

Legacy Park Sculpture

No. 2015-05



**Lehi City Corporation
Administrative Services Department**

RESPONSES ARE DUE PRIOR TO:

**June 30, 2015
5:00 PM MDT**

Preferred method is to submit electronically to:
www.bidsync.com

Responses may be mailed or hand-delivered to:
Lehi City Administration
Attn: Cameron Boyle
No. 2015-05
153 North 100 East
Lehi, UT 84043

LEGACY PARK SCULPTURE – REQUEST FOR QUALIFICATIONS (RFQ)

REFERENCE NUMBER: No. 2015-05
PROJECT TITLE: "Legacy Park Sculpture"
PROJECT LOCATION: Lehi City, Utah

SUBMISSION DEADLINE: June 30, 2015
SUBMISSION TIME: 5:00 PM MDT
SUBMISSION PLACE: Lehi City Administration
153 North 100 East
Lehi, Utah 84043

PROJECT DESCRIPTION: Lehi City invites interested artists to submit a Statement of Qualifications (SOQ) to be considered for the design and creation of a sculpture to be placed at Legacy Park in Lehi, Utah. The sculpture will depict Lehi's pioneer heritage.

PROJECT CONTACT: Cameron Boyle
Management Analyst
(385) 201-2266
cboyle@lehi-ut.gov

RESPONDENTS: Carefully read all instructions, requirements and specifications. Give all requested information properly and completely. Submit your SOQ with appropriate supplements and/or samples. Please submit responses through Bidsync.com, or mail or deliver to the Lehi City Administration address above by the submission deadline. SOQs received after June 30, 2015 at 5:00 PM MDT will not be considered.

Additional instructions for submitting responses:

- A. It is the responsibility of the respondent to "Log In" through BidSync. For assistance contact BidSync at 1-800-990-9339.
- B. Questions regarding this RFQ should be submitted through BidSync. The respondent may also contact Cameron Boyle, Management Analyst (see "Project Contact" above) for specific questions regarding the SOQ content. Reference No. 2015-05 must be referenced on all responses and correspondence related to the RFQ. Significant

questions that arise subsequent to the issue of this RFQ will be consolidated and answers will be provided to all respondents on record as receiving this RFQ. All questions should be received three (3) working days prior to the RFQ due date.

- C. The recommended method to submit your response is through BidSync. By using alternate methods of delivery, respondent bears all risks if documents are not received at the Administrative Office prior to the submission deadline. Respondents should call to verify that Cameron Boyle has received the hard-copy response prior to the RFQ closing. If using an alternative method, respondents may either mail or hand-deliver one (1) bound hardcopy and one (1) CD electronic copy to the Administration Office. Responses should be addressed as follows:

No. 2015-05: Legacy Park Sculpture
Lehi City Administration
Attn: Cameron Boyle
153 North 100 East
Lehi, Utah 84043

Following the deadline, the names of those responding to the RFQ will be made public. All other information will remain confidential, as required by law. (See Section 1.9)

Unless specifically authorized by the City's Administrative Office, telephonic SOQs or modifications of SOQs will not be considered. However, modifications by email, fax, etc. for SOQs already submitted through the proper channels will be considered, if received prior to the time for the submission deadline.

SECTION 1: INSTRUCTIONS TO RESPONDENTS

1.1 ADMINISTRATIVE GUIDANCE

The information provided in this RFQ is designed to provide interested respondents with sufficient information to submit responses meeting minimum requirements, but it is not intended to limit response content or to exclude any relevant or essential data therefrom. Respondents are at liberty and are encouraged to expand upon the specifications to give additional evidence of their ability to provide the services requested in this RFQ.

1.2 SCOPE OF TERMS & CONDITIONS

Before submitting a response, the respondent shall understand all contract conditions referred to in this document, and any addenda issued before the RFQ submission date. It shall be the respondent's responsibility to ensure that the response includes all addenda issued prior to the RFQ submission date. By submitting a response, the respondent acknowledges and accepts the Terms and Conditions described herein.

1.3 RESPONSE PREPARATION COSTS

Lehi City is not liable for any cost incurred by the respondent associated with the preparation of the response or the negotiation of a contract for services prior to the issuing of the contract.

