

Park City Municipal Corporation (“PCMC” or “City”)

REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR

**Redevelopment of a 5-Acre Site in the Bonanza Park
/Snow Creek Neighborhood**

Respondents or their agents are instructed not to contact City employees, agents or contractors of the City, selection committee members, the Mayor’s office or staff, members of the City Council, or attempt to externally manipulate or influence the procurement process in any way, other than through the instructions contained herein, from the date of release of this RSOQ to the date of execution of the agreement resulting from this solicitation. City, in its sole discretion, may disqualify a Respondent for violation of this provision.

REQUEST FOR STATEMENTS OF QUALIFICATION (“RSOQ”)

PCMC is inviting statements of qualifications from persons or firms (“Respondent”) to provide the City with their qualifications to redevelop an approximately 5-acre site (“Site”), less approximately one acre that may be dedicated for developing a local arts and cultural facility(s) designed and financed independently, in the Bonanza Park/Snow Creek Neighborhood. PCMC intends to create a shortlist of qualified Respondents to participate in a subsequent Request for Proposal (“RFP”) process.

STATEMENTS OF QUALIFICATION DUE: **Friday, July 26, 2024, at 5:00 p.m.** Submit Statements electronically through U3P or email Grant.Herdrich@parkcity.org. The Statements will be opened after the submission deadline.

RSOQ AVAILABLE: The RSOQ will be available on **Thursday, May 30, 2024**, on U3P and via the PCMC website. Any modifications to the RFP or responses to questions submitted will be added as an addendum to the RSOQ posted in both U3P and the PCMC website. It is the responsibility of Respondents to regularly check for addenda.

QUESTIONS: All questions regarding this RSOQ must be submitted in writing via U3P by **Friday, June 14, 2024, by 5:00 p.m.** **Please do not submit the same question multiple times.** All questions and answers will be treated as public; questions and responses will be posted to U3P no later than **Monday, June 24, 2024, by 2:00 p.m.**

PROJECT LOCATION:	Bonanza Park Neighborhood, Park City, UT 84060 (Parcels: PSA-46-A-X; PSA-46-RE-B-X; PSA-46-RE-C-X; PSA-46-RE-D-X; SA-109-G-X-X; KBC-A-X; KBC-B-X; PCA-110-G-1-X; PCA-110-G-2-A-X; PCA-110-G-3-X)
PROJECT DESCRIPTION (brief):	Redevelopment of an approximately 5-acre site, less approximately 1 acre for developing a local arts and cultural facility(s) designed and financed independently, located in the Bonanza Park/Snow Creek Neighborhood off Kearns Boulevard between Bonanza Drive and Park Avenue.
PROJECT DEADLINE:	TBD
OWNER:	Park City Municipal Corporation P.O. Box 1480 Park City, UT 84060

CONTACT:

Grant Herdrich, JD
Procurement Manager
grant.herdrich@parkcity.org

Statements will remain valid for 90 days after submission. PCMC reserves the right to reject any or all statements received for any reason. Furthermore, PCMC reserves the right to change dates or deadlines related to this RSOQ. PCMC also reserves the right to waive any informality or technicality in statements received when in the best interest of PCMC. PCMC reserves the right to hold interviews for any qualified Respondents who respond to the RSOQ.

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I. Introduction

Purpose of the RSOQ

PCMC is seeking the services of a qualified multi-disciplinary consultant team to partner with to redevelop an approximately 5-acre site, less any land allocated for other projects, in the Bonanza Park District. The 5-acre site is a part of the larger Bonanza Park and Snow Creek Neighborhoods outlined in the [Park City General Plan](#) and a future development should align with the community pillars from [Park City Vision 2020](#), and other adopted planning and transportation initiatives.

This RSOQ is intended to create a shortlist of qualified Respondents who will receive prioritized invitations to respond to a future RFP regarding their vision for the property's redevelopment. Experienced Respondents can be composed of consultants made up of traditional development firms, engineers, architects, landscape architects, community planners, and other relevant groups. **PCMC reserves the right to hold interviews for qualified Respondents who respond to the RSOQ.**

Project Vision

The Park City community desires creative solutions to plan, design, and construct a locally-focused, art-centric, mixed-use development with residential¹ and commercial elements, civic uses and spaces, community gathering areas, artist and maker spaces, and locally owned retail and dining establishments. Integration of connected public pathways and plazas, access to public transportation, and centralized parking are desired to maximize site design and community benefit. This request represents a generational opportunity at the center of one of the most dynamic and vibrant resort towns in the entire world.

