

REQUEST FOR PROPOSALS

Master Design Plan For MIDWAY CITY TOWN SQUARE

GENERAL INFORMATION:

The City of Midway, Utah, is soliciting proposals for the redesign of its town square. Proposals will be accepted from qualified professional landscape architectural firms or similar types of professional firms that include an urban planner.

The project will require close coordination with Midway Mayor Celeste Johnson, Midway City Council Member JC Simonsen and Midway City Planner Michael Henke.

E-mail questions regarding this proposal to:

Michael Henke
City Planning Administrator
mhenke@midwaycityut.org

SECTION 1 - QUALIFICATIONS

To qualify to submit a Request for Proposal, applicant must meet the following requirements and said requirements must be provided in writing:

- Applicant must have a minimum of seven (7) years' experience in working with public and private entities in providing landscape architectural services designing parks, plazas, town squares and open space areas.
- Applicant must have a state licensed landscape architect as a member of the project management team.
- Applicant should provide the name or names of the licensed landscape architects and indicate if they are a member of The American Society of Landscape Architects.
- Applicant should indicate their experience in conducting and facilitating public meetings, and outline the public process suggested for this project.
- Applicant should provide relevant experience with cities designing parks, excluding sports complexes or active recreational facilities. The focus should be on semi-passive parks, plazas, town squares and open spaces.
- Applicant should provide a list of references.

The City reserves the right to reject any proposals that fail to meet the required qualifications as indicated and/or fails to provide the information in writing.

SECTION 2 – PROJECT DESCRIPTION

The City of Midway is uniquely fortunate to have a historic town square in the heart of downtown which preserves the community heritage and continues to serve as a focal point for community events. This town square is a good example of a public realm which has been underutilized.

Midway Town Square is approximately 3 acres and is the location of the annual Swiss Days celebration (description provided in Section 4) and Utah’s largest outdoor ice-skating rink.

The project goals shall consist of the following:

- Design options for opportunities to enhance the use of green spaces in town square. It is very important that all design options must be able to accommodate all existing space needs for Swiss Days (Section 5).
- Increase the value of Town Square to the community by creating opportunities to enhance the square as a community gathering place, thus providing increased economic growth.
- Create an environment which will provide additional pedestrian traffic in and around Main Street and the downtown area.

SECTION 3 – CRITERIA & SELECTION

Evaluation Criteria:

- Project understanding and approach to the project
- Background and experience of the firm
- Past performance on similar type projects
- Demonstrated ability to prepare, conduct and facilitate public meetings
- Cost

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 detailed description of how the applicant would expect the work to proceed.
- Applicant may elaborate on any innovative techniques that would apply to this project.

- Applicant should address special problems or issues they may have identified associated with the project.
- Applicant should include a realistic timeline to complete the work as indicated once a contract is signed, which should include flexibility of applicant's key staff for communication and meetings with city staff.
- Additional consideration is given to applicants who will provide a conceptual design drawing for Town Square.
- Additional consideration is given to applicants who may be willing to allow students from the Wasatch High School CAPS program (CAPS is explained in section 6) to shadow, and perhaps work on some aspects of this project.

Fee proposal:

- The proposal shall identify a total fee to complete the tasks associated with the Scope of Work (Section 4).
- The price shall remain in effect until the completion of the project.
- If tasks or services which have not been included in the scope of work, but clearly are necessary for completion, the proposal will include an hourly rate. Prior to proceeding with work outside of the scope of work as defined in the RFP, the consultant must request a change order to the contract and indicate the reason for the change. The consultant must obtain approval by the City before moving forward on the work requested in the change order.

Selection Process:

- Proposals will be evaluated by a selection team which will be appointed by Mayor Johnson and will consist of the Mayor, two (2) Council Members, the Midway City Planner, one (1) member of the Park and Trails Committee, and one (1) member of the Open Space Committee.
- Midway City reserves the right to award a contract solely on the written proposal but will most likely request to meet with the applicants who best meet listed qualifications. This meeting can be in person or via Zoom.

SECTION 4 – SCOPE OF WORK

Public Meetings:

- The winning applicant shall facilitate a meeting with the selection committee, as well as

additional key stakeholders to present the preliminary design options and solicit input and comments.

- The winning applicant shall facilitate and attend up to three (3) public meetings to present preliminary design options and solicit public comments.
- The winning applicant shall attend up to two (2) city council meetings which may include public hearings, to present a final design for Town Square and to obtain a vote of approval by the City Council.

Additional Design Services:

- Upon successful completion of the proposal process, Midway City may wish to retain the winning applicant to provide additional landscape services to begin implementation of the design plan. These services may include preparing bid specifications and documents as well as construction administration.

SECTION 5 – SWISS DAYS DISCRPTION

Swiss Days is a celebration that has been occurring for over 70 years and is held annually on the Friday and Saturday of Labor Day weekend. This celebration has grown into over 180 booths of handicrafts, unique gifts, home décor and food. Entertainment is hosted on the ice-rink throughout the event. Swiss Days draws approximately 100,000 people to Midway every year. The event is hosted by the Midway Boosters and is almost exclusively on Town Square with a smaller number of booths set up at nearby businesses. Parking is on side streets within walking distance as well as several temporary parking lots where patrons can be bussed to Town Square. Attached is they layout for Swiss Days on Town Square.

SECTION 6 – CAPS PROGRAM

The Wasatch Center for Advanced Professional Studies (CAPS) is a partnership between Wasatch High School students, local business, and industry mentors. CAPS students develop critical thinking and problem-solving skills by working in collaborative groups to complete real-world projects while being mentored by industry partners. For additional information please go to wasatchcaps.org.

