

OGDEN CITY CORPORATION REQUEST FOR PROPOSAL



Arts Programming in the Nine Rails Creative District

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Division: Ogden City C.E.D. and Cultural Services

Date: July 30, 2025

REQUEST FOR PROPOSAL

Arts Programming in the Nine Rails Creative District

Advertisement

Ogden City is requesting sealed proposals from qualified non-profit organizations to provide arts programming within the Nine Rails Creative District. The purpose of this RFP is to fund projects that add vibrancy to the district and engage the community in the arts through programs, events, and art-based initiatives.

Proposal packets are available and may be obtained by downloading from the Ogden City website at:

<https://www.ogdencity.gov/264/Purchasing>

Proposers are responsible for securing any and all addenda issued.

Sealed responses submitted to this RFP shall be submitted to the Purchasing Office, c/o 2nd Floor Information / Constable Desk, 2549 Washington Blvd, Ogden, UT, 84401 by August 22, 2025, no later than 12 PM. Submit as a single and complete PDF document on a USB drive.

LATE PROPOSALS WILL NOT BE ACCEPTED.

Ogden City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City.

Ad Published: Saturday, August 2, 2025

Ogden City Corporation

Request for Proposal

Arts Programming in the Nine Rails Creative District

I. INTRODUCTION

Ogden City is seeking proposals from non-profit organizations to deliver impactful arts programming in the Nine Rails Creative District during Fiscal Years 2026 and 2027. The intent is to support projects that add vibrancy to the district and engage the community in the arts through programs, events, and art-based initiatives.

The Nine Rails Creative District was established in 2018. It includes the area between 24th and 26th Streets, from Grant to Madison Avenues. The Nine Rails master plan defines the vision for the district as an epicenter for arts and culture that provides opportunities for the creative community to live, develop, share, and teach their diverse skills for the benefit of Ogden's artists, citizens, and visitors. The master plan identifies four key strategy areas to support this vision: public spaces and projects; streetscape improvements; development standards and projects; and programs and activities. This RFP is focused on the programs and activities strategy area and seeks to fund programming that supports the vision for the Nine Rails Creative District. More information is available at <https://www.ogdencity.gov/2584/Nine-Rails-Creative-District>.

Goals and Objectives

Ogden City seeks proposals for new or ongoing arts programming in the Nine Rails Creative District that will:

- Increase vibrancy within the Nine Rails Creative District
- Engage the public through accessible and engaging arts programming
- Support artists and organizations that demonstrate need and impact
- Encourage partnerships and leverage additional funding sources

This RFP may result in one or multiple contract awards. Ogden City anticipates awarding a total of \$140,000 for one or more contracts.

II. SCOPE OF WORK / SPECIFICATIONS

- **Who:** Non-profit arts-based organizations with a track record of arts programming with a focus on community engagement.
- **What:** Deliver high-quality, community-focused arts programming in the Nine Rails Creative District.
- **Where:** Projects and programming must be physically located in the Nine Rails Creative District boundaries, Ogden, Utah.
- **When:** Programming must take place between July 1, 2025, and June 30, 2027.

- **How:** Applicants must describe program design, logistics, community partnerships, and anticipated results.

Eligible Activities:

- New or existing events, exhibitions, workshops, or performances
- Public art installations or creative placemaking projects
- Artist residencies, collaborations, or civic art programming
- Operational support tied directly to project delivery

Other Requirements:

- All programs must be open to the public
- Applicants must carry required insurance (see general terms)
- A final report and documentation of outcomes are required

III. RESPONSE TO RFP

Ogden City is seeking proposals from organizations capable of providing the requested programming described in the Scope of Work including attachments.

A. Each proposal must include as a minimum the following information:

1. **Authorized Representative**
 - Name, title, address, phone number, and email of the individual authorized to contractually bind the applicant organization.
2. **Qualifications and Past Performance**
 - Organization history, mission, and relevant experience administering public programming. Include biographies/resumes of principal personnel.
3. **Programming Proposal**
 - Overview of new or ongoing projects to be implemented in the Nine Rails Creative District during FY26–FY27. Include timeline, location(s), and key activities.
4. **Budget and Funding Leverage**
 - Project budget, identifying eligible costs (including operational expenses), and any additional funding sources secured or anticipated.

5. **Community Engagement and Accessibility**
 - Explanation of how the project will engage the community and ensure accessible participation.
6. **Anticipated Impact**
 - Include expected outcomes such as estimated attendance, economic impact, media coverage, or public visibility.
7. **References**
 - Three references (not scored) with contact information, project summaries, and dates of similar past programming.