Recent discussions have included the dedication of no more than one acre of the Site for the purpose of developing a local arts and cultural facility(s) designed and financed independently, leaving approximately 4 acres for this development. PCMC is willing to explore different types of partnerships and financial structures once a development partner is selected.

¹ Regarding residential development, Park City is seeking housing development that accommodates a “wide range of incomes” including affordable, attainable, market rate, and workforce housing options. Affordable housing units support residents making under 80 percent of the Area Median Income (“AMI”) in Park City. Attainable housing units support residents making between 81 and 150 percent AMI in Park City. Market rate housing units have no AMI restrictions. Workforce housing specifically refers to the units restricted to housing people employed at jobs within Park City limits or school district boundaries regardless of income. Park City's current housing market has substantial overlap in these four categories; mostly with workforce housing that support affordable or attainable rent costs.

Project Background

A [5-Acre Site Feasibility Study](#) was recently conducted by [MKS](#) to obtain a community-led vision for the property. All project updates, public engagement, and planning materials can be found on the project website at www.bonanzapark.com. In addition, the 5-Acre Study ran concurrently with a larger and ongoing [Bonanza Park Small Area Plan](#).



5-Acre Site Boundary & Properties



5-Acre Site relationship within the Bonanza Park Small Area Plan Diagram

Surrounding Development & Context

The **Bonanza Park District** is the oldest commercial district in Park City outside of the historic Main Street area. It is centrally located at the intersection of two of Park City's primary thoroughfares. The area is the City's geographic center, and PCMC is interested in a project that supports and complements adjacent land uses to become a new *locals'* destination.

A successful development program should also reflect the spirit of the six goals identified in the *Bonanza Park Small Area Plan*:

- **Mixed-Use:** The Bonanza Park District of tomorrow will be a mixed-use neighborhood with livability in mind.
- **User-Friendly:** The Bonanza Park District will be a safe haven for pedestrians, cyclists, and transit riders.
- **Local:** The Bonanza Park District will continue to be a "locals' neighborhood" that serves Parkites through and through.
- **Inclusive:** Housing in the Bonanza Park District should strive to be attainable to Park City's workforce.
- **Green:** The Bonanza Park District will add community gathering spaces and new sustainable development.
- **Cultural:** The Bonanza Park District will weave arts and culture into the community fabric.

Current and Future Zoning and Overlays

Current Zoning and Overlays: The Site is currently zoned [General Commercial](#) (GC), a zoning district that focuses on commercial retail, dining, and hospitality, allowing for residential uses as a conditional use. Density is restricted via setback requirements and a building height limit of 35 feet for most structures, which is approximately three stories. Buildings that qualify for an [Affordable Master Plan Development](#) (AMPD) may have a total height of 45 feet, or approximately four stories.

Future Zoning: A future rezoning into a new Bonanza Park Mixed Use District (BPMX) is possible as a result of the Bonanza Park Small Area Plan that is nearing completion. If established, additional regulatory tools and performance zoning elements would help to ensure that future growth in the entire neighborhood reflects a more walkable, mixed-use, and human-scale environment.

Relevant Past Planning Efforts & Documents

There has been limited development activity in the neighborhood over the last decade. Multiple plans, however, have been developed to create a vision for the area. The links below provide information for how the neighborhood can transform under a future partnership.

- [Park City General Plan](#) (2014)

- [Park City Vision 2020](#) (2021)
- Arts and Culture Implementation Plan (2020)
- [Transportation Demand Management Plan](#) (2016)
- [Park City and Summit County Short Range Transit Development Plan](#) (2016)
- [State Road 224 Bus Rapid Transit Locally Preferred Alternative](#) (2018)
- [Park City Forward – a Transportation Blueprint: Transportation Master Plan](#) (2022)
- [Park City Short Range Transit Plan](#) (2022)
- Bicycle and Pedestrian Plan (in progress)
- [2023 Park City Affordable Housing Analysis](#)
- [2021 Housing Needs Assessment](#)

II. Term of Agreement

PCMC intends to create a shortlist of qualified Respondents who will be prioritized in the RFP release for the development of the Site. This RSOQ does not commit PCMC to enter into a contract or proceed with the procurement of this project. PCMC reserves the right to hold interviews for any qualified Respondents who respond to the RSOQ.

