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Arts and Culture District Mixed-Use Development Project
Request for Proposals: A&C-DEV 111717
Architectural and Engineering Design Services
Q&A Log

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1. Does the current RFP include AE services for the SDI and KAC? The design services included in this RFP for the Kimball Art Center and Sundance Institute are limited to RFP described task 1 scope of work through the MPD and plat amendment entitlements. KAC and SDI will be hiring their own services directly for the completion of their building design and construction. They are not bound by our government procurement process, and certainly may hire the same team the City selects, and are included in this RFP proposal review as our partner anchor non-profit businesses.
2. With the selection of Duncan Webb out of New York as the Project Manager we have heard that national architectural firms may be invited to participate. The City's RFPs are open to any qualified firm, are not by invitation only, and we do not know who or how many responses we will receive. We have done our best to let design firms with arts and culture design experience know about this project opportunity both within and outside UT. The review criteria and weighting of experience etc. is as listed in the RFP and indicates how the proposals will be reviewed. We are leaving it to the proposers to decide how to propose a team, approach, and plan that will best serve the project.
3. [Confirm] Task 1, 2, 3 fees are to be provided for the following programs only:
 - Public space/city realm improvements including walkways, plazas, and outdoor amenities
 - Structured surface parking Anticipate sub-grade, at-grade, and above-grade depending on how the site lays out. Sub-grade is preferable to the extent budget and site constraints allow for.
 - Bus Transit Facility (please provide additional program details including the target square footage of the facility and number of bus loading docks, and if there are any additional transportation considerations beyond bus, private vehicular parking, and pedestrian access that must be linked to at this hub) Assume 6 electric bus lines/stops will come through the site. We will need an electric bus charging station, sheltered waiting area, and public restroom facilities. We anticipate the transit/transportation consultant the City will hire to provide the additional detail you will need for design. There will be loading and delivery considerations to the KAC and SDI buildings.
 - 60,000-90,000sf of speculative buildings (programs TBD) (please confirm that we should price this out in full or if we would work with a separate developer for the realization of these buildings, and therefore only need to provide Tier 1 costs at this time) A lump sum fee is only being requested for task 1 work in this RFP. It would be nice if we could work with a developer during task 2 work, but it may be that we develop the design for bid without a developer partner. As stated in the RFP fee section, please provide only a percentage that your fee will be calculated by based on the construction estimate at the end of DD - either or both as a white box or as completed spaces. If you make it clear on how your fee will be calculated at that time of task 2 and 3 work in your proposal, even if you make it a more complex than a straight percentage, our process is to amend the contract into a total lump sum amount before task 2 and 3 work proceeds.
4. Task 1 fees only (as remaining fees will be covered directly by SI and KAC) Task 1 fees are through Design Development which is most of detail design. I'd like to confirm that you'd like to receive fees through DD for both SI and KAC as part of this proposal (as opposed to master plan/conceptual scope only). We are only asking that fees for the KAC and SDI buildings include the level of design required for the entitlement process approval. The MPD approval will need to understand uses, parking, massing, site access, lighting, and some information about the exterior – the MPD review

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criteria are in our Land Management Code ([link](#)). Depending on the comfort of KAC and SDI, they may engage to take the design further and pay for those services, or they may choose in the MPD application that their building will return to the Planning Commission for a future Conditional Use Permit approval.

