

**Tremonton City is an Equal Employment Opportunity  
Employer**

**REQUEST FOR PROPOSAL AND QUALIFICATIONS  
FOR ARCHITECT TO DESIGN IMPROVEMENTS FOR  
MIDLAND SQUARE IN TREMONTON, UTAH**

**1. Request for Proposals & Qualifications.**

Tremonton City (also referred to as “City”) is soliciting competitive sealed proposals and qualifications from Architects or Architectural firms to provide architectural services to plan and design improvements for Midland Square in Tremonton, Utah.

Tremonton City applied for and received a Rural Communities Opportunity Grant (RCOG) from the State of Utah to improve Midland Square. The granted funds are to be used to construct a permanent stage area, power pedestals for vendors, and public restrooms (collectively referred to as “improvements”), transforming Midland Square from a public park to a public plaza where the City will program events and activities.

While the City believes that an architect is the correct professional to lead the project, the City is unsure of what services and deliverables are needed. More specifically, the City desires proposals from Architects/firms to prepare practical plans that include the appropriate level of detail to facilitate the improvements to be constructed but not to have an over-designed plan set. The City anticipates that the deliverables may include such items as a site plan, architectural renders, and elevations of the stage and restroom. For more information, please see section **3. Scope of Services** of this request.

**2. Background.**

Tremonton City’s Location. Tremonton City is situated in the northern end of Utah, nestled just west of the northern Wasatch Mountains. It is 18 miles north of Brigham City, the Box Elder County seat, and approximately 20 miles south of the Idaho border at the junction of I-15 and I-84. Tremonton City was founded in 1903 and currently has a population of roughly 11,500 residents.

Midland Square. In 1994, one of the most prominent buildings within Tremonton City’s downtown, the Midland Hotel, was destroyed by fire. After months of discussion, consideration, and community input, the City purchased the property where the Midland Square Hotel was previously located and set out to create a public park now referred to as Midland Square.

When Midland Square was first conceived, the plans contained in Attachment “1” for this public space included the construction of a permanent stage. However, the stage was omitted due to scarce funding, and the public space was constructed without power pedestals for vendors and public restrooms.

As currently configured, Midland Square is a 0.6-acre public park located at 100 West and Main Street intersection. Although Midland Square is situated in the heart of downtown Tremonton and

is beautifully landscaped, the space does not have facilities to accommodate public events or programs and the gathering of people.

Revitalization of Tremonton Downtown. During the past 100 years, Main Street has been a central economic element of Tremonton City. Tremonton City official acknowledges that the entire community is judged based on downtown's quality and economic vitality. As such, City Officials, past and present, are focusing on the economic objective of making the City's downtown vibrant and thriving, where people gather and do business.

Tremonton City is starting to see the success of previous revitalization efforts. The City has improved the vibrance of downtown by investing in public art, including murals and sculptures, in which the City has received media exposure and public awards for its efforts. In addition, the City's downtown area has recently been listed on the National Register of Historic Places. The City is actively working on implementing a comprehensive wayfinding signage system to direct visitors to the downtown area and increase economic activity.

The objective of Revitalizing Midland Square. Tremonton City desires to continue its Downtown revitalization efforts by improving Midland Square. To receive the needed funding, Tremonton City applied for and received a Rural Communities Opportunity Grant (RCOG) from the State of Utah to improve Midland Square. The granted funds will be used to construct a permanent stage area, power pedestals for vendors, and public restrooms, transforming Midland Square from a public park to a public plaza where the City will program events and activities with the economic objective of attracting new small businesses to Tremonton, increasing retail sales, and ultimately increasing sales tax revenue.

Roger Brooks, President and CEO of Destination Development and a consultant for the State of Utah on Main Street revitalization, advises that downtown areas will realize increased economic prosperity by creating public plazas and programming these public spaces with events and activities. It is worth noting that some of the most successfully developed retail districts along the Wasatch Front, such as the Gateway District, City Creek, and Farmington Station, have designed and developed plazas for public gathering space.