III. Contents of Statement and Evaluation Criteria.

RSOQs are intended to provide an understanding of how each Respondent could help the City achieve its vision for the Site and execute a successful project. Responses must demonstrate the Respondent’s qualifications, competence, and experience in other jurisdictions (examples) and provide the requested information in conformity with the requirements found in this RSOQ. Responses must include:

- Cover Sheet **1 page**
- Cover Letter **1 page**
Introductory cover letter identifying the firm, contact information for the proposed project managers, and the reason for interest in the development opportunity. The letter needs to be signed by a principal or authorized officer of the company who may make legally binding commitments.
- Table of Contents (optional) **1 page**
- Statement of Project Understanding and Qualifications **3 page maximum**
Please include a statement of the project understanding and summary of qualifications performing past development work and ability to meet the community’s goals based on the Respondent’s skills and experiences. A general description of the types of uses and character/ function of a potential development that the team would explore for the Site is required—no conceptual drawings, images, renderings, or project cost estimates should

be included in the response. This response should be qualitative and address the criteria outlined.

- e. **Lead Firm Description 1 page**
Description of firm, including information such as history, services offered/general experiences, number of employees, location of office(s), and any M/WBE qualifications.
- f. **Respondent Organization Chart and Roles 1 page**
Include an organizational chart showing the proposed Respondent structure, including the names of each key subconsultant (architect, engineer, legal, etc.), their role, and the key personnel that would be involved in the project.
- g. **Team Resumes 1 page maximum per person**
Provide resumes for the key project personnel listed under “Respondent Organization,” including the location of the primary office to which they are assigned, relevant projects they have worked on, and years of experience. Please identify and include the resume of the person who will be the day-to-day project manager for the proposed development project.
- h. **Relevant Project Experiences 12 page maximum**
Please include information on past projects from the past 15 years that are comparable to the proposed project in scope, program, scale or other key functions. Please highlight the past project’s location, square footage, general program, total development cost, the use of any public incentives, any sustainable certifications, and overall development timeline. Images of the completed or in-process relevant projects are welcome.
- i. **References 1 page**
Please include key references along with each individual’s name, company, title, phone number, email address and project that they were involved with.
- j. **Creative Ideas and Solutions 4 page maximum**
Please provide a description of creative ways your team has provided affordable, attainable, and/or workforce housing using tools, programs, or methods outside of traditional incentives such as LIHTC, Housing Choice Vouchers, etc., or any creative ideas related to achieving the stated project goals. Describe how those methods may be applicable to the Site.
- k. **Developer’s Financial Background 2 pages**
Please describe your experience with private and public/private project financing mechanisms. Provide a general list of private sources of financing used for recent projects describing the type of private source (private investor, REIT, banks, etc.), public sources of financing/incentives used for recent projects, and past bankruptcies or pending financial litigation involving any firm or principal.

Statements will be evaluated on the criteria listed below. Statements are limited to a maximum of **30 pages** excluding the use of section dividers.

Each member of the selection committee shall use the evaluation criteria and points system below to establish their own ranking of the Respondents. The committee shall then use these individual rankings to establish an aggregate ranking of all the acceptable statements. Respondents must score greater than 70% of total points to be eligible for the approved Respondent list. **Table 1: Bonanza 5-Acre Site RSOQ Evaluation Criteria and Point System**