5. Something to note is that this RFP is a bit of an outlier in that in order to create a full consultant team and detail design fees, that effort take a minimum of 3 weeks—so this is a scramble to compress it into 1.5-2 weeks. We are so passionate about this project that we're working around the clock and through the holiday to work through this. **Yes, this project is moving quickly, primarily because we have identified the partners, the site, the funding and have hired a consultant to help define the goals and program of the development. The important constraining factors are a 5+ acre site, delivering a design within the code and land uses allowed, and meeting the goals the partners agree upon through our work with Webb Management and the traffic/transportation consultant. We are likely at extending the deadline to Dec 4, 4PM MST through an amendment to the RFP language, which will shorten the reviewers of the proposals timeframe, but will keep the interview dates Dec. 11 and 12 (subsequently the interview dates were changed to December 13 and 14) and all other timeframes the same.**
6. Article 9: the City owns all the work product/IP produced in connection with this agreement, provided they fulfill their obligations under the contract. Need to know who the Park City Municipal Corporation ("PCMC") entities are (i.e. does this include Sundance Institute, Kimball Art Center, any other entities; or is this strictly a City municipal entity?). **This contract is with PCMC. Sundance Institute and Kimball Art Center are stakeholders in the project, but are not parties to the contract. We anticipate having formal development agreements and purchase agreements with them after the land use entitlements are complete.**
7. Article 10 (b): BIG is required to have a valid Park City business license. BIG has an architectural license in Utah, and a Utah business registration for the DPC so we request clarification if the Park City business license is necessary in addition to these licenses? **Yes, the selected proposer will have to obtain a Park City business license. It is a quick and inexpensive process that can be done over the phone and prior to signing a contract.**
8. Can you make Webb Management's findings and recommendations available for our review during this RFP process? Since several project-related factors are hinging on their findings, it would be helpful to base our proposal on their report. **Webb will not have final findings and recommendations until December 14th. We are posting their November 2nd presentation sometime today and I will send you a link.**
9. What is the entitlement process like? **This is not a straight forward question to answer. There is Planning Commission with seven members. The criteria for the MPD and GC zone regulations are in our Land Management Code and there is a link in the RFP. There are also posted meeting agendas and meetings minutes on our website.**
10. What is the project approvals process? Is there a protocol for how things like this are typically approved in Park City? **The City Council is the governing body and will give approval on the design**

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concept to move forward through the entitlement process. The Planning Commission and City Council both have roles approving the final MPD and plat. The City Engineer and City Attorney's offices both have to sign off on the plat redlines and final mylar prior to recordation. KAC and SDI representatives will assist City staff in the day to day progress of the project.

11. Is it intended that the 60-90,000s of additional building space will be comprised of retail and housing? **Yes, and it could include food and beverage, offices; other community oriented spaces.**
12. You mentioned you would be posting Web Management's initial presentation. Can you direct me to where I can get a copy? **<http://www.parkcity.org/departments/park-city-arts-and-culture-district>**
13. In the [RFP] intro paragraph of Section B Statement of Qualifications it says that short form resumes do not count towards the page count but the email you sent us sounds like they should be included in the 4 pages of supplemental information. Could you tell me which is correct so we don't make any mistakes in our submittal? **You are correct with what the RFP states. Not all resumes are short form – so my apologies for causing any confusion.**
14. [RFP] Article 9: the City owns all the work product/IP produced in connection with this agreement, provided they fulfill their obligations under the contract. Need to know who the Park City Municipal Corporation ("PCMC") entities are (i.e. does this include Sundance Institute, Kimball Art Center, any other entities; or is this strictly a City municipal entity?). **This contract is with PCMC. Sundance Institute and Kimball Art Center are stakeholders in the project, but are not parties to the contract. We anticipate having formal development agreements and purchase agreements with them after the land use entitlements are complete.**
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19. Is it intended that the 60-90,000s of additional building space will be comprised of retail and housing? **Yes, and it could include food and beverage, offices, other community oriented spaces.**
20. Has it been determined whether fees to be submitted should include space for the Sundance Institute and Kimball Art Center? **Fees for the Sundance Institute and Kimball Art Center should be included in task 1 to the extent it is needed for the entitlement process through the Planning Commission – the MPD and Plat Amendment application is for the entire site.**
21. Should we be lucky enough to be selected for an interview, we would like to note that our partners have unavoidable conflicts on December 11, but one of our partners would be available December 12. **We will work with the selected firms on an interview date. It is likely we will be interviewing on December 13 and 14 instead. [December 13 and 14 are confirmed as the interview dates]**
22. Is the page limitation for the Statement of Qualifications 8 page sides, or 8 pages and 16 page sides front and reverse? **The page limitations are for each side of a page, however, there is a supplemental information section to use as you see fit and there are sections where a page limit is not specified.**
23. Will the individuals participating on the selection committee be made available to teams pursuing the project? **There will be City, Kimball Art Center and the Sundance Institute representatives on the review committee.**
24. Does Park City have a guideline or allowance standard for reimbursable expenses? **We do not have a set per diem or standard for reimbursable expenses.**
25. In section V it states that Design Development services are included in Task 1 fee, however in the third paragraph task 01 is titled Schematic Design. Can you confirm if Design Development is included in Task 1 and associated fee? **Design Development is included in Task 1 services with one exception: the design of the SDI and KAC buildings is only through what is needed for the entitlement approvals.**
26. Should the fee proposal for Tasks 02 and 03 also assume a not to exceed total amount similar to the fee for Task 01? **No, we are not asking for a NTE fee amount for tasks 2 and 3. We are asking for how the fee will be calculated once we know what the estimated construction costs at the end of DD.**
27. How do we go about requesting the survey information which is referenced in the RFP to be available? **We can place the alta survey in a drop box for you access if you want it prior to submitting a proposal. [subsequently placed on the City's website Arts & Culture page – Document Library <http://www.parkcity.org/departments/park-city-arts-and-culture-district>]**

