



Integrated Space Planning, Design, and Furniture Supply Services

Request for Proposals (RFP)



January 5, 2026

Mountainland Association of Governments (MAG) is inviting firms to submit Proposals for integrated space planning, design, and furniture supply services.

1. Introduction and Objective

1.1 Purpose of Request

Mountainland Association of Governments (MAG) has recently acquired a new office building and is soliciting proposals from qualified firms to provide a comprehensive, turnkey solution for our new office located at 282 River Bend Ln, Provo, UT 84604. MAG seeks a single qualified Vendor for professional space planning, interior design, commercial furniture specification, procurement, and installation. MAG will not accept proposals that require separate direct contracts for design and furniture procurement. The selected Vendor will be solely responsible for ensuring that the proposed design fits the physical space and meets MAG's operational needs.

1.2 Project Objective

The primary goal of this project is to successfully consolidate two distinct MAG locations into a single, unified headquarters that fosters organizational cohesion. The design must strike a strategic balance: creating a welcoming and professional environment for public visitors while providing a peaceful, ergonomically supportive, open-office workspace for staff. We seek a solution that encourages cross-departmental collaboration without sacrificing the acoustic privacy and focus required for high-productivity work.

1.3 Project Phases

The project has two phases: (1) first-floor cafe reconfiguration and (3) third-floor office space.

The first-floor cafe layout must be reconfigured to serve as a large meeting and event space as needed while retaining functionality as an employee cafeteria/break room. This space must be designed to adapt to various types of meetings and events, including in-person and virtual meeting options; therefore, furniture should be lightweight, reconfigurable, and easily stored. The target date for furniture installation and punch list completion in this space is June 1, 2026.

The second phase of this project includes the planning, design, procurement, and installation of MAG's offices located on the third floor, which will include shared work spaces, private offices, a classroom, conference rooms, reception, small break areas, and a private wellness space. The target date for furniture installation and punch list completion in this space is July 1, 2026. The target date may be extended to October 1, 2026 at the latest, depending on the current tenant move-out date.

The interior layout and location of the various spaces (cafeteria/events space, conference rooms, offices, etc.) can be reviewed in the Building Layout Plan designated as Exhibit A.

2. Background and Current Environment

- Current Location: 586 E 800 N, Orem and 478 S. Geneva Rd, Vineyard
 - New Location: 282 River Bend Ln, Provo, UT 84604
 - Project Size: Cafe approx. 4,500 sq. ft. Third Floor approx. 13,550 sq. ft.
 - Staff Count: Currently approximately 70; anticipated growth to 78 over 5 years.
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3. Scope of Work (SOW)

The Vendor shall provide services in three categories:

Space Planning & Design

- Needs Assessment: Conduct interviews with Agency leadership and staff to determine workflow, storage requirements, and departmental adjacencies.
- Field Verification: The Vendor is responsible for field-measuring the new facility. The Vendor assumes full responsibility for the accuracy of measurements and the fit of all furniture components.
- Layout Design: Provide [2-3] conceptual floor plans (2D and 3D renderings) showing:
 - Workstations/Cubicles (Power and data location coordination included).
 - Private Offices.
 - Conference Rooms and Collaborative Areas, including first-floor cafe/event space.
 - Support Spaces (Breakrooms, Reception, Storage, Wellness Room).
- Safety Compliance: Ensure all layouts comply with ADA (Americans with Disabilities Act) and local Fire/Life Safety codes.

Furniture, Fixtures, and Equipment Selection & Specification

- Product Selection: Recommend commercial-grade furniture that meets ANSI/BIFMA standards for durability and safety.
- Finishes: Provide physical samples of fabrics, laminates, and paints for Agency approval. Furniture should be cohesive in appearance and align with MAG's brand.
- Budget Management: Provide a detailed "Good/Better/Best" option analysis demonstrating innovative and reasonably-priced solutions for a governmental organization.

