

REDEVELOPMENT AGENCY OF SALT LAKE CITY

**REQUEST FOR PROPOSALS
TO PROVIDE
COMMUNITY ENGAGEMENT, ARCHITECTURAL,
& DESIGN CONSULTANT SERVICES FOR:**

**A DESIGN STRATEGY FOR THE
CULTURAL DISTRICT KNOWN AS THE
JAPANTOWN AREA**

August 23, 2019

Responses due:
Monday, October 7 at 3:00 p.m. MST



SLCRDA

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SECTION I – REQUEST FOR PROPOSALS (“RFP”) INFORMATION

GENERAL PURPOSE

The Redevelopment Agency of Salt Lake City (“Agency”) is issuing a request for proposals (“RFP” or “Proposal”) from qualified landscape architecture, urban design, land use planning, and community engagement specialists (“Applicant(s)”) to produce design concepts, schematics, and design guidelines for streetscape improvements and placemaking, including implementation and maintenance costs by improvement, for Salt Lake City’s Japantown located at 100 South between 200 West and 300 West (“Japantown”). Please see the Project Boundaries section for more details.

The selected consultant’s initial work (“Consultant”) will be based on a preferred list of ideas from the Japanese American community. The Consultant will also engage with the public at large (“Community”) for further visioning and ideas, and work with property owners in the area (“Stakeholders”) to produce three final concept and schematic options and general design guidelines for the area (“Design Strategy”). Please see the Project Tasks and Deliverables section for more details.

PROJECT HISTORY

The area bound by South Temple, State Street, 300 South, and 700 West was the core of the Japanese American community beginning in the early 1900’s. The flourishing Japantown area was largely dismantled by the construction of the Salt Palace in the 1960’s. Since then, Salt Lake City (“City”) and Salt Lake County (“County”) have worked with the Japanese American community to support the revitalization of the area, including officially recognizing 100 South between 200 West and 300 West as Japantown Street in 2007. Japantown Street is the north side of Block 67 (which is bound by 100 South and 200 South, 200 West and 300 West), and the remaining heart of the Japanese American community that resides there is comprised of the Japanese Church of Christ and Salt Lake Buddhist Temple. The churches sponsor festivals throughout the year and are passionate about creating a renaissance for Japantown as a cultural and economic asset for the City in partnership with the Japanese Community Preservation Committee.

Block 67 is of locational importance within the downtown core. It has seen limited to no new development for several decades and has a significant amount of underutilized and vacant land. The Ritchie Group has proposed plans to develop much of Block 67 through the West Quarter project including retail, residential, and office. The Japanese American community expressed concerns about the development and requested that the West Quarter project consider the enhancement and revitalization of Japantown. As such, the Agency conducted a Facilitation Process (“Facilitation Process”) between the Ritchie Group, the County (as a financial partner in the West Quarter project and as the owner of the Salt Palace with frontage on Japantown Street), and the Japanese American community, about how to mitigate the potential impacts of the Ritchie Group’s proposed West Quarter project on Japantown and to work with Stakeholders to determine how to enhance the Japantown area.

As a result of the Facilitation Process, representatives of the Japanese American community produced a list of potential streetscape enhancements to be implemented for Japantown (“Potential Improvements” or “Potential Improvements List”). Additionally, the Redevelopment Agency of Salt Lake City Board of Directors (“Board”) slated funding for a consultant to assist the Japanese American community in transforming the Potential Improvements List into a Design Strategy for the area. Finally, a working group was created including the Japanese American community, Ritchie Group, County, and Agency (“Working Group”) to work with the Consultant throughout the design and community engagement process.

This scope provides a general description of the Stakeholders, tasks, and deliverables involved for the Applicant to develop their Proposal for the Design Strategy. This scope and any Proposals are to comply with all applicable municipal codes observed by the City.

