



Salt Lake City Corporation

Request for Proposals, RFP No. SLCI26119

Historic Exhibit Advisory, Design, Production, Fabrication and Installation Services

Salt Lake City Office of the Mayor

I. REQUEST FOR PROPOSALS (RFP) OVERVIEW

Issued By: Salt Lake City Corporation, Purchasing Division

Salt Lake City Corporation (the "City") is soliciting competitive sealed proposals from qualified offerors to provide advisory, design, production, fabrication and unit installation services for a historic exhibit.

The City's procurement processes, including this competitive solicitation, are governed by Salt Lake City Code Chapter [3.24](#) and Salt Lake City Administrative Rules for Procurement Article [53-1A](#).

Issue Date: Date stated in U3P posting

Question Due Date: Date stated in U3P posting

Close Date: Date stated in U3P posting

Mandatory Site Visit: See below, General Information, paragraph 2.

Purpose of this Solicitation

The purpose of this RFP is to competitively select an offeror or offerors (Offeror or Offerors) to enter into a contract with City to perform the "scope of work" (Attachment 2).

It is anticipated that this RFP will result in a single contract award to the responsive and responsible Offeror with the highest score justified by the procurement code.

Salt Lake City Corporation is soliciting for an Offer(s) to provide exhibit advisory, design, production, fabrication and installation services for the City and County Building. The total contract amount shall not exceed \$120,000.00. It is anticipated that the term of the resulting agreement will be for one (1) year completing upon final exhibit installation by Summer, 2027, final date to be determined.

All exhibit designs, schematics, materials, installation methods, will be reviewed by the City & County Building Conservation & Use Committee before final acceptance and installation.

Term

The contract resulting from this RFP will be for one (1) year.

RFP Contents

RFP document (this document)

Attachment 1: Sample Agreement

Attachment 2: Scope of Work

Attachment 3: Cost Sheet

Attachment 4: Score Sheet

Attachment 5: Confidentiality Form

All proposals submitted in response to this RFP MUST be submitted electronically through the Utah Public Procurement Place (U3P) website as detailed in Section III, Proposal Submission, below.

Proposal Submission Deadline: The deadline is the date and time listed in U3P. The upload of all proposal documents MUST be fully complete by the date and time deadline or the proposal will not be accepted.

NO LATE PROPOSALS WILL BE ACCEPTED.

II. GENERAL INFORMATION

A. Sample Agreement. Any contract resulting from this RFP will include, but not be limited to, the Sample Agreement (Attachment 1). Exceptions and/or additions to the Sample Agreement are strongly discouraged. For more information regarding exceptions, please see Section III, Proposal Submission, below.

B. Mandatory Site Inspection.

Mandatory Site Inspection: There will be a mandatory site inspection held from 11:30 a.m. until 12:30 p.m. Wednesday, July 8, 2026 at The Salt Lake City & County Building located at 451 South State Street, Salt Lake City Utah, 84111 on the 3rd floor. All interested Offerors **must** be in attendance. Any prospective Offerors who arrive late to the site inspection will not be allowed to submit a proposal nor continue with the site inspection. Failure to attend the site visit shall result in the disqualification of any Offeror that does not have an authorized representative attend the entire duration of

the mandatory site visit. An attendance log will be maintained including the name of each attendee, the entity the attendee is representing, and the attendee's contact information, minutes of the site visit, and copies of any documents distributed by the City to the attendees and shall be published as an addendum to the solicitation.

- C. Insurance Requirements. Offerors should review the required insurance coverage and notice of policy cancellation requirements that will be part of the resulting contract(s). Such insurance information is provided under Paragraph 5 of the Sample Agreement (Attachment 1). Proposed pricing must include associated insurance costs. The selected Offeror will be required to provide insurance certificates meeting all requirements at the time of notification of conditional selection.

For insurance policies listed in Paragraph 5 that require Offeror to include Salt Lake City Corporation as an additional insured, you will be required to have the policy endorsed to provide either 30-days "Notice of Cancellation to a Third Party" or 30-days "Notice of Material Change to a Third Party." A copy of the endorsement must be provided with the Certificate of Insurance. (Note: Either endorsement may be conditioned to allow 10-days notice if the reason for the cancellation is non-payment of premiums).