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28. Are project description pages included in the page limitations given? **There are page limits on sections only if they are specifically stated in the RFP. The fees for SDI and KAC buildings are limited to what is needed for the entitlement approvals through the Planning Commission.**
29. Could you clarify whether the fees should include facilities for the SDI and KAC? **The MPD requirements are in our Land Management Code, chapter 15 of the Municipal Code, and is accessible from our website.**
30. Individual Experience Section says we can include resumes. Are those resumes included in the 8 page limit? Or, can they be separate? **You may add information into the supplemental information section as determine important. [Short form resumes do not count toward the page count].**
31. Could you share the results and presentation from the November 2nd open house? **We will be posting the Nov. 2nd presentation tomorrow to our web site. I will send you a link when it is up. [subsequently placed on the City's website Arts & Culture page – Document Library <http://www.parkcity.org/departments/park-city-arts-and-culture-district>]**
32. Under “I. Project Description” there is a reference to “both properties”. Are there two lots? **There are several lots that make up the 5+ acres, but what is outlined in red in the RFP is the site.**
33. Under “III. Scope of Work” there is a reference to “Project Management of Design Services”. Is the intent to have an independent project manager for this project? **No, we anticipate a project manager or project lead to be identified for the proposing team that will manage the progress and communications.**
34. Under “III. Scope of Work” there is a reference to “Integration of Arts & Culture District Consultant Goals and Findings”. Has an Arts & Culture District Consultant been retained by PCMC? **Yes, Webb Management Services, Inc. out of NYC. They are presenting their recommendations to the City Council December 14th.**
35. Under “III. Scope of Work” there is a reference to “Integration of the contracted Traffic, Transit, and Multi-Mode Study Goals and Findings”. Has this study already been completed or is it part of our scope of work? **Not yet, we have drafted a RFP. The services are for the area up to the property, and we expect the proposers of the A/E services RFP to handle the traffic/transit design on the site itself.**
36. Under Task 1 there is a reference to an existing concept plan that will be provided to the team awarded. How detailed is this concept plan? **The program information is coming from Webb Management, not an architect. They will inform the site use priorities, business, and operational plan recommendations. They will talk about recommended uses and criteria, but will not lay them out on the site.**
37. What is involved in the bus transit facility? Is this to be similar to the transit facility on Swede Alley, or something else? **Assume 6 electric bus lines/stops will come through the site. We will need an electric bus charging station, sheltered waiting area and public restroom facilities. We anticipate the**

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transit/transportation consultant the City will hire to provide the additional detail you will need for design. There will be loading and delivery considerations to the KAC and SDI buildings.

