

**RFP for Arts Center Feasibility Study**  
**Heber Valley Community Arts Center Coalition**

The Heber Valley Community Arts Center Coalition in conjunction with the Wasatch County Arts Council is requesting qualifications from independent arts consultants for preparation of a feasibility study of a proposed Heber Valley Community Arts Center. Under this RFP, the Heber Valley Community Arts Center Coalition is also requesting that consultants provide a total cost estimate to prepare the feasibility study and provide a cost breakout by study component (see attached study outline).

**SCOPE OF WORK**

1. By February 15, 2018, prepare the feasibility study per the attached outline. Meet or conference weekly with point-of-contact members of the Coalition while the study is being prepared. Note that for most of the five study components, detailed spreadsheets are acceptable deliverables along with a description of the supporting methodology, sources, and assumptions.
2. Present the results of the completed feasibility study to a combined group of stakeholders including the Coalition, Wasatch Arts Council and members, Heber City and Midway City Councils, and the Wasatch County Council (at a date to be determined) as well as one public meeting.
3. Engage as many local decision makers including representatives of various Wasatch County-based arts organizations in preparing the study.

**EVALUATION OF PROPOSALS:**

An analysis and evaluation of all qualifications will be made to determine the best qualified firm. The following weighted criteria will be used to evaluate responses submitted per this RFP.

1. Ability of consultant to provide a quality study based upon a review of similar work completed and a review of resumes of those to be directly involved in preparing and completing the proposed study. Points Possible = 30

Points shall be scored as follows:

- Superior Ability = 30 Points
- Above Average Ability = 20 Points
- Average Ability = 10 Points
- Below Average Ability = 0 Points

2. Responsiveness and timeliness for previous clients (based upon a check of at least three references provided by the consultant in response to this RFP). Points Possible = 30

Points shall be scored as follows:

- Superior Responsiveness and Timeliness = 30 Points
- Above Average Responsiveness and Timeliness = 20 Points
- Average Responsiveness and Timeliness = 10 Points
- Below Average Responsiveness and Timeliness = 0 Points

3. Price of service. Reasonableness of total price and components will be taken into account. Points Possible = 30

Points shall be scored as follows:

- Very Reasonable Price of Service = 30 Points
- Reasonable = 20 Points
- Somewhat Reasonable = 10 Points
- Not Reasonable = 0 Points

4. Location of firm. Points Possible = 10

Points shall be scored as follows:

- Within 125 mile radius of project = 10 Points
- Within state = 5 Points
- Out of state = 0 Points

**DUE DATE:**

Funding is being provided through the Wasatch County Arts Council. Proposals are due to Dallin Koecher at the Heber Valley Chamber of Commerce by email at 5:00 p.m. on September 15, 2017 at the following email address:

Email Address: [dallin@gohebervalley.com](mailto:dallin@gohebervalley.com)

**CLARIFICATIONS AND QUESTIONS:**

Please contact Dallin Koecher at: 435-654-3666 ext.13