	Total Points Available	Points Awarded
Project Understanding & Approach		
Demonstrates an understanding of the vision and goals set forth by the City	50	
Demonstrates an understanding of the City's desire for a mixed-use development with affordable, attainable, and workforce housing components (including use of LIHTC and/or other incentive tools)	50	
Demonstrates an understanding and/or history of environmental protection and sustainable practices, including the use of construction materials for projects that meet various sustainability metrics similar to Park City's Net Zero goals	30	
Demonstrates a history of incorporating public use amenities as a part of the overall project, including trails and public transportation access	20	
Demonstrates an ability come up with creative solutions to funding challenges, especially for affordable, attainable, and workforce housing and/or mixed-use developments	30	
Team Qualifications & Background		
Key team members have credentials relevant to their field of expertise	30	
Have worked in Utah or have team members who have worked in Utah	10	
Capabilities		
Demonstrates successful projects similar to the desired mid-scale, mixed-use, mixed-income project within the last 10 years	50	
Demonstrates sustainable and net zero principles in past projects and/or provides examples of principles and how they could be applied to this project	10	
Demonstrates ability to be creative in overall project design	30	
Demonstrates a successful history of working with municipalities to create projects funded by public-private partnerships	20	
Demonstrates financial capacity and ability to execute a project of similar nature	50	
Executed past projects to completion within a reasonable timeline and stayed within budget	50	

Includes a history of housing developments with affordability as a component utilizing other housing tools outside of LIHTC (e.g. vouchers)	50	
Shows a history of engaging local team members and subconsultants	20	
History of engagement with the general public and key stakeholders throughout development process	20	
Grand Total		

Submittals should be a maximum of **30 pages** excluding section dividers. Any additional pages will not be considered past the maximum allowance.

Should it be necessary, the selection committee shall notify those Respondents to be given further consideration and interviewed. The interview requirements and format will be provided to the finalists in advance.

If interviews are held, the selection committee will consider all documents, the presentation/interview if applicable, the response to the RSOQ, information gained while evaluating responses, and any other relevant information to make its determination. The committee will select the Respondent(s) which, in the committee's sole judgment, is best able to provide the required services described herein to be shortlisted for a future RFP process.

NOTE: Price information shall not be submitted; if a Respondent provides this information, it shall not be considered.

PCMC reserves the right to reject any and all statements for any reason. Statements lacking required information will not be considered.

IV. Government Records Access and Management Act.

All submittals will be treated as public records in accordance with the requirements of the Government Records Access and Management Act, Title 63G, Chapter 2 of the Utah Code (“GRAMA”) unless otherwise designated by the Respondent pursuant to Utah Code § 63G-2-309, as amended. The burden of claiming an exemption from disclosure shall rest solely with each Respondent. Respondent shall submit any materials for which Respondent claims a privilege from disclosure marked as “Confidential” and accompanied by a statement from Respondent supporting the exemption claim. PCMC shall make reasonable efforts to notify Respondent of any GRAMA requests for documents submitted under an exemption claim. Respondent waives any claims against PCMC related to disclosure of any materials pursuant to GRAMA. Please note the following:

- a. Respondent must not stamp all materials confidential. Only those materials for which a claim of confidentiality can be made under GRAMA, such as trade secrets, pricing, non-public financial information, etc., should be stamped.
- b. Respondent must submit a letter stating the reasons for the claim of confidentiality for every type of information that is stamped “Confidential.” Generally, GRAMA only protects against the disclosure of trade secrets or commercial information that could reasonably be expected to result in unfair competitive injury. Failure to timely submit a written basis for a claim of “Confidential” may result in a waiver of an exemption from disclosure under GRAMA.
- c. For convenience, a Business Confidentiality Request Form (“BCR Form”) is attached to this RSOQ as **Attachment 1**. Respondents must submit a completed BCR Form at the time of submission of any statement.

V. Ethics.

By submission of a statement, Respondent represents and agrees to the following ethical standards:

REPRESENTATION REGARDING ETHICAL STANDARDS: Respondent represents that it has not: (1) provided an illegal gift or payoff to a city officer or employee or former city officer or employee, or his or her relative or business entity; (2) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, or brokerage or contingent fee, other than bona fide employees of bona fide commercial selling agencies for the purpose of securing business; (3) knowingly breached any of the ethical standards set forth in the City's conflict of interest ordinance, Chapter 3.1 of the Park City Code; or (4) knowingly influenced, and hereby promises that it will not knowingly influence, a city officer or employee or former city officer or employee to breach any of the ethical standards set forth in the City's conflict of interest ordinance, Chapter 3.1 of the Park City Code.

VI. Selection Process

Statements will be evaluated on the criteria listed in Section IV, Contents of Statement and Evaluation Criteria, above.