38. Are there programs of requirements for the Sundance and Kimball buildings? **Not beyond what is listed in the RFP.** Is programming to be part of our scope of work? **Yes to fill in details needed to generate a design for the MPD application. Webb Management recommendations and staff will help the preferred proposer to further develop the scope within the \$60K-\$90K identified additional buildings.**
39. Is the report of Webb Management Services' findings available for our review? **We will be posting tomorrow the November 2 initial initial presentation, but the final presentation won't be available until December 14th.**
40. With the goal of net-zero on a site this size, is there a desire for LEED for Neighborhood Development Certification? **No.** Any other certification such as the WELL Building Standard? **This link was included in our RFP and is our adopted resolution for net zero.**
[https://parkcity.municipalcodeonline.com/book?type=resolutions#name=23-2016 Net Zero Energy](https://parkcity.municipalcodeonline.com/book?type=resolutions#name=23-2016%20Net%20Zero%20Energy)
41. Under "V. Fee Schedule" the first bullet point asks for "fixed hourly rates" for the work in Task 1. The following paragraph notes the fee shall be a "not to exceed" amount. Please confirm that no lump sum fees are required for Task 1. **Yes, we want a NTE amount for task one, but we also ask for the hourly rates and allocated hours of the assigned staff. We use this information if we need to negotiate what is proposed before we finalize the contract.**
42. Upon reviewing the RFP document for the Arts and Culture District Mixed-Use Development Project, the following "Exhibits" are not provided:
EXHIBIT "A" SCOPE OF SERVICES
EXHIBIT "B" PAYMENT SCHEDULE FOR "EXTRA" WORK
These exhibits are part the sample contract attached to the RFP and will be filled in based on the selected responder's proposal before the contract is awarded. Typically, for these exhibits we use the work plan and fee portions of the proposal and any information we may tweak slightly based on clarifying/negotiating with the preferred proposer.
43. When you say the number of pages is that single sided pages or double sided pages? **Each side with content to review is considered a separate page.**
44. Is there any page limitation to the Work Plan? **No page limit if one is not specifically called out in the RFP for that item.**
45. Can you tell us who the Traffic Consultant is that we will have to work with? **Not determined yet, we are issuing a RFP.**
46. Can you please tell me if the above project has any addenda or cost estimate? **No addenda yet. The City anticipates a \$50-60M development investment (land, consultants, and construction) into the**

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site plus what the Sundance Institute and Kimball Art Center raise for their portion of the land and the final design and construction of their buildings. The land costs \$19.5M; \$12.5 is the City's portion.

47. Do you want us to build a team with the consultants that we would recommend for this effort? **Yes.**
48. What is the construction budget for all components of the project? **There is not a set budget for consultant fees, however it is part of the RFP scoring criteria. The City intends to invest \$50-60M into this development and Kimball Art Center and the Sundance Institute intend to invest in their buildings separately from and in addition to City funds. A reasonable estimate is the entire development will cost \$110-120M for land, construction, and consultant fees. Please note the Sundance Institute and Kimball Art Center will fund independently of this RFP the design and construction of their buildings beyond what is needed for the MPD entitlement process.**
49. Is the site as of right? **Yes, the proposed uses are allowed under current zoning. Housing requires a Conditional Use Permit that can be incorporated into the Master Plan Development entitlement process. Our Land Management Code is online – chapter 15 of our Municipal Code ([link](#))**
50. Please provide detailed program breakdown as you understand it currently. Please confirm if additional programming beyond what you have prepared is to be included within Task 1. **The programs are general and will be further developed when we know more about the tenants we are designing for. We will provide as an amendment to the RFP by next Monday some information from Webb Management, but in the City will work through the details of the program as the design develops through SD and DD within the confines outlined in the RFP 60K-90KSF plus structured parking and a transit hub.**
51. Will consultants be contracted directly with the Client or by the Architect? **The RFP outlines the services to be included in the proposals for this RFP. The City hired Webb Management to inform the use program and business/operating plans; and the City is in the process of procuring traffic engineering services and there certainly be more miscellaneous consultant services needed along the processes that we have not identified yet.**
52. Is there a specific process that you have in mind for community engagement that we should consider at the outset? (i.e. the number of different community groups or number of work sessions we should be equipped to work within) **As included in the RFP we anticipate open houses and presentations to the Planning Commission and the City Council. Webb Management is performing most of the one-on-one stakeholder engagement and it will be incorporated into their findings and recommendations to inform the design needs.**
53. Is it intended that the project will be realized in phases? If so, what phasing strategy should we be aware of at the outset? Is there a target construction completion date that we should be aware of for all or part of the Arts and Culture District? **The goal is to break ground in the spring of 2019. It is likely there will be phases of construction. The City intends to be complete as outlined in the RFP within 2 to 3 years of breaking ground. The timelines of Kimball Art Center and Sundance Institute building timeline is undetermined at this time.**