Procurement, Delivery & Installation

- Order Management: Handle all ordering, tracking, and freight logistics.
- Installation: Receive, inspect, and install all furniture.
- Debris Removal: Remove all packing materials (cardboard, pallets, plastic) from the site daily.
- Punch List: Conduct a final walkthrough with the Agency Project Manager to identify and resolve any damages or missing items prior to final payment.

4. Vendor Qualifications

To be considered for award, the Respondent must demonstrate the following:

1. Authorized Dealership: Proof that the vendor is an authorized dealer for at least one major Tier-1 commercial furniture manufacturer (e.g., Steelcase, Herman Miller, Haworth, Knoll, Teknion, etc.).
2. Single Point of Contact: The vendor must assign a dedicated Project Manager who will oversee both the design and installation phases.
3. Experience: Evidence of at least three (3) successfully completed government or corporate projects of similar size and scope in the last five years.

5. Submission Requirements

Proposals should be written in a clear, narrative format and should not exceed 25 pages; the cover, cover letter, and resumes are not included in the total page count. Submittals should include the following 7 elements and be sent as a .pdf via email to Jessica Delora (jdelora@magutah.gov) with a CC to Shelly Leavitt (sleavit@magutah.gov).

1. Letter of Transmittal
 - a. Brief introduction of the firm and why you are the best fit for this project.
 - b. Primary contact name, title, phone, and email
 - c. Authorized signatory statement
2. Executive Summary
 - a. Brief overview of the firm's qualifications
 - b. Summary of the proposed approach
3. Project Team and Qualifications
 - a. Organizational chart
 - b. Resumes of key personnel assigned to this project
 - c. Subconsultants (if any)

- d. Description of similar prior projects and how unique organizational needs were evaluated and resolved.
- e. Images and floor plans from previous projects that demonstrate your design capabilities.
- 4. Project Approach and Methodology
 - a. Office design strategy and process
 - b. Project and schedule management strategy
 - c. Coordination with electrical/data/IT contractors and/or Agency staff
 - d. Budget management plan
- 5. Proposed Schedule
 - a. Start date
 - b. Milestones for both phases
 - c. Completion dates for both phases
- 6. Cost Proposal
 - a. Design Fee: Hourly Rate or Flat Fee.
 - b. Furniture Discount: Percentage off Manufacturer List Price by category.
 - c. Installation Labor: Hourly rate or percentage of project total.
 - d. Freight/Shipping: How is this calculated?
 - e. Other Costs: Anything else we haven't considered.

6. Project Timeline

Milestone	Date
RFP Issue Date	January 5, 2026
Optional Pre-Proposal Walk-Through	February 2, 2026, 10am, 282 River Bend Ln, Provo, UT 84604
Deadline for Questions	February 6, 2026, 5:00 PM MST via email to Jessica Delora (jdelora@magutah.gov) and CC to Shelly Leavitt (sleavitt@magutah.gov).
Answers Posted	February 10, 2026, 2:00 PM MST at magutah.gov/new-building-rfp/
Proposals Due	February 19, 2026, 5:00 PM MST via email to Jessica Delora (jdelora@magutah.gov) and CC to Shelly Leavitt (sleavitt@magutah.gov).

Vendor Interviews (optional)	February 23-26, 2026
Contract Award Date	March 4, 2026
Phase 1 Completion Deadline	June 1, 2026
Phase 2 Completion Deadline	July 1- October 1, 2026, dependent on tenant relocation

7. Evaluation Criteria

Proposals will be evaluated based on "Best Value," not just the lowest price. If the cost of the highest-ranked firm is deemed unreasonable or not within the project budget, MAG may contract with the next qualified firm.

A selection committee will evaluate proposals based on the following criteria and may choose to interview a short list of firms (MAG may introduce other criteria to be used to score interviews):

Criteria	Weight
Design Capability and Proposed Solutions	30%
Cost and Value	30%
Qualifications and Experience	20%
Methodology and Project Management	15%
References	5%

8. Contractual Stipulations

The selected Vendor will be required to sign a contract with MAG, including, but not limited to, the scope of work, deliverables, compensation, insurance requirements, schedule expectations, GRAMA compliance, and termination clauses. A contract must be executed by March 31, 2026.