*“People are gravitating back to downtowns – not for the downtown shopping of yesteryear, but as the community’s central gathering place. If you can create an activity that will attract your locals downtown, retailers will be back – and they will be open the hours the people are there.”*

*-Roger Brooks*

Creating a public plaza where people will gather downtown and the City will program events is consistent with several economic strategies and previous planning processes in Tremonton. As early as the 2002 General Plan, the City identified as Goal 4.1 the need to attract and encourage shopping downtown. Specifically, Objective 4.1.5 stated the need to facilitate cultural activities to attract shoppers to the downtown area. Constructing a stage, restroom, and power pedestals will help to facilitate these cultural events.

In 2013, the City received a planning grant from the American Institute of Architects. They provided a Sustainable Design Assistance Team (SDAT) to study Tremonton Main Street and how to improve the economic vitality of this area. One of the SDAT observations and recommendations was as follows:

*“In touring the length of Tremonton Main Street, the SDAT observed that although there are several public spaces on Main Street, almost none of them can support the kind of programming and events that are critical to the success of a Main Street District. Midland Square was studied, given its location within the central downtown district.”*

*“Midland Square holds excellent potential for merchants to realize added shoppers due to this public space located directly on Main Street. To increase activity at Midland Square, the City should add improvements that allow this public space to be programmed for activities and events, such as a stage for performances and similar improvements.”*

*-Sustainable Design Assistance Team (SDAT)*

There is no project Tremonton can invest in that will have a greater return on investment than a programmed plaza.

Programming Midland Square. In addition to the need for a stage, restrooms, and power pedestal, the City’s previous economic plans for Main Street called for a Main Street Manager. In 2022, the City created and hired an individual to fill the position of Main Street Manager to facilitate promotions, events, and activities for the downtown area.

The Tremonton Main Street manager has and is in the process of programming Midland Square with events and activities. One of the events that the Main Street manager created is the farmers’ market at Midland Square, which occurred during the spring, summer, and fall months of 2022. This farmers’ market was a huge success. During each farmers’ market, more than thirty vendors and food trucks were selling produce, baked items, crafts, and food. Hundreds of people participated in the event, a success for vendors and many of our downtown businesses. Many vendors sold out at every event, and merchants boasted of having increased foot traffic and sales on the days of the farmers’ market.

While the Midland Square farmers’ market was successful, the event demonstrated the need to improve this space with a permanent stage, additional power pedestals for vendors, and a public restroom. With funds from the Rural Communities Opportunity Grant, the City will transform Midland Square into a plaza for the public to gather. With the upgraded facilities, the Tremonton City Main Street Manager will create year-round active and passive activities and events, including concerts (May – October), farmer’s markets (May – October), outdoor movies (June – August), “Welcome to Tremonton” – county fair kickoff party (August), fine arts (Summer), food trucks (May – October), Trick or Treat on Main (October) and holiday events (November – December and February).

### 3. Scope of Services

The City desires proposals and qualifications from architects/firms to provide professional services and documents that will lead to the construction of a permanent stage, power pedestals for vendors, and a public restroom (hereafter referred to as “improvements”) at Midland Square located at Main Street and 100 West in Tremonton, Utah.

Restroom & Stage. The City is seeking an architect/firm to design the restrooms and stage for Midland Square. This effort will include determining the correct size and location of both of these structures considering such factors as potential programming, accessibility, and the physical constraints of the site.

Site Layout. The City also desires the architect/firm to provide a site layout for Midland Square incorporating the location of the restroom and stage, the location for the power pedestals, and other ancillary improvements such as tables and chairs for dining. The City anticipates that including tables and chairs for dining will encourage people to linger longer and enjoy these amenities in Midland Square and the historic downtown area.

When considering incorporating ancillary improvements, and the siting of the restroom and stage, the City desires the Architect/firm to generally work within the constraints of the existing design due to reduce the expense and thus increase the financial feasibility of constructing these improvements.

Deliverables. The City desires proposals from the architect/firm that define the correct level of details of the plan set that will allow for the improvements to be bid and constructed by the contractor. More specifically, the City does not want an over-design plan set. To this end, the exact details of the deliverable are to be proposed. However, the City would anticipate that the deliverables may include such items as a site plan, architectural renders, and elevations of the stage and restroom.

Once the construction documents for these improvements are complete, the City will solicit bids from contractors and award a contract to build these improvements to the lowest responsible contractor.

Other Design Professionals. The City has on retainer other design professionals, described below, that are anticipated to be a resource in the planning of the improvements.

