

Request for Information

We have received the following questions concerning the Commercial Center Master Planning and Revitalization Studies SOQ. Please read the questions and responses below so you have this updated information.

Question 1 - In the RFP, on page 6, I noticed the page count is very specifically stating that the 30 pages includes front and back covers, table of contents and cover letter. We generally use division pages/tabs to separate proposal sections. Will those separation pages count towards the 30 pages?

Response from City - Dividers will not count.

Question 2 - Could you clarify that this is a 2-stage process with the RFP response first then a short list of firms will be selected to present in an interview as the second stage? Some in our group thought that there was the initial RFP that would get us on a list and then additional RFP's would be issued for each master plan or study.

Response from City - The first submittal is to identify qualified firms. Once received, we will sort through the submittals to create a short list of applicants to send the full RFP to. The invitees for interviews will come from the respondents to the full RFP. Based on what is presented and submitter's proposal, phasing, project and scope, a contract for the full project or for phases of the project can be created.

Question 3 - Do you know what the schedule for this project is? When would the selected/contracted firm begin the actual work and what is the expected duration of the project.

Response from City - We anticipate work to start in the second quarter of 2019. Respondents will provide time lines and deliverable dates, hopefully with the work being done this year.

Question 4 - Can you please tell me how many hard copies you require? Also, did you want a PDF on a USB as well?

Response from City - 3 hard copies. Electronic format should be emailed to Wayne Harper, Mark McGrath and Jennifer Andrus. See question 5.

Question 5 - Can you please clarify if the Thursday, Jan 31st 2pm MST deadline is an electronic submission? If yes do we send our Statement of Qualifications to your email? If not, how many hard copies should be submitted, and what is the mailing address?

Response from City - Three hard copies and one electronic format. Email electronic format to the 3 of us (Wayne Harper, Mark McGrath and Jennifer Andrus and mail three hard copies to:

Jen Andrus
City of Taylorsville
2600 Taylorsville Blvd
Taylorsville, UT 84129

Question 6 - We did not see a budget submission requirement as part of the submittal requirements - does the City have an established or anticipated budget that you can share prior to our submission?

Response from City - For an SOQ, budget is not part of the submittal. We are looking for the membership and quality of the team.

Question 7 - Under the Deliverables section on page 4, can you elaborate on the scope to be included in the small area plans? Our experience has been that small area plans can take many different forms depending on the scope / level of detail that needs to be provided.

Response from City - Small area plans create the design, concept and visualization of what the centers or areas can become. Quality renderings with realistic elements.