8.1 Required Completion and Acceptance Criteria

Progress payments will be made for work in progress. The final invoice payment will be made after all of the work has been completed and the final estimate, project records, and documentation have been received and accepted by MAG as accurate and complete.

8.2 Applicable Federal and State Regulations

The Vendor shall conform to all applicable state and federal regulations.

8.3 Authorization to Begin Work

Notice to proceed will be given by MAG as soon as the contract is approved, signed by all parties, and returned to MAG. The selected Vendor can expect an informal Notice to Proceed via email, followed by a copy of the executed contract, which will be provided to the Vendor.

8.4 Required Key Personnel Qualification

The Vendor shall be responsible for ensuring all personnel proposed in response to this RFP are qualified through training, experience, and appropriate certification for the tasks assigned and shall have a working knowledge of industry-standard practices.

8.5 Required Availability of Key Personnel

When Vendors list personnel in the proposal, key personnel and their roles should be identified. The Vendor agrees to make the personnel available to complete work on the contract at whatever level the project requires.

8.6 Required Proposal Contents

The Vendor's proposal should contain the information identified in Section 5: Submission Requirements.

8.7 Proposal Evaluation Procedures

The Selection Team will evaluate the proposal in accordance with the criteria described in Section 7: Evaluation Criteria.

8.8 Conditions of Request for Proposals

All costs related to preparing the proposal and related activities, such as interviews and contract negotiations, are the sole responsibility of the Vendor. MAG assumes no liability for any costs the Vendor incurred throughout the selection process.

8.9 Disposition of Proposals

Proposals and their content become the property of MAG and are treated as protected documents. The proposal of the successful Vendor shall be open to public inspection for one year after the award of the contract. RFPs of Vendors who are not awarded contracts shall not be open to public inspection.

If the Vendor selected for the award has required in writing the nondisclosure of trade secrets and other proprietary data so identified, the MAG Project Manager shall examine the request in the proposal to determine its validity prior to the award of the contract. If the parties do not agree to the disclosure of data in the contract, the MAG Project Manager shall inform the Vendor in writing what portion of the proposal will be disclosed and that, unless the Vendor withdraws the RFP, it will be disclosed. If the Vendor withdraws their proposal, the Vendor will not be awarded the contract.

8.10 Ownership of Documents

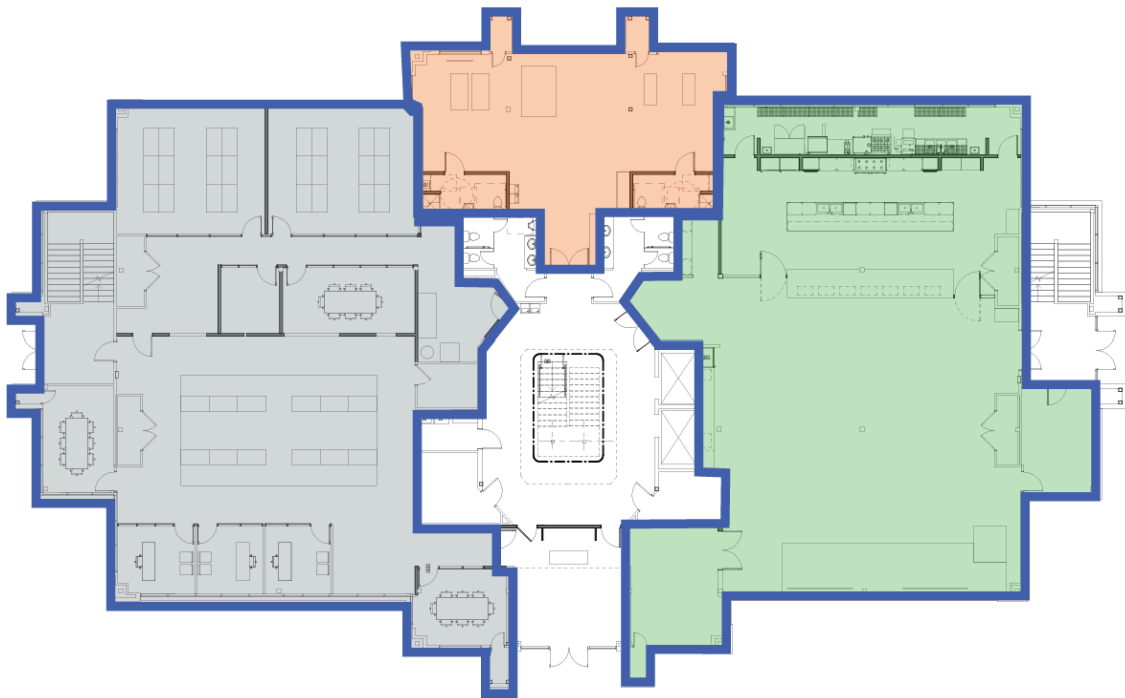
All documents, deliverables, or products prepared or obtained by the Vendor as a result of working on this contract shall be delivered to and become MAG property.