PROJECT BOUNDARIES

The area for this scope is to include 100 South from 200 West to 300 West (“Survey Area”), but should be contextually sensitive to the surrounding area. See map attached as *Exhibit A: Survey Area Map*.

SCOPE OF SERVICES

The selected Consultant will provide, directly or through sub-consultants, the following Scope of Services as based on the RFP requirements. Once a Consultant is selected, a final Scope of Services will be produced based on the Consultant’s proposed timeline to complete the project, and the Consultant shall enter into a written agreement with the Agency to provide the services required under the Scope of Services.

PROCESS

This RFP process will inform the creation of the Design Strategy as described in Tasks 1 through 6, which are listed here and detailed throughout the RFP:

- Task One: *Project Management, Work Plan, and Schedule*
- Task Two: *Inventory and Summary of Key Points from Existing Plans and Previous Public Engagement Efforts*
- Task Three: *Existing Conditions/Area Analysis and Cultural District Best Practices Nationwide*
- Task Four: *Community Engagement and Public Vision*
- Task Five: *Draft Design Strategy Including Concepts and Design Guidelines*
- Task Six: *Final Design Strategy Including Concepts, Schematics, and Design Guidelines*
- Task Seven: *Tasks One Through Six Design Strategy Final Report*

PROJECT TEAM

The Consultant will work with Agency staff as the client throughout the process and be available for presentations of deliverables as listed within the RFP and Scope of Services. The Consultant team may consist of one or multiple consulting entities with expertise in landscape architecture, urban design, land use planning, and community engagement. Desired qualifications include prior experience with designing small area plans in conjunction with the community and stakeholders. Experience working with traditionally marginalized groups in a culturally sensitive manner a plus. The management team is to include Agency staff and the Consultant (“Management Team”).

SCHEDULE

The Design Strategy process will be completed within six to nine months from execution of the Scope of Services agreement. All tasks must be completed and the *Task Seven: Tasks One Through Six Design Strategy Final Report* must be submitted to the Agency by the final due date. Applicants are required to submit a detailed schedule for all project tasks and deliverables. Please see *Task One: Project Management, Work Plan, and Schedule* below for more details. Each assignment given to the Consultant by the Agency shall be completed in a timely fashion and in accordance with any schedules agreed upon at the time of the assignment of a task.

PROJECT TASKS AND DELIVERABLES

Task One: Project Management, Work Plan, and Schedule

The Consultant will meet with Agency staff for an initial meeting and project background. The Consultant will then develop an overall project management and work plan (“Work Plan”) including a complete schedule to execute the RFP from start to finish with milestones and completion dates for each task.

Additionally, the Consultant will:

- Schedule the Management Team to meet at the conclusion of each task to review findings and discuss next steps prior to the final deliverable being produced.
- Include the estimated amount of hours and cost of project tasks and deliverables within the schedule.
- Lead all meetings that take place with the Management Team, Working Group, and Community, and provide meeting minutes to Agency staff.
- Be available for any additional meetings as determined by the Agency.
- Include each completed deliverable within the *Task Seven: Tasks One Through Six Design Strategy Final Report*, and maintain a consistent format and layout of information throughout the report.

Task One Deliverables:

- The Consultant will develop a *Project Management, Work Plan, and Schedule* for Task One through Seven including a complete schedule, estimated hours, and cost.

Task Two: Inventory and Summary of Key Points from Existing Plans and Previous Public Engagement Efforts

The Consultant will perform all necessary due diligence to understand the Japantown and Block 67 area including its history, official municipal plans related to the area, and previous community engagement efforts around Japantown. The Consultant will:

- Review and reference as applicable all plans that have been created that include 100 South between 200 West and 300 West. Include any relevant information, including but not limited to, the municipal general plan and the Downtown Master Plan, city code and ordinances, zoning map, housing plans, and transportation plans.
- Work with Agency staff to understand the Facilitation Process and Potential Improvements List.
- Compile an inventory and summary of key feedback from prior community engagement efforts. At a minimum, this task will include compiling feedback from all previously led City and County community engagement efforts around Japantown as well as efforts made by the Japanese American community.
- Perform an assessment of the compiled plans/community engagement efforts to identify which efforts were implemented successfully, which were implemented but not effective, and which efforts have not yet been implemented and why. Also note, if applicable, the reason for their respective success or failure.