- Jones & Associates- Engineering Services. For over twenty years, the City has used Jones & Associates to provide civil engineering services to Tremonton City. Jones & Associates is capable of providing engineering services relating to structures as well as utility plans. Jones & Associates can also put together bid packages for the project. The City envisions the Architect/firm collaborating with Jones and Associates on utility issues associated with the restroom, etc. The best point of contact is Chris Breinholt at 801-476-9767 or [chrisb@jonescivil.com](mailto:chrisb@jonescivil.com)
- Landmark Design- Landscape Architectural Services. For the past two years, the City has

used Landmark Design to assist the City in long-range plans and landscape projects. The City envisions that the Architect/firm would collaborate with Landmark Design on the landscaping elements of the project associated with site restoration or contemplated landscaped enhancements. The best point of contact for Landmark Design is Sam Taylor at 801-474-3304 or samt@ldi-ut.com

RCOG Requirements. The City has been awarded a Rural Communities Opportunity Grant (RCOG) grant for this project at Midland Square. As a part of its requirements, the City must complete this project within two years, being the end of 2024. The City is behind the anticipated schedule to complete the work by the end of 2024 as such on Attachment “2.” The City desires an Architect/firm that can quickly complete the scope of services contained herein. Additionally, the selected Architect/firm must comply with all applicable Rural Communities Opportunity Grant (RCOG) and regulatory requirements in performing services.

Design Cues. The City has undertaken several planning projects that might provide design cues for the Architect/firm to consider when undertaking this project, which include an urban design plan, prominent landmarks lost, and community branding. Included in Attachment “4” is a summary of these projects.

**4. Budget**

In pursuing the Rural Communities Opportunity Grant (RCOG), Jones & Associates, the City’s Engineering firm, developed a cost estimate for a permanent stage, power pedestals for vendors, and a public restroom. Jones & Associates estimated these improvements to cost approximately \$579,600. The City received \$405,720 in grant funds from the Rural Communities Opportunity Grant. According to the grant requirements, the City is required to provide a 30% match for the grant. A detailed breakout of Jones’ estimate is included below. To the degree feasible, the City desires to stay within the budget included below. A more precise estimate of the costs of the improvements is included in Attachment “3.”

<b>Tremonton City Midland Square Improvements Budget</b>	
<b>Project Costs</b>	
Stage	\$ 225,000.00
Electrical Power Upgrades	\$ 39,000.00
Restroom	\$ 220,000.00
Landscaping(removal/install)	\$ 20,000.00
Planning and Engineering	\$ 75,600.00
<b>TOTAL</b>	<b>\$ 579,600.00</b>
<b>Project Revenues</b>	
Rural Communities Opportunity Grant	\$ 405,720.00
Tremonton Matching Funds	\$ 173,880.00
<b>TOTAL</b>	<b>\$ 579,600.00</b>

## **5. Compensation for Services (Fees)**

The City intends to enter into a professional services contract with the selected Architect/firm for this Midland Square Project. Compensation for the services rendered is based on a time-expended basis with an agreed maximum not to exceed value.

## **6. Evaluation Criteria and Selection Procedures**

The evaluation criteria and selection procedures for an Architect/firm will consider the Architect/firm's proposal and qualification that is most advantageous to the City and other factors deemed and not be based solely on the price, although the price may be a significant consideration.

### **a. Evaluation Criteria:**

The Architect/firm is required to respond to the following in their submitted Qualifications and Proposal:

#### Qualifications:

- i. The name of the project Architect/firm, and the managing principal, if applicable.
- ii. The Architect/firm address of the principal place of business.
- iii. The size of the Architect's/firm's staff, current workload, and the ability to prepare the needed work for the Midland Square project in a timely manner.
- iv. Identification and role of specific individuals in the Architectural team and/or its consultants that are being proposed to perform the work for the project and the time commitments of these individuals performing work on the project.
- v. Identification of the qualifications, experience, and background of each individual in the Architectural team and/or consultants that are being proposed to perform the work for the project.
- vi. Images of relevant experience designing stages, restrooms, and site plans.
- vii. A list of references, including names, addresses, emails, and phone numbers of no more than eight individuals or organizations familiar with the Architect/firm performance.
  - i. Include any reference for individuals that are familiar with similar projects previously completed by the Architect/firm.

