalist firm of their agreement to provide, in a sealed envelope containing a comprehensive fee proposal to provide the requested scope of services (including reimbursable costs) and, to the extent the respondent has comments to the specimen Architectural Services Agreement, an electronically marked up copy of the agreement in both clean and redline Microsoft Word format which clearly indicate all deletions and/or additions desired by respondent and fully explains respondent's reasons for such deletions and/or additions.
- d) Responses of this proposal shall be sent to the Community Development Director in accordance with the instructions in the Finalist Notification, prior to the interview which will be held at the time specified in Section IV- RFQ Schedule of Events and/or as confirmed or amended in the Finalist Notification. Additional Design Services Proposal instructions and guidelines will be provided in the Finalist Notification, as well as the criteria which will be used to evaluate the proposals.

4. Presentation/Interview

In the Finalist Notification, an interview will be requested of the two (2) to four (4) finalist firms. Each finalist firm shall be notified by email and informed of the place, date and time for the presentation/interview session and/or proposal due date. Detailed presentation/interview instructions and requirements of the finalists will be provided in the Finalist Notification. Committee members will be present and participating during the presentation/interview. Other persons may also be present, as approved by the City. Firms shall not address any questions, prior to the Presentation/Interview, to anyone other than designated contact identified in Section VI-A.

E. EVALUATION OF FINALISTS, APPARENT AWARD, AND FINAL SELECTION AWARD

Under facilitation and coordination from the Community Development Director, the members will thoroughly review and evaluate Design Services Proposals and evaluate interview sessions that were carried out in response to the Finalist Notification. The ability is reserved for members to also visit offices and venues highlighted by the finalists, with appropriate restrictions. For each evaluator, the points assigned to each criterion will be totaled and an individual evaluator rank will be determined for each firm. The rankings of all evaluators will be totaled for each submittal evaluated to determine the firm's sum of the individual evaluator rankings.

Upon posting of Apparent Award and notification to the Apparent Awardee, the Community Development Director will request the Apparent Awardee's sealed fee proposal and marked up copy of the Architectural Services Agreement. The City shall then negotiate, by assigning a negotiation team utilizing resources of the City, a contract with the Apparent Awardee for the desired services at compensation which the City determines in writing to be fair and reasonable.

If a satisfactory agreement cannot be reached timely with the highest-ranking firm by the negotiation team, the City will formally terminate the negotiations by email and, at its option may 1) request a fee proposal and marked-up copy of the Agreement for Architectural Services from, and enter into negotiations with, the second highest-ranking firm (new Apparent Awardee) upon formal notification, and so on in turn until a mutual agreement is established and the City awards a contract; or 2) cancel the procurement. The final form of the contract shall be issued by the City. The City will enter into an Architectural Services Agreement with the Lead Architect upon successful negotiation.

IV. Schedule of Events

The following Schedule of Events represents the City's best estimate of the schedule that will be followed. All times indicated are prevailing times in Heber. The City reserves the right to adjust the schedule, with prior notice, as it deems necessary.

Action	Date	Time
a. City issues public advertisement of RFQ	7/31/25	-----
b. Deadline for submission of written questions and requests for clarification-	8/14/25	6:00 PM

c. City provides answers/clarifications/addenda-	8/21/25	-----
d. Deadline for submission of Request for Qualifications (RFQs)-	8/28/25	6:00 PM
e. Evaluation of qualifications completed by Evaluation Committee and City issues Finalist Notification, Architectural Services Agreement, and additional program information to Finalists-	9/4/25	-----
f. Deadline for submission of written questions from finalists-	9/11/25	TBD
g. City provides answers/clarifications/addenda-	9/18/25	-----
h. Deadline for finalist firms to submit Design Services Proposal (if applicable)-	9/25/25	6:00 PM
i. Committee interviews finalist firms-	Appx. 9/29/25 thru 10/2/25	TBD
j. Proposal and Interview Evaluation completed, City announces apparent award (if applicable), requests Fee Proposal from selected firm -	10/7/25	-----
k. Fee Proposal due, Negotiations commence-	10/8/25	6:00 PM
l. Final award/Agreement execution target date-	10/21/25	-----