Task Two Deliverables:

The Consultant will produce an *Inventory and Summary of Key Points from Existing Plans and Previous Public Engagement Efforts* final report including the above items at a minimum of existing plans, previous community engagement efforts, and their outcomes.

Task Three: Existing Conditions/Area Analysis and Cultural District Best Practices Nationwide

The Consultant will:

- Establish a basic understanding of the following current existing conditions information for the Survey Area as the basis for the Design Strategy. Items include but are not limited to:
 - Built environment.
 - Social dynamics.
 - Economic dynamics.
 - The West Quarter project plans.
 - Any other items the Consultant finds relevant.
- Research successful cultural districts nationwide including the following items to be incorporated as recommendations or elements within the Design Strategy. Items include but are not limited to:
 - Leadership structure (how are cultural districts owned and operated?)
 - Best practices for management and growth.
 - Successful design elements.
 - Successful funding sources.
- Research and provide examples from at least three different cities.
- In conjunction with the Working Group, reach out to the Consulate General of Denver which represents Utah (contact to be provided), and gather best practices and/or additional insight for the Design Strategy.

Task Three Deliverables:

- *Existing Conditions/Area Analysis and Cultural District Best Practices Nationwide* final report that includes:
 - Existing conditions constraints and opportunities summary and map.
 - National cultural district research results and Consulate General of Denver insight.
 - All data used to make assessments in the form of appendix(ices).

Task Four: Community Engagement and Public Vision

Please see the Project History section above for the background on the most recent engagement efforts with the Japanese American community and the Potential Improvements List that was created with a focus on placemaking and streetscape improvements for the Survey Area. The Consultant's community engagement and design work will be based on the initial Potential Improvements List. For the full list, please see *Exhibit B: Potential Improvements List*.

- Step One: Working Group Introduction
 - To start, the Consultant will lead at least one meeting with the Working Group to understand the history, vision, and Potential Improvements List to inform the Consultant's process. This may include walkabouts on Japantown Street.
- Step Two: Public Vision Events
 - The Consultant will schedule public vision event(s) with Agency staff and be responsible for promoting and hosting at least one to two charrettes for the Community to participate and provide feedback on ideas for the Survey Area ("Visioning Event(s)"). The Consultant will lead the charrette process, collect feedback, take rich photos of the events, and work with Agency staff to identify the main applicable ideas and themes that arise.

- The Consultant will utilize the main ideas and themes to create an overall vision (“Public Vision”) to contribute to the Potential Improvements List and be incorporated in the final Design Strategy.
- In addition to the Consultant’s promotion of the Visioning Event(s), the Consultant will work with the Working Group and Agency staff for an additional list of participants to be invited.
- Step Three: Public Vision Results Presentation for the Working Group
 - The Consultant will hold at least one meeting with the Working Group to explain the Visioning Event results, the overall Public Vision, and how it contributes to and may be incorporated within the Potential Improvements and Design Strategy.
 - The Consultant will gather feedback from the Working Group on the Public Vision results presentation and work with Agency staff to incorporate Working Group feedback into the final community vision report and Design Strategy.
- Step Four: Community Vision Final Report
 - The Consultant will compile a final report for Agency staff that includes a synopsis of all Task Four steps, including photos.
- Step Five: Incorporate Public Vision Results into the Design Strategy
 - The Consultant will incorporate the results of Task Four into the Design Strategy as applicable.