Exhibit A

First Floor

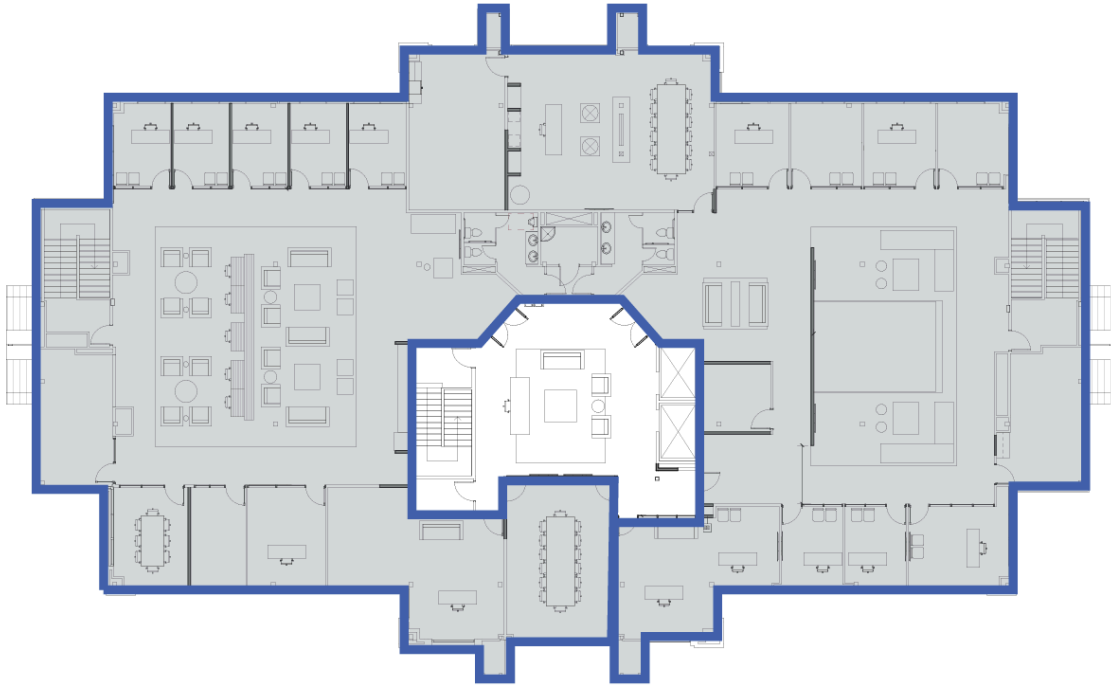
Legend:

- Green - Cafeteria/Large Meeting Room
- Grey - Future office space (out of scope of this RFP)
- Peach - Fitness room



Main Floor Total: ±12,650 SF

Third Floor



Third Floor Total: ±13,559