#### Proposal:

- viii. A proposal that defines the correct level of details of the plan set that will allow for the construction of a permanent stage, power pedestals for vendors, and a public restroom. More specifically, the City does not want an over-design plan set. To this end, the exact details of the deliverable are to be proposed.
- ix. A project schedule for completion of providing the City scope of services contained herein and the approach to the project that the Architect/firm will take.
- x. An approximation of the number of hours, the related costs to provide the City with the scope of services contained in the Architect/firm's proposal, and the applicable hourly rates or multiplier for the base rates of individuals employed on the project. Compensation for the services rendered is based on a time-

expended basis with an agreed maximum not to exceed value.

- xi. A proposal that defines to what extent, if any, the Architect/firm may collaborate with Jones & Associates (City Engineer) and Landmark Design (City Landscape Architect).
- b. Selection Procedures:
- i. The City's selection committee may include the Mayor, City Manager, Main Street Manager, Public Works Director, and City Engineer.
  - ii. The City will review all Architect/firm submissions and, utilizing a matrix of pre-determined, weighted values for each required item, select three (3) Architects/firms receiving the highest scores in the evaluation process.
  - iii. The three (3) Architects/firms receiving the highest score will be invited to participate in an interview with the selection committee. (The date, time, and location of the interview are yet to be determined. The interview may be conducted by phone, internet, or other electronic means.)
  - iv. Following the interviews, the selection committee will, again utilizing a matrix of pre-determined values, designate the two Architects/firms receiving the highest scores as the primary and secondary Architects/firms.
  - v. The City will then negotiate with the primary Architect/firm to establish the value of compensation and other relevant issues.
  - vi. If the City cannot negotiate a mutually acceptable contract with the primary Architect/firm, it reserves the right to terminate negotiations and then undertake negotiations with the secondary Architect/firm.

## 7. General Conditions for Proposals

- a. Failure to read the Request for Proposal and comply with its instructions will be at the Architect's/firm's own risk.
- b. All prices and notations must be printed in ink or typewritten. Errors may be crossed out, and corrections printed in ink or typewritten adjacent to the corrected error. The person signing the proposal must initial all corrections in ink.
- c. Corrections or modifications received after the closing time in this request for proposal and qualifications will not be accepted.
- d. The proposal and qualifications must be signed by a designated firm representative or officer who is authorized to bind the Architect/firm contractually. Submission of a signed proposal and qualifications to the City will be interpreted to indicate the Architect's/firm's willingness to comply with all terms and conditions set forth herein.

## 8. Proposal Submission

- a. Proposals must be delivered to the office of Linsey Nessen, City Recorder, at 102 S. Tremont Street, Tremonton, UT 84337, on or before (9:00 a.m.) on (August 28, 2023, 2023). PROPOSALS RECEIVED AFTER (9:00 A.M. ON AUGUST 28, 2023) WILL BE PLACED IN THE FILE UNOPENED AND WILL NOT BE CONSIDERED. THERE WILL BE NO EXCEPTIONS.
- b. Proposals must be submitted in a sealed envelope clearly bearing the name of the

Architect/firm, address, and title of the project being the “Midland Square Project.”  
Emailed proposals shall not be accepted.

- c. The applicant must submit six (6) copies of the complete proposal.

## **9. Award**

The City reserves the right to reject all proposals. The City also reserves the right to waive any irregularity, informality, or technicality in the proposals in its best interest and is not obligated to award a contract based upon the lowest priced submission. If terms cannot be mutually agreed upon, the City will enter into negotiations with the secondary Architect/firm.

## **10. Written Agreement**

The successful Architect/firm will be required to enter into a written agreement with the City in a form acceptable to the City.

## **11. Omissions**

Should the Request for Proposals and Qualifications not contain sufficient information for the applicant to obtain a clear understanding of the services required by the City, or should it appear that the instructions outlined in this request for proposals and qualifications are not clear or contradictory, then the Architect/firm may obtain written clarification from the project manager at least twenty-four (24) hours prior to the required time and date for proposal submission. The Architect/firm shall include a copy of the written clarification with its submission.

## **12. Equal Opportunity and Affirmative Action Program**

The successful Architect/firm must covenant and agree to abide by the federal and state regulations pertaining to Equal Employment as set forth in **EXECUTIVE ORDERS 11246, 11375, 11625, and 41 CFR Part 60-4, Section III of the Housing and Urban Development Act of 1968 (12 USC 170u), as amended and HUD Regulations at 24 CFR Part 135.** In addition, the successful Architect/firm must comply with Federal Labor Standards Provisions.