SECTION 7 - SUBMISSION DEADLINE

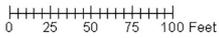
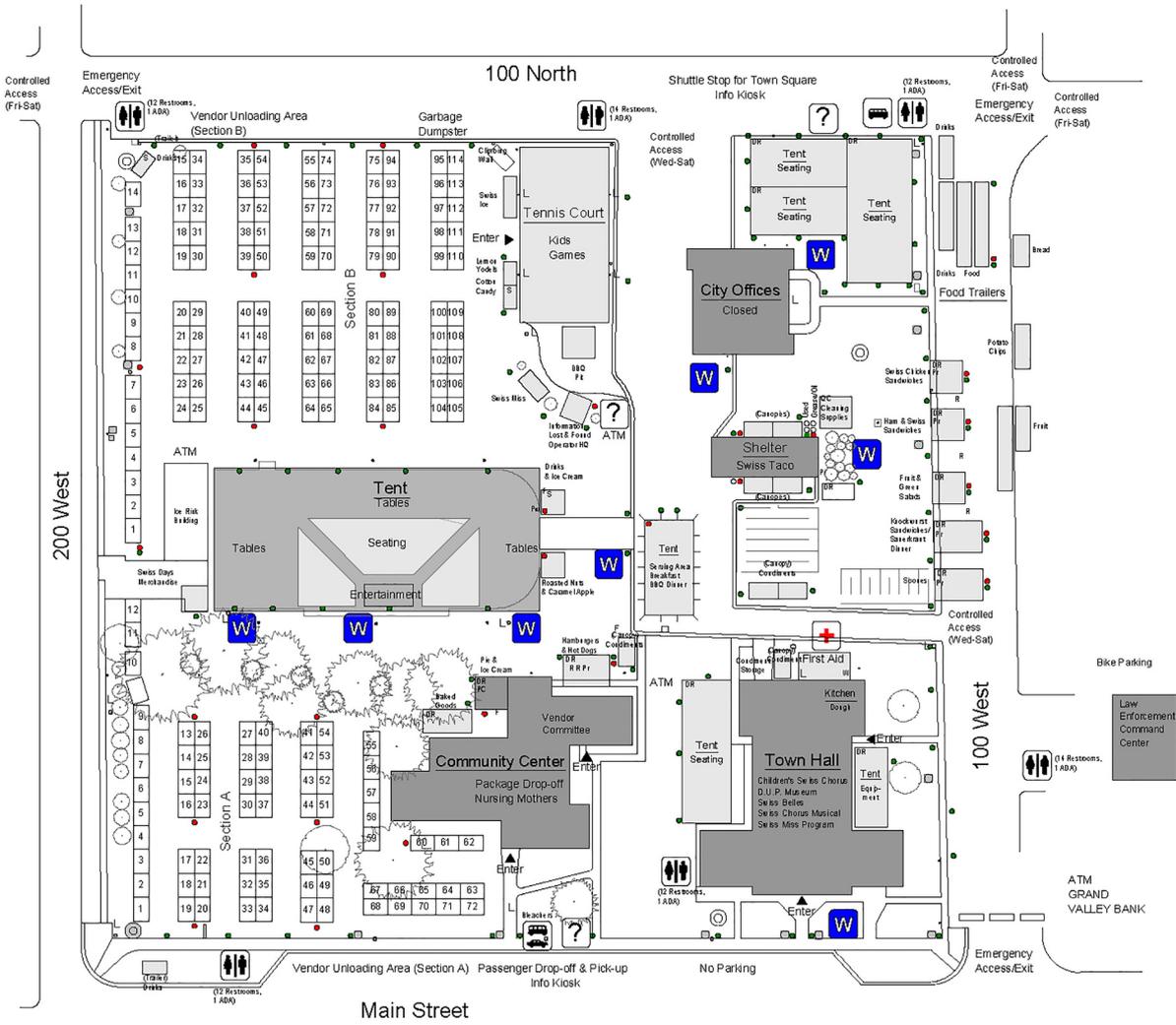
- Ten (10) sealed proposals titled A DESIGN PLAN FOR MIDWAY CITY TOWN SQUARE should be submitted to:

Mayor Celeste Johnson
PO Box 277
75 N 100 W, MIDWAY, UTAH 84049

- Proposals must be submitted at the Midway City Offices by 5 PM Mountain Time, October 28, 2020.
- Proposals that do not specifically address each item so indicated in the request for proposals may be rejected.
- Proposals that are submitted after the deadline will be rejected.

SECTION 8 - COST LIABILITY

- Midway City assumes no liability for costs incurred by the applicant 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.



(8/22/2014, TS.14.01.01) - 184 Vendors

Booths (8' x 15')	12
Booths (Other)	1
Canopies (10' x 18')	0
Pop-up Tents	0
Dish Trailers	1
Tent (40' x 90')	1
Tent (30' x 90')	8
Tent (30' x 60')	2
Tent (20' x 30')	2
Tent (20' x 20')	1
Tent (10' x 20')	1

W Culinary Water	F Freezer	Pr Propane
Faucet	G Garbage Can	R Refrigerator
D Drain	L Light	PC Refrigerated Pic
Emergency Services Route	B Light Pole	Care
Flag Pole	Planter Box	S Sign Sleeves
Fire Hydrant	Pwr Power	
Fire Extinguisher	Pwr Phone Pole	

First Aid	Restrooms	Shuttle Stop
Information	Garbage Dumpster	Passenger Drop-off & Pick-up
Free Drinking Water		