1.4 SUBSTANTIVE RESPONSES

The respondent certifies that, (a) the respondent's response is genuine and is not made in the interest of, or on behalf of, an undisclosed person, firm, or corporation; (b) the respondent has not directly or indirectly induced or solicited any other respondent(s) to submit a false response; (c) the respondent has not solicited or induced any other person, firm, or corporation to refrain or abstain from submitting a response; (d) the respondent has not sought by collusion to obtain for itself any advantage over any other respondent(s) or over Lehi City; and (e) respondent shall not violate or cause any person to violate the Utah Municipal Officers and Employees Ethics Act, or any other Federal, State, or Municipal law.

All responses in response to this RFQ will be evaluated in a manner consistent with Lehi City policies and procedures, and Utah State Procurement Code 63g-6a-101, et seq. and all applicable rules, regulations, and policies.

1.5 RESTRICTIONS

All responses must clearly set forth any restrictions or provisions deemed necessary by the respondent to effectively service the proposed project.

1.6 RESPONSES SHALL BE BINDING SUBJECT TO ACCEPTANCE

Responses shall be binding upon the respondents for sixty (60) calendar days from submission deadline. A respondent may withdraw or modify its response any time prior to the submission deadline by written request, signed by the same authorized officer or agent who signed the original response.

1.7 ADDENDUM TO THE RFQ

In the event that it becomes necessary to revise this RFQ in whole or in part, an addendum will be provided to all respondents on record as having received this RFQ. A statement issued in an addendum shall have the effect of modifying a portion of the response documents when the statement in the addendum specifies a section, paragraph, or text, and states that it is to be so modified.

Any other communication, whether verbal or written, which are received by any representative of the respondent from sources other than official addendum should be confirmed by the respondent with the RFQ contact as being true and accurate prior to incorporating such information into its response. This refers to both formal and informal conversations and communications.

1.8 ALTERNATIVE RESPONSES

Respondents may submit more than one response, each of which must follow the criteria of Section 3 and satisfy the requirements of this RFQ. If alternative responses are submitted, the respondent must explain the reasons for the alternative(s) and its alternative's comparative benefits. Each response submitted will be evaluated on its own merits.

1.9 DISCLOSURE OF RESPONSE CONTENT

Under the Government Records Access and Management Act, Section 63-2-101 et seq., Utah Code Ann. (1993 and supp. 1996), as amended ("GRAMA") certain information in the submitted response may be open for public inspection. If the respondent desires to have information contained in its response protected from such disclosure, the respondent 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 response (GRAMA, Section 63G-2-309). Pricing elements of any response will not be considered protected. All material contained in and/or submitted with the response becomes the property of Lehi City and may be returned only at the city's option.

SECTION 2: BACKGROUND AND PROJECT DESCRIPTION

2.1 BACKGROUND

Lehi City is a family friendly, safe and active community of approximately 55,000 people located halfway between Salt Lake City and Provo, Utah. The mountains above Lehi watch over a dynamic community that has always represented the best of each generation. Today, high tech companies from across the nation have come to embrace Lehi's lifestyle of opportunity and optimism.

Lehi remains rich in pioneer and Old West history. As Utah's sixth oldest city, Lehi was originally settled by Mormon pioneers. The Overland Stagecoach, Pony Express, and Transcontinental Telegraph all passed through or near the city during the peak of their use. The city has been known as Sulphur Springs, Snow's Springs, Dry Creek, and Evansville until it was finally incorporated as Lehi City in 1852. As the city reflects on its past and celebrates its growth, Lehi continues to pioneer Utah's future.

2.2 PROJECT DESCRIPTION

The area known as Legacy Park, located outside the Lehi Legacy Center, has been developed as a memorial to Lehi's history. Currently two sculptures are located in Legacy Park with an additional two sculptures planned. Lehi City and the Lehi Historic Preservation Commission seek to commission an artist to complete one of the two sculptures. The sculpture for this project will be placed in the southeast corner of the park.

The intent of the artwork is to honor Lehi's pioneer heritage. The Historic Preservation Commission (Commission) requests a life sized or life plus one-quarter sized statue that depicts the challenges, struggle, hope, and faith of a pioneer family as they crossed the Midwestern plains and settled in the Lehi area. The sculpture should represent the challenges and struggles endured and the faith and optimism shown by the pioneers.