In summary, these regulations require project participants not to discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, or national origin, and project participants will take appropriate measures to employ minority-owned businesses. A copy of all noted regulations can be obtained from the City. Also, the City will make every effort to ensure that all offers are treated fairly and equally throughout the entire advertisement, review, and selection process. The procedures established herein are designed to provide all parties reasonable access to the same basic information.

The successful Architect/firm must comply with all applicable Rural Community Opportunity Grant and regulatory requirements in the performance of services outlined herein.

## **13. Additional Information**

For additional information regarding the services specified in this request for proposal, contact the project manager:

Shawn Warnke, Tremonton City Manager  
102 S. Tremont Street

Tremonton, UT 84337  
swarnke@tremontoncivty.com  
435-257-9504 (Landline Phone)  
435-257-9513 (Fax)

**14. Cost Of Developing Proposals**

All costs related to the preparation of the proposals and any related activities are the sole responsibility of the applicant. The City assumes no liability for any costs incurred throughout the entire selection process.

**15. Proposal Ownership**

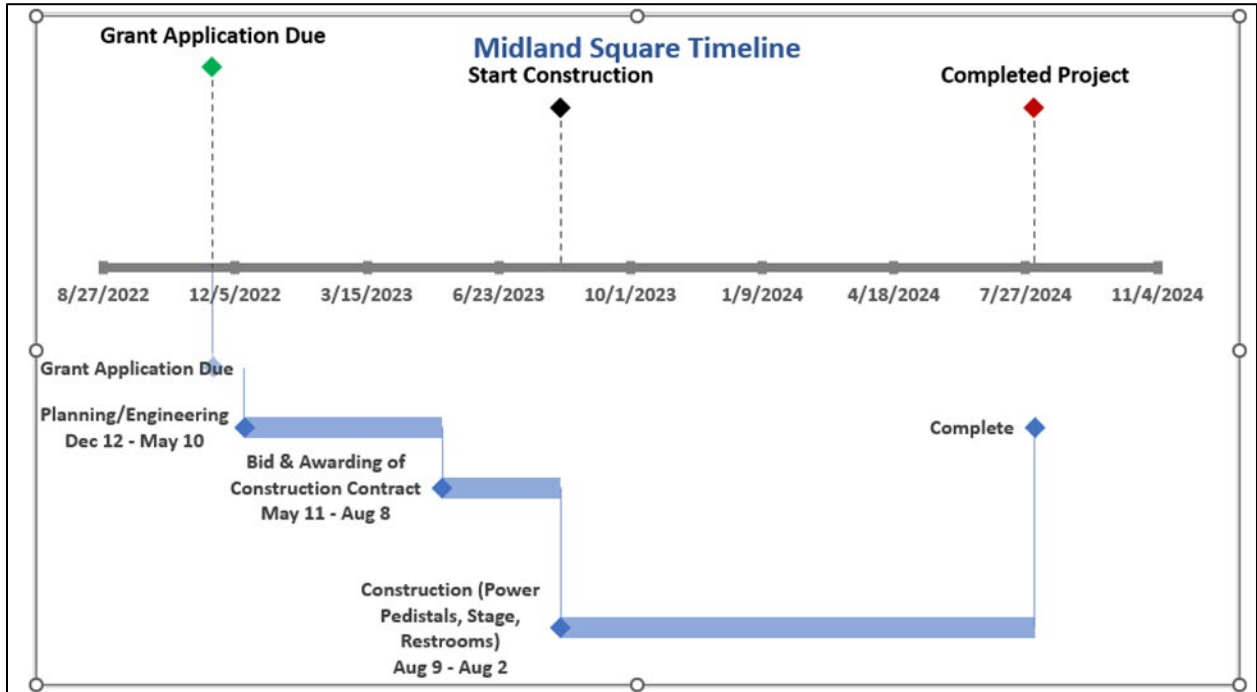
All proposals, including attachments, supplementary materials, rendering, sketches addenda, etc., shall become, upon submission, the property of the City and will not be returned to the applicant.

**16. Non-Collusion**

The Architect/firm guarantees that the proposal submitted is not a product of collusion with any other offer, and no effort has been made to fix the proposal price of any offer or to fix any overhead, profit, or cost estimate of any proposal or its price.