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54. Are there any fee expectations we should be aware of? **Only that is part of the RFP scoring criteria as outlined in the RFP. Kimball Art Center and the Sundance Institute will hire design services for the detail design of their buildings separately either simultaneously with the City's task 1 serves or shortly following the MPD and plat entitlement approvals.**
55. Who is responsible for the survey? (design team or PCMC) **There has been an initial survey of the site but additional survey work will be needed to complete the Plat Amendment.**
56. Please confirm that NO SD and DD design fees should be included for KAC or SDI. **The fee is for enough DD to get to entitlements for the project. The first mission of Task 1 is to get to the Entitlements. State all assumptions with the fee to make it clear.**
57. Will PCMC lead the land use entitlements/replatting per the scope listed under Section II Site Information? Should the design team include a land use attorney or entitlement consultant or will the city hire this resource? The design team will work with the city to get through the entitlements process. Refer to Ch 15 of the Land Management guidelines for Park City.
58. How will decisions be made between PCMC, SDI, and KAC? Will there be an owner's rep team? **They currently have a working group that includes representatives from KAC, SDI, and various city staff. In the end, this project is city funded so the city and Council will have final say, but they want to be good partners in the project.**
59. Please confirm that Task I for PCMC is through DD (not SD per the project description)? **Task I includes enough DD in order to get through the Entitlements process. More info on what this entails can be found in the City's Land Management Code (Chapter 15).**
60. Contracting format: Would you consider using the contractor for cost estimating? **CMAR = Construction Manager at Risk. The intention is using third part cost estimator early in the project and then have the CM do a check of the numbers.**
61. Can you describe the reference to affordable housing and what that means for your project? **Park City has developed RDA with local income qualifications, aimed at 60%-80% of the AMI. They have also need rentals, aimed at 30%-60% of the AMI. This should be looked at more as workforce housing, supporting the arts.**
62. What is the program for the 60-90,000 SF? Should programming be included in our schedule? **Webb's work in documenting the priorities of what should be included on the site (housing, retail, etc.). A detailed program of spaces will come from the initial work but the general program uses should be defined.**
63. Please confirm that the fees for Tasks 2 and 3 are % of construction. **Confirmed. The City's investment into the Development is anticipated to be between \$50M and \$60M including all consultant fees, construction costs, and \$12.5M land purchase cost. SDI and KAC anticipate funding their portion of the land, design, and construction of their owned buildings.**

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64. Can we contact Webb to learn more about their scope (public outreach)? **Yes. Webb's public outreach has been mainly around what should be on the site. Their scope also included the development of a management plan for the operations of the district. In contrast, the public outreach that is part of this RFP A/E scope is connected to the development of the master plan including open houses, public hearing, and images for publication (website) to communicate the aesthetics of the site design.**