The selection process will proceed on the following anticipated schedule:

Table 2: Bonanza 5-Acre Site RSOQ Schedule	
RSOQ Release	Wednesday, May 30, 2024
Clarification Questions Due	Friday, June 14, 2024 at 5:00 pm (MT)

Clarification Questions Responses Released	Monday, June 24, 2024 at 2:00 pm (MT)
Submissions Due	Friday, July 26, 2024 at 5:00 pm (MT)
Evaluations Conducted by the Selection Committee	Monday, July 29 through Friday, August 2, 2024
Interviews Conducted (online) ¹	Week of August 12, 2024
Short-Listed Respondents Announced	Week of August 19, 2024

¹ PCMC and the selection committee may ask qualified Respondents to participate in an interview to discuss their qualifications in further detail. Interview requirements will be provided to those Respondents selected for further consideration.

VII. General Provisions

- a. No Representations or Warranty. It is the responsibility of each Respondent to carefully examine this RSOQ and evaluate all of the instructions, circumstances and conditions which may affect any statement. Failure to examine and review the RSOQ and other relevant documents or information will not relieve Respondent from complying fully with the requirements of this RSOQ. Respondent's use of the information contained in the RSOQ is at Respondent's own risk and no representation or warranty is made by PCMC regarding the materials in the RSOQ.
- b. Cost of Developing Statements. All costs related to the preparation of the statements and any related activities are the sole responsibility of the Respondent. PCMC assumes no liability for any costs incurred by Respondents throughout the entire selection process.
- c. Equal Opportunity. PCMC will make every effort to ensure that all Respondents are treated fairly and equally throughout the advertisement, review, and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.
- d. Statement Ownership. All statements, including attachments, supplementary materials, addenda, etc., will become the property of PCMC and will not be returned to the Respondent.
- e. Modification of RSOQ. PCMC reserves the right to cancel or modify the terms of this RSOQ and/or the project at any time and for any reason preceding the contract execution. PCMC will provide written notice to Respondents of any cancellation and/or modification.

- f. Financial Responsibility. No statement will be accepted from, or contract awarded to, any person, firm or corporation that is in arrears to PCMC, upon debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the PCMC, or that may be deemed irresponsible or unreliable by PCMC. Respondents may be required to submit satisfactory evidence demonstrating the necessary financial resources to perform and complete the work outlined in this RSOQ.

- g. Local Businesses. PCMC's policy is to make reasonable attempts to support local businesses by purchasing goods and services through local vendors and service providers, subject to Federal, State, and local procurement laws.

VIII. Exhibits

- a. Attachment 1 – Business Confidentiality Request Form

Attachment 1

REQUEST FOR PROTECTED STATUS

(Business Confidentiality Claims under Utah's Government Records Access and Management Act ("GRAMA"), Utah Code § 63G-2-309)

I request that the described portion of the record provided to Park City Municipal Corporation be considered confidential and given protected status as defined in GRAMA.

Name: _____

Address: _____

Description of the portion of the record provided to Park City Municipal Corporation that you believe qualifies for protected status under GRAMA (identify these portions with as much specificity as possible) (attach additional sheets if necessary): _____

The claim of business confidentiality is supported by (please check the box/boxes that apply):

- () The described portion of the record is a trade secret as defined in Utah Code § 13-24-2.
- () The described portion of the record is commercial or non-individual financial information the disclosure of which could reasonably be expected to result in unfair competitive injury to the provider of the information or would impair the ability of the governmental entity to obtain the necessary information in the future and the interest of the claimant in prohibiting access to the information is greater than the interest of the public in obtaining access.
- () The described portion of the record would cause commercial injury to, or confer a competitive advantage upon a potential or actual competitor of, a commercial project entity as defined in Utah Code § 11-13-103(4).

REQUIRED: Written statement of reasons supporting a business confidentiality claim as required by Utah Code § 63G-2-305 (1) –(2) (attach additional sheets if necessary):

NOTE: Claimant shall be notified if the portion of the record claimed to be protected is classified as public or if the determination is made that the portion of the record should be disclosed because the interests favoring access outweigh the interests favoring restriction of access. Records claimed to be protected under this business confidentiality claim may not be disclosed until the period in which to bring the appeal expires or the end of the appeals process, including judicial appeal, **unless the claimant, after notice, has waived the claim by not appealing the classification within thirty (30) calendar days.** Utah Code § 63G-2-309(2).

Signature of Claimant: _____ Date: _____