- D. The selected Offeror must be registered with the following websites prior to signing the Agreement.
1. Business Registration with the State of Utah: www.corporations.utah.gov
 2. System for Award Management: Sam.gov
 3. E-Verify: <https://www.e-verify.gov/e-verify-employer-search>
- E. Offerors or their agents are instructed not to contact selection 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 the Agreement resulting from this solicitation. City, in its sole discretion, may disqualify Offerors who violate this paragraph.
- F. Offerors or their agents are instructed not to submit any gifts or promotional items with Offeror's proposal. City employees are not allowed to accept such items regardless of their value.
- G. Cost of Developing Proposals. All costs related to the preparation of the proposals and any related activities are the sole responsibility of the Offeror. The City assumes no liability for any costs incurred by Offerors throughout the entire selection process.
- H. Interviews. City may establish a date and time for interviews or presentations and shall notify eligible Offerors of such date and time. Offerors invited to interviews or presentations shall be limited to those Offerors meeting the minimum requirements and minimum technical score threshold specified in the RFP. Representations made

by an Offeror during interviews or presentations shall become an addendum to the Offeror's proposal and shall be documented. Representations must be consistent with the Offeror's original proposal and may only be used for purposes of clarifying or filling in gaps in the Offeror's proposal. Interviews and presentations will be at the Offeror's expense.

- I. Proposal Ownership. All proposals, including attachments, supplementary materials, addenda, etc., shall become the property of the City and will not be returned to the Offeror.
- J. No proposal shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears to the City upon a debt or contract or that is in default, as surety or otherwise, upon any obligation to the City, or that may be deemed irresponsible or unreliable by the City. Offerors may be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in this RFP.
- K. Proposal Submission.

Subject to any exceptions Offeror identifies pursuant to subparagraph III(2)(c), Offeror's submission of a proposal or other offer or submission constitutes the Offeror's agreement to all of the terms, conditions and provisions of the proposal package, or other solicitation documents. By the submission of proposal or other offer or submission, the Offeror represents that the matters stated in such proposal, offer, or submission are true and correct. By submitting a proposal, offer, or submission; Offeror also acknowledges that the Offeror is willing to enter into the agreement if awarded the contract.

By submitting this proposal, the Offeror does hereby offer to perform such services on behalf of the City in the manner described and subject to the terms and conditions set forth in the attached proposal. Services will be performed at the rates set forth in said proposal.

By submitting this proposal, Offeror acknowledges that it has viewed all materials published on U3P, including any addenda to this RFP.

- L. The City reserves the right to reject any or all proposals received. Furthermore, the City shall have the right to waive any informality or technical defect in proposals received when in the best interest of the City.
- M. Samples. Samples of items, when required, must be furnished by the Offeror free of expense to the City. If not destroyed by testing, samples may be returned at the Offeror's expense, if return is requested, in writing, at the time the sample is furnished.

N. Brand Names. Brand names and numbers, when used, are for reference only. They are intended to identify the performance level, characteristics, and quality desired. Other brands, of approved equal quality, may be considered for award. In the event of substitution, Offeror's proposal must clearly describe the article and the proposal must state the brand name and product number of the substitution offered. The determination of the Chief Procurement Officer, in consultation with the ordering department, shall be final and conclusive in determining the equality of alternates.

When the brand name, model number, or level of quality is not stated by the Offeror, it is understood that the services, supplies, or equipment offered are exactly as specified herein.

III. PROPOSAL SUBMISSION

A. U3P Registration and Submission

1. Registration

Registration is required for electronic submission. It is the Offeror's responsibility to register for notification to receive any changes, corrections, question/answer documents, and addendums issued for RFP documents.

Offeror must complete a one-time registration by providing their company information through Bonfire. Click this [link](#) and select "Register" to complete the registration process.