V. DELIVERABLES

Qualifications (established via responses to questions below that demonstrate suitability for the project) must be submitted in accordance with the instructions provided herein, **must be categorized and numbered as outlined below**, and must be responsive to all requested information:

A. STABILITY AND RESOURCES

1. Provide basic company information: company name, address, name of primary proposing contact, telephone number, e-mail address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify office from which project will be managed and this office's proximity to the Project site. Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the respondent is a sole proprietorship, partnership, corporation, limited liability Corporation, or other structure? If respondent is a joint venture or consortium partner, provide appropriate basic description of venture, and basic information on past or other current joint ventures. Provide an affirmative statement designating the Lead Architect and stating that the Lead Architect accepts full responsibility for providing full architectural production and services as well as performance liability.

2. Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers of employees and locations and staffing of offices.

3. Has the firm or any affiliate been involved in any arbitration, litigation, mediation, dispute

review board or other dispute resolution proceeding occurring during the last ten (10) years involving an amount more than \$100,000.00? Also describe any pending regulatory inquiries that could impact your ability to provide services if you are the selected Lead Architect. List any indictments that have been issued against the project team members or principals of the firm.

4. Provide a Statement of Disclosure, which will allow the City to evaluate possible conflicts of interest. Respondents must provide, in their own format, a statement of all potential legal or otherwise significant conflicts of interest possibly created by the respondents or their proposed team being considered in the selection process or by the respondent's or their team's involvement in the project. Respondents should provide information as to the nature of relationship(s) with parties in such potential conflicts.

5. Provide name of insurance carrier(s), types and levels of coverage, and deductible amounts per claim.

6. Has the firm ever been removed from a contract or failed to complete a contract as assigned? If so, please explain.

B. EXPERIENCE AND QUALIFICATIONS

1. Provide experience of key staff on relevant projects of the firm including professional qualifications and description of involvement/experience for proposed project staff. This should include the degree of apparent relevant competencies of the principal professional(s) and lead staff relative to the project and services required, and evidence of competence. Provide information regarding experience with CM/GC cooperation, understanding of GMP, and other relevant experience. (At this stage, firms are asked for information on lead staff only, but each firm may list qualifications and experience on more than one lead individual who are being proposed for services.

2. Provide information on the firm's experience and ability in delivering effective architectural and design services for projects similar in complexity, size, scope, and function to the Project. Describe no more than four (4) and no less than two (2) programs or projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to provide services for the City. For each program or project, the following information should be provided:

- a) Client entity name, project location and dates during which services were performed.
- b) Clear description of overall project and services performed by your firm.
- c) Construction Delivery Method of the project.
- d) Exact duration of project services provided by your firm, and overall program, project budget, and final project cost.
- e) Current client contact information including contact names and telephone numbers.

3. Provide a statement on the firm's experience and qualifications in a leadership role over multiple providers and phases of design and construction for similar projects. Include any certifications, industry ratings, and national or international achievement recognitions, etc., to attest to the level of experience and success. Describe innovations that the firm might have introduced or employed to increase the project's adherence to technical standards.

C. SUITABILITY

Provide any information that may serve to differentiate your firm from other firms in suitability

for the project including but not limited to:

1. Furnish evidence of firm's understanding of City's intended scope of work for the project.
2. Furnish evidence of the firm's fit to the project, any special or unique qualifications for the project, or unique approaches to this project.
3. Provide evidence of the firm's suitability for, and understanding of the importance of, delivering successful, functional design for iconic, popular community venues.
4. Supply current and projected workloads.
5. Provide a statement on the firm's quality control/quality assurance procedures for aspects of services.
6. Describe ability to gather resources in vicinity to the project.
7. Describe the firm's history and methodologies of addressing public safety, environmental, or other related concerns in its field.
8. Describe other services or relevant scopes or techniques offered by the firm which might be suitable for the project.
9. Describe firm's past approaches to seeking meaningful public input on community venue projects.

D. PAST PERFORMANCE

1. Provide at least three (3) references from public entities. Provide references which indicate a level of adherence to project budget and schedule (original vs. final) and/or information on performance review or variance evaluation.

VI. Step I Evaluation Criteria

A. Criteria for Evaluation of Qualifications (Step I Evaluation Criteria)

The Committee will evaluate submittals using the following criteria:

10% Factor} Stability and resources of the submitting firm, including the firm's history, status, growth, capacity, overall resources of the firm, form of ownership, litigation history, financial information, and other evidence of stability.