In Addition:

- The Consultant will be available for any scheduled Working Group meetings (currently once per month) and may invite the Working Group to participate in additional meetings as needed. The Consultant will lead engagement with the Working Group and its leadership.
- As mentioned above, any community engagement activities that the consultant conducts are to be in sync with, and based upon, the Facilitation Process and Potential Improvements List.
- Feedback gathered from the community engagement process is intended to disclose the general vision and values of the community. It is not intended to prescribe land uses or a specific development program for any space within the Survey Area.
- Any other engagement activities as recommended by the Consultant.

Task Four Deliverables:

- *Community Engagement and Public Vision* final report including a summary of the Public Vision process and results including events, promotional materials, Working Group meeting(s), and photos.

Task Five: Draft Design Strategy Including Concepts and Design Guidelines

Using information gathered in Tasks Two through Four, the Consultant will create three high level design concepts for the Survey Area (“Option One”, “Option Two”, and “Option Three”, or “Options”).

- The Options should include installation and ongoing maintenance cost by improvement. This should not be a lump sum by Option, but be broken down by each improvement. For example, if themed street lamp posts are included in an Option, cost of installation as well as ongoing maintenance for the lamp posts would be included.
- **Option One Design Concept:** It should include all applicable ideas from the Potential Improvements List, Public Vision, and Consultant research regardless of total installation and maintenance cost.

- **Option Two Design Concept:** It should accomplish the most prevalent themes from the Potential Improvements List, Public Vision, and Consultant research at a middle ground of total installation and maintenance cost.
- **Option Three Design Concept:** It should be the most cost effective option, with low upfront costs and low cost of ongoing maintenance, while accomplishing as much as possible from the most prevalent themes from the Potential Improvements List, Public Vision, and Consultant research.
- **Improvements Menu:** The Consultant will compile an overall list (“Improvements Menu”) of all placemaking and streetscape improvement items that appear within the Options including their installation and maintenance costs by improvement. The Improvements Menu is intended to clarify all costs associated with improvements so that the Working Group may prioritize their preferred plan, next steps, and requests for funding accordingly. At a minimum, this should be a simple chart with an image and name of the improvement and include which Options it appears in, general information, installation cost, and maintenance cost.
- **Design Guidelines:** The Consultant will determine and recommend general design guidelines based on all previous tasks that may be used for a small area plan, or other applicable tool, to lay the groundwork that future development in the area aligns with the vision of the Design Strategy.
- Additionally, the Consultant will:
 - Implement best practices from nationwide cultural district research as applicable.
 - Include material recommendations for architectural applications, area branding, locations for and types of public artworks, and other placemaking elements.
 - Develop an analysis of the Options, describing opportunities and challenges associated with each.
 - Develop a timeline for Option implementation, including potential short-term, mid-term, and long-term implementation steps.
 - Produce generalized concepts including: renderings, maps, and/or other visual aids to illustrate the Options.
- After the Design Strategy options have been designed:
 - The Consultant will hold at least one meeting with the Agency staff to present the draft Design Strategy and gather feedback.
 - The Consultant will hold at least one meeting with the Working Group and present the draft Design Strategy and gather feedback.
 - The Consultant will present the draft Design Strategy to the Board at a scheduled Board meeting and gather feedback. The Consultant will work with Agency staff to prepare the Board meeting presentation and schedule the meeting date. In preparation for the Board meeting, small group meeting(s) with Board members may be required.
- The Consultant will incorporate applicable Agency, Working Group, and Board feedback into the final Design Strategy.

Task Five Deliverables:

- Any presentation materials needed for presentation meetings, including working with Agency staff to prepare the Board meeting presentation.
- *Draft Design Strategy Including Concepts and Design Guidelines.*
- *Draft Design Strategy Including Concepts and Design Guidelines* final report including all items from Task Five.

Task Six: Final Design Strategy Including Concepts, Schematics, and Design Guidelines

The Consultant will take feedback garnered from the Agency, Working Group, and Board on the draft concepts from Task Five, and incorporate it into the final Design Strategy.