Artists who are selected as a finalist for the project will be asked to develop a concept for the piece of art and present it to the evaluation committee. Proposals will be evaluated to determine the final details of the sculpture. The project is dependent upon budget approval for Lehi City's 2015-2016 fiscal year budget. The anticipated completion date is July 1, 2016.

The Artist selected to complete the project is expected to communicate regularly with city staff and the Historic Preservation Commission to successfully create a memorial to Lehi's pioneer history, including briefings (in person or writing) no less than once a month throughout the duration of the project.

The Artist will be expected to transport and install the sculpture at the designated site. The Artist may also be expected to attend events for the placement and/or dedication of the monument upon completion. The final product should also include information on recommended maintenance practices, a detailed list of materials used, an artist biography, and a summary of the design and creation process.

SECTION 3: STATEMENT OF QUALIFICATIONS (SOQ)

Statements of Qualifications must include the following:

- Name of artist;
- Location of artist;
- Description of artist's background and capabilities;
- Expertise and depth of staff;
- Summary of relevant experience, including examples of work; and
- List of references.
- Preferred that the artist resides and/or operates a studio within the Salt Lake and Utah County area.

The format and style of the SOQ is at the discretion of the respondent. Respondents are encouraged to provide any supplemental information and attachments relevant to the response including samples, company literature, catalogs, etc.

SECTION 4: RESPONSE EVALUATION

4.1 EVALUATION PROCESS

In the initial phase of the evaluation process, the evaluation committee will review all responses timely received. First, non-responsive responses (those not conforming to RFP requirements) will be eliminated. Second, the remaining responses will be evaluated in a cursory manner to eliminate from further consideration those responses, which in the judgment of the evaluation committee, fail to offer sufficient and substantive provisions to warrant further consideration. Each respondent bears sole responsibility for the items included, or not included, in the response submitted by that respondent. Lehi City reserves the right to disqualify any response that includes significant deviations or exceptions to the terms, conditions, and/or specifications in this RFQ.

At the conclusion of this initial evaluation phase, responses will be evaluated based on the evaluation criteria outlined in Section 4.2. Based on these criteria, the selection committee

will select three (3) to five (5) finalists. Respondents that are not selected as finalists will also be notified.

For Phase 2 of the evaluation, each finalist will be notified and provided instructions to respond to a Request for Proposal (RFP). The RFP will require the finalists to provide a proposed scope of work, a proposed project schedule, a proposed concept sketch for the piece of art, detailed information for the project team, and a proposed fee and billing schedule.

In Phase 3 of the evaluation, the committee will select two (2) finalists to create a scaled, clay model of the sculpture. The finalists will also be required to provide an on-site presentation/demonstration with the selection committee. The committee will evaluate the scaled models and select the Artist for the completion of the work.

Lehi City reserves the right to be the sole judge as to the overall acceptability of any response or to judge the individual merits of specific provisions within competing offers.

4.2 EVALUATION CRITERIA

Lehi City will judge the merit of all SOQs received in accordance with the general evaluation criteria listed below. Failure to provide any of the information requested may result in the response being removed from further consideration. In evaluating the responses, the selection committee will consider:

- Demonstrated capability of the respondent to successfully complete the project.
- Expertise of artist or staff.
- Relevant experience with similar projects.
- General references.

4.3 AWARD OF CONTRACT

Upon completion of the evaluation process, Lehi City may negotiate with and award the contract to the respondent whose response is determined to be most advantageous to the city. Accordingly, each response should be submitted with the most favorable price and service available. The contract will incorporate the provisions of this RFQ and the RFP referred to in Section 4.1 (including any addenda).

4.4 RIGHT TO REJECT

The city reserves the right to reject any and all responses and to waive any formality in the responses received, to accept or reject any or all of the items in the response, and award the

contract in whole or in part, if it is deemed in the city's best interest. The city reserves the right to negotiate any and all elements of the responses, if any such action is deemed in the best interest of the city.

SIGNATURE OF RESPONDENT

Upon acceptance of this RFQ, the undersigned agrees to complete all required work as described in this RFQ document according to the terms and conditions described herein.

By _____

Title _____

Address _____

Email _____

Phone _____

Date _____