Attachment "2"



Tasks

Start	End	Duration	Label	Vert. Position	Vert. Line
11/18/2022	11/18/2022	1	Grant Application Due	-25	-25
12/12/2022	5/10/2023	150	Planning/Engineering Dec 12 - May 10	-40	-15
5/11/2023	8/8/2023	90	Bid & Awarding of Construction Contract May 11 -	-55	-15
8/9/2023	8/2/2024	360	Construction (Power Pedistals, Stage, Restrooms)	-90	-35
8/3/2024	8/3/2024	1	Complete	-40	50
<i>Insert new rows above this one</i>					

Attachment "3"

**Midland Square Improvements**

*Preliminary Cost Estimate*

November 7, 2022



Item	Description	Qty	Unit	Unit Price	Total
<u>Stage</u>					
1	Remove existing improvements	1	LS	\$10,000.00	\$10,000.00
2	Excavate to subgrade and construct footings	1	LS	\$10,000.00	\$10,000.00
3	Concrete Flatwork	1	LS	\$25,000.00	\$25,000.00
4	Electrical lighting and outlets	1	LS	\$15,000.00	\$15,000.00
5	Audio system	1	LS	\$40,000.00	\$40,000.00
6	Roof structure for stage	1	LS	\$125,000.00	\$125,000.00
Stage Subtotal					\$225,000.00
<u>Electrical Power Pedistals</u>					
7	Remove existing concrete flatwork	1,500	sf	\$3.00	\$4,500.00
8	Install power pedistals	12	ea	\$2,000.00	\$24,000.00
9	Replace concrete flatwork	1,500	sf	\$7.00	\$10,500.00
Power Pedestal Subtotal					\$39,000.00
<u>Miscellaneous</u>					
10	Remove existing pine trees	2	ea	\$3,000.00	\$6,000.00
11	Lanscaping	1	LS	\$14,000.00	\$14,000.00
12	Construct restroom	1	LS	\$220,000.00	\$220,000.00
Miscellaneous Subtotal					\$240,000.00
				<b>SUBTOTAL =</b>	<b>\$504,000.00</b>
				<b>15%± Contingency &amp; Engineering =</b>	<b>\$75,600.00</b>
				<b>TOTAL =</b>	<b>\$579,600.00</b>



## Attachment “4” - Design Cues

The City has undertaken planning projects that might provide design cues for the Architect/firm to consider, which include an urban design plan, prominent landmarks lost, and community branding.

Tremonton Main Street Urban Design Plan. In the recent past, the City engaged Soren Simonsen, Executive Director for Community Studio, to assemble a team of other design professionals to assist in providing the following scope of work: Urban Design Standards; Gateway Signage & Entry Features; Main Street Streetscape Design; and Public Outreach & Engagement.

In the “Tremonton Main Street Urban Design Plan,” it states the following: The design aesthetic preferred by the community through the public engagement process is “classic contemporary,” which is a nod to traditional design roots but with a modernized flare.” For more examples of other street furniture that the urban design considered to be “classic contemporary” please refer to the following link: <http://tremontonciv.org/wp-content/uploads/2022/10/Tremonton-Main-Street-Urban-Design-Plan-by-Community-Studio.pdf>

Daryl Building. On July 13, 2021, the Daryl Building, located at 100 W. Main Street, across from Midland Square, was destroyed by fire. The Daryl Building was a prominent landmark on the City streetscape. There is currently a new building being constructed at the site of the Daryl Building; the new building will not have the same architectural elements. It may be appropriate to incorporate some of the architectural elements that made the Daryl Building a beloved landmark in Tremonton into the stage and/or restroom.



Community Branding. Tremonton City hired a consultant to create a comprehensive and cohesive brand that includes a logo, messaging, tagline, branding identity, standards guide, and design/artwork. One of the deliverables for this professional services agreement with REDKOR Brands, LLC included creating a comprehensive playbook that describes how to implement the branding and messaging. Additionally, the playbook helps better understand and define what Tremonton is all about. A copy of the branding playbook is available upon request.

The City desires to incorporate the new branding into the streetscape and has recently purchased benches and bike racks that include the City's brand. The street furniture will be installed along Main Street in the historic downtown.