- After the final Design Strategy concepts, schematics, and design guidelines have been designed:
 - The Consultant will hold at least one meeting with Agency staff to present the final Design Strategy.
 - The Consultant will present the final Design Strategy to the Board at a scheduled Board meeting. The Consultant will work with Agency staff to prepare the Board meeting presentation and schedule the meeting date. In preparation for the Board meeting, small group meeting(s) with Board members may be required.
 - The Consultant will organize, promote, and host a final Community event to unveil the final concept, schematics, and design guidelines to showcase how the results of the Visioning Events(s) were incorporated.

Task Six Deliverables:

- Any presentation materials needed for presentation meetings, including working with Agency staff to prepare the Board meeting presentation.
- Based on the Design Strategy concepts produced in Task Five, the Consultant will incorporate feedback garnered from the Task Six steps and create a *Final Design Strategy Including Concepts, Schematics, and Design Guidelines*. Please note that the addition of schematics are incorporated into this task.
- *Final Design Strategy Including Concepts, Schematics, and Design Guidelines* final report including all items from Task Six.

Task Seven: Tasks One through Six Design Strategy Final Report

Task Seven Deliverable:

- The Consultant will produce a *Tasks One through Six Design Strategy Final Report* incorporating all deliverable items from Task One through Six as a comprehensive document with a consistent presentation and formatting of information throughout.

BUDGET

The project budget is \$100,000 to be paid to the Consultant by the Agency.

SECTION II – SUBMISSION INFORMATION

SUBMISSION REQUIREMENTS

Applicants shall provide the following information in their Proposal for evaluation:

- **Cover Page**
 - One page.
 - Content limited to image, project title, firm name, and logo(s).
- **Cover Letter**
 - One page.

- Provide the name, contact phone number, email address, and mailing address of the person to whom all correspondence should be sent regarding questions about the application, requests for interviews, or notifications regarding Consultant selection. This person will be responsible for disseminating information to the Applicant's entire team.
- **Consultant Team Qualifications and Experience**
 - Provide a description of the Applicant team's relevant experience with comparable projects, including:
 - Identification and role of key individuals on the Applicant team including their background and experience, including sub-consultants, if applicable.
 - Examples of the Applicant team's experience with comparable design projects including:
 - Community engagement and working with underserved communities to produce amicable results for all stakeholders.
 - Experience designing projects that celebrate a cultural identity.
 - Provide no more than five examples, include visuals and photos as applicable.
- **Project Understanding**
 - Maximum 800 words and two pages.
 - Explain your understanding of Japantown history and current goals, the plans for development on Block 67, Salt Lake City Downtown Master Plan and area zoning, and how these elements may mesh for a revitalization of Japantown.
 - Include an outline of the objectives for this project, significant opportunities and constraints, and key issues.
- **Question Response Page**
 - Maximum 400 words and one page.
 - Answer the following questions:
 - What do you see as the main focus/purpose for this project?
 - How do you anticipate engaging the community and incorporating feedback within the already existing narrative and plans around Japantown?
 - What kind of potential do you see for this area?
- **Project Approach**
 - Maximum 2,000 words and five pages.
 - Address your approach to each task within the scope.
 - Include sample renderings/graphics where applicable.
 - Indicate tasks or sub-tasks that will be performed by sub-consultants, if any.
- **Schedule**
 - One page, no word limit.
 - Please layout your anticipated schedule including the tasks and deliverables required within the RFP.
- **Budget Allocation by Task**
 - One page, no word limit.

- Please outline the overall budget allocation by task and project total. Include an estimate of the cost of sub-consultants, if applicable.
- **Appendix (Optional)**
 - Applicants are encouraged to attach up to two similar final work products from previously completed projects. Please keep examples to a reasonable length.