40% Factor} Firm's relevant experience and qualifications, including the demonstrated ability of the Firm in effective Architectural and Design services for public assembly projects comparable in complexity, size, and function, for customers similar in scope to the City. This includes relevant experience and qualifications of the principal Professionals and lead staff and level of experience in a leadership role over multiple service providers during all phases of design and construction administration, and experience in facilitation of public project meetings.

35% Factor} Firm's apparent suitability to provide services for project, including the Firm's apparent fit to the program, project type and/or needs of the City, any special or unique qualifications for the project, architectural style compatibility, suitability for environmentally-sustainable and effective, compliant design, proposed quality control/quality assurance procedures, special or enhanced capabilities, the firm's record and methodology of addressing public safety and environmental concerns, and the firm's current and projected workloads (available resources), proximity of office(s) and/or lead staff to project location and/or proven ability to gather resources in location of service.

15% Factor} Past performance evidence of the submitting firm, including level of quality of the services of the firm to previous customers, customer's statements of that quality, the

firm's ability to meet established time requirements, the firm's response to project needs during design and construction, the firm's control of quality and budget.

B. Criteria for Evaluation of Design Proposals and Interviews (Step II Evaluation Criteria) *Step II Evaluation Criteria shall be communicated in the Finalist Notification (see Section III-D of RFQ)*

VII. SUBMITTAL INFORMATION

A. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

Questions about any aspect of the RFQ, or the project in general, shall be submitted prior to the appropriate deadlines indicated in the Schedule of Events, and shall be submitted in writing to:

Tony Kohler, Community Development Director via email: Tkohler@heberut.gov

The deadlines for submission of questions relating to the RFQ are the times and dates shown in the (Schedule of Events- Section IV). From the issue date of this solicitation until a successful respondent is selected and the selection is announced, the Restriction of Communication shall be in effect. For violation of this provision, the City shall reserve the right to reject the submittal of the offending respondent. At any time prior to the submission date, the City may issue an RFQ addendum to further clarify any part of this RFQ, amend this RFQ or issue instructions or further information. Each such addendum will be posted and/or distributed to all respondents. In addition, the City may adjust any timelines related to the project referenced herein or otherwise.

B. SUBMITTAL OF QUALIFICATIONS

Submittals should be sent by email containing a single attachment. Each submittal shall include a transmittal letter. The pages of the qualification submittals must be numbered. A table of contents with corresponding tab pages must be included to identify each section as instructed in this RFQ. Responses are limited to 16 pages or less using a minimum of size 11 font. One (1) page of the response shall be devoted to an Organization Chart. This page shall be single-sided. Each response shall be prepared simply and economically, providing straightforward, concise delineation of respondent's capabilities. Promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content.

NOTE: All pages shall be included in the page limit EXCEPT for the front cover, transmittal letter, table of contents, tab dividers, organization chart, and exhibit forms

Responses to this RFQ must be sent by email to the Heber City Recorder at TCooke@Heberut.gov, and subject line must read: REQUEST FOR QUALIFICATIONS FOR HEBER CITY'S TRAIL HEAD PLAZA DESIGN. RFQs must be received by the City Recorder prior to the deadline indicated in the Schedule of Events (Section IV of RFQ):

Submittals received after the time and date set for receipt are subject to rejection.

All RFQ submittals, Design Services Proposals, and other submittals upon receipt become

the property of the City. Labeling information provided in submittals “proprietary” or “confidential”, or any other designation of restricted use will not be binding upon the City, nor its representatives and will not protect the information from public view. Subject to the provisions of the state of Utah open records act, the details of the proposal documents will remain confidential until final award. All expenses for preparing and submitting responses are the sole cost of the party submitting the response. City is not obligated to any party to reimburse such expenses.