Once registered the Offeror may go to this link: [Utah Public Procurement Place \(U3P\)](#), to search and select any RFP project listed, log-in, download the project documents, ask questions, confirm an intent to respond, and respond to solicitations published there. Failure to register and log-in with an intent to respond to a RFP constitutes an automatic waiver of Offeror's right to receive a direct notification of any changes, corrections or addenda for a RFP.

2. Submission

ELECTRONIC SUBMISSION REQUIRED. THERE IS NO OPTION TO SUBMIT A PAPER RESPONSE.

All proposals submitted in response to this RFP **MUST** be submitted electronically and **MUST** be submitted through the U3P website. The deadline for submission stated is a hard deadline. If a proposal response is not fully and completely uploaded at the stated date and time, the proposal will not be accepted by the U3P website and will not be considered.

Deadline for submission: The deadline for complete proposal submission, including all uploads is listed in U3P.

Responses through the U3P website require uploading of electronic attachments. The U3P site will accept a variety of document types, including but not limited to Word, Excel, and PDF attachments, but not all document types are necessarily compatible with the U3P website. You MAY NOT submit documents that are embedded (zip files), movies, wmp, mp3 or mp4 files or password protected files, etc. Such actions may cause your response to be deemed as “non-responsive”.

After uploading your response file, Offerors MUST go to “Submit and Finalize” and click “SUBMIT & FINALIZE MY SUBMISSION” to complete the process.

Please allow sufficient time to complete initial registration, including any online forms, and to upload documents. The solicitation will end at the closing time published. If you are in the middle of uploading your documents at the closing time, the system will stop the process and your response will not be received by the system. It is recommended that the submission process be completed the day prior to the due date, with the understanding that any subsequent changes/updates to that initial submission will still be accepted up to the due date and time for complete proposal submission.

The City does not own, manage or provide administration services for U3P. Any issues with the platform must be directed to their admin information located on the website.

3. Proposal Content

Upload cover sheet and response document as described below to the U3P website. Your proposal must be uploaded and the electronic submission completed by the time and date specified. Other uploaded documents such as an exceptions document, declarations of confidentiality, or other reference documents related to the primary response criteria are allowed but should be minimal. Do not include links to Offeror’s website in Offeror’s response.

DO NOT submit all pages of this RFP document with response. Include only the response sections described below:

a. Cover Sheet including the following information:

Company Name: _____

Doing business as: ☐ an individual ☐ a partnership ☐ a corporation

☐ a limited liability company (*mark appropriate box*), duly organized under the laws of the State of _____.

Name of Authorized Representative:

PRINCIPAL OFFICE ADDRESS:

Telephone:

Email Address:

Indicate if Offeror is registered with the following websites State of Utah Department of Commerce business search, Sam.gov, and E-Verify as further described in Section II.D. above.

b. Minimum Mandatory Requirements and Technical Response

When preparing proposals, Offeror shall reply to each of the minimum mandatory requirements and technical scoreable criteria in the order listed. Restate each numbered point listed below followed by Offeror's response in full, narrative sentences and provide any requested materials. OR The minimum mandatory requirements below will be included in the Bonfire event and will require a response in the form of a yes/no answer, a narrative response, or the upload of supporting documentation, as specified.

c. Exceptions

Exceptions and/or additions to the Sample Agreement (Attachment 1) are strongly discouraged.

Any exceptions submitted or required acceptance of an Offeror's terms and conditions may render the submission as non-responsive to the requirements listed. The City shall be the sole determiner of the acceptability of any exception. Exceptions shall be considered in the evaluation and the award processes.

The City may refuse to negotiate exceptions and/or additions that are determined to be excessive; that are inconsistent with similar contracts of the procurement unit; to warranties, insurance, or indemnification provisions that are necessary to protect the procurement unit after consultation with the City Attorney's Office or other applicable legal counsel; where the solicitation specifically prohibits exceptions and/or additions; or that are not in the best interest of the procurement unit.