SUBMISSION INSTRUCTIONS

- Responses are due in the Agency’s office on or before Monday, October 7 at 3:00 p.m. MST.
- Responses to the RFP that are not received in the Agency offices prior to the time and date specified will be considered late. Late responses may be denied at the option of the Agency.
- The Redevelopment Agency of Salt Lake City reserves the right to:
 - Reject any incomplete or irregular submissions.
 - Waive any non-material irregularity in submissions.
 - Reject any and all responses.
- Please mail or drop off the following at the Agency Office:
 - Proposal in standard letter size: 8 ½” x 11”
 - Ten printed hard copies.
 - Thumb drive with file submission saved as a PDF file.
 - Please note that these materials, including the thumb drive, will not be returned.
- Please submit responses to:
 - Corinne Piazza, Project Manager
Redevelopment Agency of Salt Lake City
451 South State Street, Room 118
Salt Lake City, Utah 84111
- Responses **must** be delivered by FedEx, UPS, or in person to the Agency office. Please **do not send responses via USPS** as doing so will cause a delivery delay that will prevent receipt by the deadline.
- It is the Applicant’s responsibility to ensure delivery of its submission to the Agency by the designated date and time.

SECTION III – SELECTION INFORMATION

SELECTION PROCESS

The Agency will form a Selection Advisory Committee (“Advisory Committee”) comprised of representatives from the Working Group, and any other representatives as determined by the Agency, to evaluate all Proposals received by the deadline and provide recommendations to the Agency. The Agency intends to employ the following process:

1. If necessary, a short-list of Applicants will be identified: Upon evaluation of the Proposals, the Advisory Committee may recommend a short list of Applicants. The Agency may invite the short list of consultants to present their ideas to the Advisory Committee. The Advisory Committee may request additional information for short list Applicant presentations.

2. The Advisory Committee may recommend their top choices to the Agency. The Agency may select a first place and runner up Consultant.
3. If a Consultant is selected, the Agency will inform the selected Consultant and begin the procurement process to complete a contract, including a final Scope of Services based on the Consultant's proposed timeline to complete the project. The first place Consultant will be given a defined period of time to negotiate a contract with the Agency. In the event that a contract is not negotiated within the set timeframe, the Agency reserves the right to enter into negotiations with the next highest ranked Consultant without the need to repeat the RFP process.

SELECTION CRITERIA

The following is a guide to the criteria that will be used in evaluating Applicant Proposals:

- Quality and completeness of information submitted in response to this RFP.
- Demonstrated understanding of the history of, and challenges for, Japantown, the development of Block 67, the Stakeholders, and the goals of this RFP.
- Consultant team experience and characteristics.
- Evaluation of past projects and experience.
- Experience working with underserved communities.
- Experience with community engagement to inform overall deliverables and design plan.
- Experience with cost evaluation of design elements.
- Experience designing projects that celebrate a cultural identity.
- Example(s) of high quality work product including well-designed deliverables with an acute attention to detail and thorough presentation of information.
- Capacity to undertake and complete the project in a timely manner.
- Team work ability with client and community, proven success with a project similar to this RFP.

SECTION IV – GENERAL INFORMATION

The Applicant, by submitting a response to the RFP, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of the RFP including, but not limited to, the Agency's selection of a Consultant(s), the Agency's rejection of any or all Proposals, and the terms of any Scope of Services agreement that might be entered into as a result of the RFP.

QUALIFICATIONS

The selected Consultant shall possess extensive design expertise and experience in one or more of the following areas: landscape architecture, urban design, land use planning, and community engagement.

WRITTEN AGREEMENTS REQUIRED

Once a Consultant is selected, a final Scope of Services will be produced based on the Consultant's proposed timeline to complete the project, and the Consultant shall enter into a written agreement with the Agency to provide the services required under the Scope of Services. The Scope of Services may be modified by written agreement.

ADDENDA TO RFP AND QUESTIONS REGARDING RFP

Addenda to the RFP, if issued, will be posted to the Utah Public Procurement Place (“UPPP”) website and will be on file in the Agency office. Links to the UPPP website as well as general information about this RFP can be found on the Agency’s website (www.slcrcda.com).