C. SUBMITTAL CONDITIONS

1. **HOLD HARMLESS AND INDEMNIFICATION** The Respondent agrees, insofar as it legally may, to indemnify and hold harmless the City, its officers, employees and agents from and against all loss, costs, expenses, including attorneys' fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by Offeror, its officers, employees, and agents under any of the terms of this contract.
2. Respondents understand and agree that the City is not required to select the (ultimately) lowest fee proposal and has the right to reject any and all submittals or to cancel the RFQ process at any time without any liability to the City or any other person, and the parties are under no obligation to make an award relating to this RFQ to any person or entity. In addition, the City reserves the right to evaluate only those Proposals determined to be fully responsive to the RFQ. All such decisions (including the selection of the Lead Architect and the A/E Team) are ultimately to be made at the sole discretion of the City, for any reason or for no reason whatsoever, and the City is under no obligation to assign any reason for the rejection, non-review or non-acceptance of any proposal. Under no circumstances shall this RFQ be construed as a contractual offer.
3. Respondents understand and agree that the City may, in its sole discretion, request RFQs from, and subsequently enter into an agreement with, any entity selected in this process, including any entity that has previously advised or acted on behalf of the City in any capacity. Furthermore, Respondents shall not hold the City, their respective affiliates and/or any of their respective employees, representatives, agents, attorneys, advisors, or consultants liable for any reason whatsoever related to this RFQ and respondents hereby waive all such claims.
4. Respondents may make no modification, or correction, of their submissions after the submission date. By submitting its submission, each respondent represents that: (i) it has read and understands this RFQ, (ii) its submission complies with the requirements of this RFQ, (iii) respondent has the necessary corporate qualifications to submit its response.
5. All information supplied in this RFQ or by the parties or anyone acting on behalf of the parties to each respondent is provided solely as a convenience to facilitate the selection process. The City does not guarantee the accuracy or completeness of any such information supplied. In addition, respondent shall not rely on any express or implied statements, warranties or representations made by the City or anyone acting on its behalf. Respondent agrees that the City and its affiliates and their employees, representatives, agents, advisors, or consultants cannot be held liable for any such statements, warranties or representations or inaccuracies or incompleteness in any information provided.
6. **Drug Free Workplace**

The City requires that the labor force of the consultant and its team be drug-free. The

consultant hereby acknowledges this requirement and asserts that the organization of the consultant adheres to such policy and practice. The consultant acknowledges that it may be required to produce certificates affirming its compliance of these requirements of drug-free workplace for duration of agreement term, at execution, or at any time during the term of the agreement.

7. Non-Discrimination

The City may require, prior to, or incidental to, the award of a contract, confirmation by the respondent stating that the respondent has not discriminated and will not discriminate on the basis of race, creed, color, sex, religion or national origin in any of its employment practices with respect to the work force of the business, or procurement services in connection with this project. The successful respondent may be required to execute certificates, affirming these requirements of non-discrimination. More information is provided herein.

Exhibit I
CERTIFICATION FORM

I, _____, being duly sworn, state that I am _____ (title) of _____ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the Request for Qualifications is full, complete, and truthful. I further certify that the submitting firm and any principal employee of the submitting firm has not, in the immediately preceding five (5) years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings.

I further certify that the submitting firm has not, in the immediately preceding five (5) years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the submitting firm is not now under consideration for suspension or debarment from any such agency. I further certify that the submitting firm has not in the immediately preceding five (5) years been defaulted in any federal, state or local government agency contract and further, that the submitting firm is not now under any notice of intent to default on any such contract.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that the City may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the City may contact any individual or entity named in the RFQ response for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the REF response is submitted for the express purpose of inducing the City to award a contract. I certify we have not employed or retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this contract and that we have not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for us, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or the making of this contract.

I certify that any proposal we submit for this project shall be made without prior understanding, agreement, or connection with any corporation, firm, or person submitting or who will be submitting a separate proposal on the same project or for the same services, materials, labor, supplies, or equipment and is in all respects fair and without collusion or fraud. We understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. We agree to abide by all conditions of this solicitation. We certify that no person associated with our firm is a member of the City Council or employee of the City or holds any statewide elective or appointed office. We further certify that no person who holds any state-wide elective or appointed office or who is a member of the City Council or employee of the City has been paid or promised by the firm any compensation in connection with this procurement by the City.

A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the City. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Utah.

Sworn and subscribed before me

This _____ day of _____, 20____.

Signature

NOTARY PUBLIC

My Commission Expires: _____

NOTARY SEAL

ATTACHMENT A
Project Site Location