An award resulting from this RFP is subject to successful contract terms and conditions negotiation (if required). The City may reject a proposal if execution of the Agreement by the Offeror is unduly delayed. In a multiple award, the City reserves the right to negotiate exceptions and/or additions to terms and conditions in a manner resulting in expeditious resolutions. Contracts may be executed and become effective as negotiations are completed.

Offeror must provide the City's Sample Agreement for this solicitation in Microsoft Word format with redline edits along with Offeror's proposal as a separate and distinct document and clearly marked "Exceptions or Additions to RFP documents". Additional terms or documents must be submitted in separate Microsoft Word documents. Offeror must also provide the name,

contact information, and access to the person(s) that will be directly involved in legal negotiations.

Exceptions and/or additions submitted after the date and time deadline for receipt of proposals will not be considered.

Offerors may not submit requests for exceptions and/or additions by reference to an Offeror's website or URL. URLs provided with a proposal may result in that proposal being rejected as non-responsive.

d. Confidentiality

If applicable to Offeror's proposal submit the following:

- i. A written claim of business confidentiality accompanied by a concise written statement of reasons supporting the claim of business confidentiality. **Blanket claims that the entire RFP is confidential will be denied and the proposal may be considered non-responsive.** (Please use the form provided with this RFP).
- ii. One redacted version of the proposal for public release, with all protected business confidential information either blacked-out or removed, clearly marked as "Redacted Version".
- iii. One non-redacted version for evaluation purposes clearly marked as "Protected Business Confidential Information Included Within".

All three of the foregoing items must be submitted concurrently with the records (with the initial proposal submission and with any other records submitted by Offeror during the evaluation process).

All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the Offeror that are submitted to the City, as part of the proposal or otherwise, shall become the property of the City when received by the City and may be considered public information under applicable law. The City is subject to the disclosure requirements of the Government Records Access and Management Act, Title 63G, Chapter 2, Utah Code Annotated (GRAMA). The City generally considers proposals and all accompanying material to be public and subject to disclosure.

The City cannot guarantee that any information will be held confidential. If the Offeror makes a claim of business confidentiality, the City, upon receipt of a request for disclosure, will determine whether the material should be classified as public or nonpublic, and will notify the offeror of such determination. The Offeror is entitled under GRAMA to appeal an adverse determination. **The City is not obligated to notify the Offeror of a request to see the Offeror's proposal, and will not consider a claim of confidentiality, unless the Offeror's claim of**

confidentiality is made at the time of proposal submission in accordance with GRAMA.

e. Cost Proposal

Offeror must upload a completed cost proposal form through U3P. If an Offeror fails to upload a completed cost proposal form, then its proposal will be considered non-responsive and the proposal will be rejected.

Failure to submit cost or pricing data separately may result in Offeror's proposal being judged as non-responsive and ineligible for contract award.

Offerors must not include costs or pricing data in their responses to the mandatory minimum requirements and the technical response.

VI. QUESTIONS AND CLARIFICATION

If Offerors have questions, need clarification of provisions, or think the City has omitted anything from this RFP which is necessary to a clear understanding of the work, or should it appear that various instructions are in conflict, then the Offeror shall submit questions online through the U3P website prior to the questions due date and time listed in U3P.

No interpretation of the meaning of any provision in this RFP, nor correction of any apparent ambiguity, inconsistency, error, or any other matter pertaining to this RFP shall be made to the Offeror orally. All questions requesting clarification or interpretation of any section or sections of this RFP must be submitted online through the solicitation on the U3P website prior to the date and time listed in U3P.

Questions received after the question submission date identified above may not be considered nor receive a response. If questions prompt the need for changes to the RFP document(s), the City will issue a written addendum. Any Q & A information and/or written addendums issued by the City shall be available for interested Offerors to view or download through the U3P website within a reasonable period of time following the above referenced deadline.

VII. PROPOSAL CONTENT

When preparing proposals, Offeror shall reply to each of the following minimum mandatory requirements and technical scoreable criteria in the order listed. Restate each numbered point listed below followed by Offeror's response in full, narrative sentences and provide any requested materials. The score sheet has been attached to this RFP as Attachment 4: Score Sheet. The score sheet states the relative weight that will be given to each technical scoreable criteria.