In the event that an Applicant has any questions regarding this RFP, the Applicant must submit questions in writing through the UPPP website (www.purchasing.utah.gov/for-vendors/) no later than Wednesday, September 11 at 5:00 pm MST. Responses to questions received through the UPPP website will be posted to the UPPP website and will not disclose the name of the Applicant asking the question. Only the question and response will be included. As such, verbal inquiries in person or by phone, or written inquiries by email or mail, for any clarification or question, will not be answered. Please note that the Applicant should *not* submit their Proposal via UPPP, and should see the Submission Instructions section for details on how to submit their Proposal.

Applicants or their agents are instructed not to contact Advisory Committee members, City officials or employees, 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 RFP to the date of execution of a written agreement resulting from this solicitation. The Agency, in its sole discretion, may disqualify applicants who violate these instructions.

EQUAL OPPORTUNITY REQUIREMENTS

The developer, its tenants, employees, contractors, and primary sub-contractors will not discriminate against or with respect to any person or group of persons on any unlawful basis throughout the RFP process.

WITHDRAWAL OF PROPOSALS

Proposals shall not be withdrawn and shall remain open for acceptance by the Agency for a period of forty-five days from the time and date set for the opening of Proposals.

RIGHT TO REJECT/WAIVE IRREGULARITIES

The Agency reserves the right to reject any and all submissions and to waive any irregularity, informality, or technicality in submissions received, in the interest of the Agency. If terms cannot be mutually agreed upon, the Agency may enter into negotiations with another Applicant.

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 Agency assumes no liability for any costs incurred throughout the entire selection process.

REPRESENTATION REGARDING ETHICAL STANDARDS FOR AGENCY OFFICERS AND EMPLOYEES AND FORMER AGENCY OFFICERS AND EMPLOYEES

The Applicant must represent that it has not: (1) provided an illegal gift or payoff to an Agency officer or employee or former Agency 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, brokerage or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; (3) knowingly breached any of the ethical standards set forth in Salt Lake City's conflict of interest ordinance, Chapter 2.44, Salt Lake City Code; or (4) knowingly influenced, and promises that it will not knowingly influence, an Agency officer or employee or former Agency officer or employee to breach any of the ethical standards set forth in the Salt Lake City's conflict of interest ordinance, Chapter 2.44, Salt Lake City Code.

PUBLIC INFORMATION

Applicants are hereby advised that all Proposals shall become Agency property at the time of submission. Information contained in the Proposals submitted to the Agency will be available to the public upon inquiry immediately following the execution of a written agreement between the Agency and such Applicants.

SECTION V – EXHIBITS

Exhibit A: Survey Area Map



Survey Area

Exhibit B: Potential Improvements List

Potential Improvement(s)	Purpose
Create placemaking on 100 South:	Create placemaking on 100 South that represents Japantown as a unique and easily recognizable place with a focus on Japanese design. Ideas include themed street lighting, ability to place banners to promote festivals on streetlights, grand entrance on either end of 100 South, Japanese themed public art, streetscape, and landscaping, including landscaping standards for the Survey Area.
Design a festival street:	Design street improvements including access to electricity and removable bollards to enhance 100 South as a festival street for the Japanese American community festivals.
Create a non-church related gathering place on 100 South:	Design gathering spaces such as green space medians on 100 South (but with consideration of Salt Palace truck loading needs).
Improve walkability of 100 South:	Design elements to improve the walkability of 100 South, such as placing a crosswalk to enhance connectivity of Japantown Street to the West Quarter project.
Additional ideas:	The Japanese American community would like to see the high crown on 100 South fixed for easier setup for festivals, as well as the power lines buried.

** Potential improvements are subject to future funding and will take into consideration ongoing maintenance cost and impact.*