A. Minimum Mandatory Requirements

Offerors must demonstrate the ability to meet or exceed the minimum mandatory requirements below will be included in the Bonfire event and will require a response in the form of a yes/no answer, a narrative response, or the upload of supporting documentation, as specified. Please review each requirement and its response instructions carefully. Failure to provide the required information may result in proposal being considered non-responsive and not eligible for further consideration.

The following mandatory minimum requirements must be met in order for a proposal to be considered responsive:

1. City Ethics Requirement. Offeror must include the following two paragraphs in Offeror's proposal including Offeror's own written acknowledgement that Offeror has read the first two paragraphs and agrees to comply with the terms thereof. Failure to do so will result in disqualification of Offeror.

Representation regarding ethical standards for city officers and employees and former city officers and employees. The offeror 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 or 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 2.44, Salt Lake 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 2.44, Salt Lake City Code.

It is the City's policy that City employees are prohibited from personally accepting gifts, incentives, or marketing or promotional items from suppliers and that suppliers shall not offer such items to City employees. Such offers from suppliers are inappropriate and may result in suspension or debarment of the supplier from the City's procurement processes.

2. Offeror shall indicate if Offeror and/or Offeror's subcontractor(s) will be using or offering GenAI technology, model(s), service(s), or system(s).
 - a. If yes, provide the following information below details regarding the GenAI system(s). Failure to provide details regarding the GenAI system(s) may result in disqualification.
 - b. GenAI Model Name (including LLM Version, all model names/owners for the solution or offering)
 - c. Applications/Product Owner (GenAI powered or driven)
 - d. Product Description
 - e. Use Case(s)
 - f. Intended Information Domain

- g. Update procedure
- h. Bias Detection: Explain any measures or safeguards implemented to ensure the GenAI system is not adversely affecting decisions that materially impact access to, or approval for, housing or accommodations, education, employment, credit, health care, and criminal justice.

All of the items described in this section are non-negotiable. However, if a manufacturer's specification is used or identified above, then a proposal may include, in sufficient detail, that its proposal contains an equivalent brand.

B. Technical Scorable Criteria

1. Qualifications

- a. A statement of the firm's experience and qualifications to meet the requirements of the City as outlined herein. Include;
 - i. General overview and history of your company
 - ii. Number of years in business
 - iii. Number of employees
 - iv. Corporate headquarters location
 - v. Type of business
- b. Identify proposed staff members who would be involved in providing the services requested herein and submit statements or resumes detailing their qualifications.
- c. If applicable, identify any of the work that you intend to subcontract to others and identify the proposed subcontractors including names, specific assignments, and the qualifications of the subcontracting firm and its key personnel.
- d. Detail your firm's experience in providing the services requested in Attachment 2. Scope of Work for similar customers of similar size, scale and complexity, with dates of project timeline and completion, and customer name (if not protected by confidentiality). Provide a minimum of three (3) examples and outcomes of collaborative projects where you worked with multiple entities, agencies or firms. By providing such information and content you agree that neither the City nor the clients referenced shall have any liability regarding the provision of such references or the City's use of such references in making selections under this RFP. Additionally, if the task list in Attachment 2. Scope of Work, section IV does not align with industry standards or practices, please make necessary adjustments. Identify what is being corrected and why and then detail your approach.
- e. In addition to the information and qualifications specified above, identify any special knowledge or skills provided by your firm that may be related to or helpful to the services requested herein.

2. Statement of Approach and Timeline
 - a. A statement of your understanding of the City's project and a general description of your proposed approach to the project's scope of services.
 - b. A detailed work plan outlining each required task necessary for completion of the project described in the project scope of services.
 - c. A tentative schedule for completing the work.
 - d. In addition to the specific service proposals specified above, identify and/or recommend any additional or innovative services and products provided by your firm that may be related to complete the project.
 - e. Detail your quality assurance protocol and policy.
3. Identify the major risks associated with this project. For each risk, identify those activities which can be undertaken to reduce, mitigate or eliminate the risk. Identify the associated responsibilities. Ensure that these activities are reflected in your project and management plans.
4. Examples of Similar Projects
 Documented experience of services with similar scope of work, complexity of project, and nature of customer.
 - a. Established record of advisory, design, production, fabrication and installation excellence for museum facilities or similar.
 - b. Quality and complexity of work as demonstrated through submitted case-studies, work samples, images and schematics.
 - c. Detail your warranty, service, and repair plan(s).

3. Policy Criteria

Some consideration will be incorporated into the scoring of proposals for the following criteria as further described in Attachment 4: Score Sheet. Provide a point by point response to the following questions.

- i. Interest in sustainability, recycling, and other environmental matters. The City has an interest in doing business with suppliers that have implemented formal sustainability plans and have operations with minimal adverse impact on the environment. Please state whether your firm has a formal sustainability plan, program or policy and, if so, please attach a copy to your proposal. Any sustainability plan, program or policy should address recycling, re-use of materials, and reduction of waste. Please describe any environmentally-friendly measures such as alternative fuel vehicles, recycling measures, and energy reduction measures used by your firm in its operations.
- ii. Business Certification. Please indicate all that apply.
 1. None
 2. (MBE) Minority Business Enterprise

3. (WBE) Women Owned Business Enterprise
4. (SBE) Small Business Enterprises
5. (SDVBE) Service Disabled Veteran Owned Enterprises
6. (LBE) Local Business Enterprises

iii. Is Offeror considered a Local Small Business? (Defined as Offerors that have a fixed office or distribution point within City boundaries, possess a City business license stating a City address, employ no more than thirty (30) full time employees (meaning employees working 40 hours per week, 50 weeks per year), and have annual gross revenues not in excess of one million dollars (\$1,000,000.00).)

a. Cost Proposal

i. Cost Proposal

This is a not-to-exceed-amount of \$120,000.00 Complete and submit Attachment 3: Cost Proposal.

Proposed prices must include all costs associated with the performance of the services specified, including materials, supervision, labor, insurance, transportation, delivery, fuel or other surcharges, demurrage, and related costs. **Charges not listed in the RFP response will not be allowed.** All prices and fees must be in U.S. dollars.

The resulting contract is ineligible for price changes, or an increase in funds and must be guaranteed for the duration of the contract.

VIII. PROPOSAL EVALUATION PROCESS

A. Stage 1: Initial Review

In the initial phase of the evaluation process, City will review all proposals timely received. Non-responsive proposals not conforming to RFP requirements or unable to meet the mandatory minimum requirements will be eliminated from further consideration.

B. Stage 2: Technical Proposal And Policy Criteria Evaluation

Responsive proposals will then be evaluated by an evaluation committee appointed by City against the proposal technical scoreable criteria noted in this RFP. Proposals will be evaluated against the technical scoreable criteria as follows:

Technical Category #1 (100 Points):

Technical Category #2 (50 Points):

Technical Category #3 (25 Points):

Technical Category #4 (150 Points):

Policy Criteria (12.19 Points):

Total Technical Points Possible: 337.19 points

Offerors that achieve minimum score threshold of 236.0 points will proceed to Stage 3: Cost Proposal Evaluation. Offerors with a score of less than the minimum required technical points will be ineligible for further consideration.

The evaluation score sheet has been attached to this RFP. The attached evaluation score sheet states the relative weight that will be given to each technical scoreable criteria.

The evaluation committee, for this RFP, will tally the final scores for criteria other than cost to arrive at a consensus score by the following method: an average of the individual scores.

C. Final Stage: Cost Proposal Evaluation

The cost proposal will be evaluated independently from the technical proposal.

The Offeror with the lowest total cost will receive 144.5 points, or 100% of the total cost points. All other Offerors will receive a portion of the total cost points based on what percentage higher their total cost is than the total lowest cost. The formula to compute the points is: $\text{Cost Points} \times (\text{Lowest Proposed Price} / \text{Proposed Price})$.

It is anticipated that this RFP will result in a single contract award to the responsive and responsible Offeror with the highest score justified by the procurement code.