B. **Proposal Length:** Not to exceed 20 pages. Double-sided pages count as two pages.

C. **Submission Requirements:** Submit as a single and complete PDF document on a USB drive.

D. **Proposals submitted to Ogden City are considered public records, unless protected within [Utah Code 63G-2-1](#).**

IV. EVALUATION OF PROPOSALS

Proposals will be evaluated based on the following criteria:

Criteria	Points
Qualifications and Past Performance	25
Programming Proposal	25
Community Engagement/Accessibility	20
Anticipated Impact	15
Funding Leverage	15

The selection committee will primarily be composed of City employees. On occasion, consultants or other stakeholders may be invited to participate in the review.

Note that proposals that are received after the deadline or not conforming to the RFP requirements may be deemed non-responsive and eliminated. Each Proposer bears sole responsibility for the items included or not included in the response submitted by that Proposer.

All proposals in response to this RFP will be evaluated in a manner consistent with the Ogden City policies and procedures. Ogden City reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP. Ogden City reserves the right to disqualify a proposal due to any late response, no response or missed deadline.

In the initial phase of the evaluation process, the selection committee will review all responsive proposals in a cursory manner to eliminate from further consideration proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration. At the conclusion of this initial phase, finalist proposals will be selected for detailed review and evaluation.

Ogden City may require an in-person presentation by a Proposer to supplement their written proposal.

V. SUBMISSION OF PROPOSALS

Due Date: August 22, 2025, by 12 PM

Submit: By the due date listed above, Proposers must submit a digital copy of their response as a single and complete PDF file on a USB drive in a sealed envelope. Hard copies are discouraged. On the envelope, indicate the Proposer's name and the RFP name.

Address:

Ogden City Corporation
c/o 2nd Floor Information / Constable Desk
ATTN: Purchasing Office – “Nine Rails Arts Programming RFP”
2549 Washington Blvd.
Ogden, UT 84401

LATE PROPOSALS WILL NOT BE ACCEPTED

If the sealed proposal is submitted by mail or other delivery service, it must be received prior to the submission deadline.

The sealed Proposal may also be hand-carried to the 2nd Floor Information / Constable Desk at the same address.

No facsimile or email transmittals will be accepted.

It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location and in compliance with the stated date and time.

City offices are closed on the weekends and observed holidays.

VI. INSURANCE REQUIREMENTS

The successful Proposer shall procure and maintain for the duration of the contract the required insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. **The programming organization shall pay the cost of such insurance.**

A. The amount of insurance shall not be less than:

1. Commercial General Liability: Minimum of \$3,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.
2. Business Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.
3. Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.

B. Each insurance policy required by this Agreement shall contain the following clauses:

1. "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation".
2. "It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy."

C. Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause in a separate endorsement:

1. "Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and

activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation.”

- D. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Programmer's insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract.
- E. City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. **All certificates and endorsements are to be received by Ogden City before work begins on the premises.**
- F. City reserves the right to require complete, certified copies of all required insurance policies at any time.
- G. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents and volunteers; or Programmer shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- H. Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for Contractor's contractors shall be subject to all of the requirements stated herein.
- I. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees, or contractors upon the Premises during the License Period.
- J. For purposes of this contract, under the “**Certificate Holder**” section, list the following information:

Ogden City Corporation

2549 Washington Blvd.

Suite 510

Ogden, UT 84401

VII. GENERAL TERMS AND CONDITIONS

- A. Qualified respondents shall have demonstrated experience with all work defined in the scope of work; have a current entity registration with the State of Utah and if applicable, and Ogden City business license; and meet Ogden City's insurance and bonding requirements.
- B. For projects that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows "Criminal History Verified" and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFP.
- C. All work must meet current industry standards including all Federal, State and local rules and regulations.
- D. Ogden City reserves the right to request clarification of the information submitted, and to request additional information from any Proposer.
- E. Ogden City will make every effort to ensure all Proposers are treated fairly and equally throughout the entire advertisement review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.
- F. Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the Proposer. Ogden City assumes no liability for any costs incurred by Proposers throughout the entire selection process.
- G. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the Proposer.
- H. Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.
- I. Non-Collusion – The Proposer guarantees the proposal is not a product of collusion with any other Proposer and no effort has been made to fix the proposal price or any Proposer or to fix any overhead, profit or cost estimate of any proposal price.
- J. Award of Contract - The selection of the company will be made by a selection committee comprised of city employees and on occasion, consultants or

stakeholders. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussing proposals received from prospective service providers.

- a. The selected company shall enter into a written agreement with Ogden City.
- b. Ogden City reserves the right to cancel this Request for Proposal.
- c. Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter contracts with more than one vendor.

K. Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If Proposer wishes to protect any records, a request for business confidentiality may be submitted to the Ogden City Recorders Office at the time of submittal. The form can be accessed through the Recorder's webpage at this link:
https://www.ogdencity.gov/DocumentCenter/View/19762/May-2021-Business-Confidentiality-Claim_revised

VIII. GOVERNING INSTRUCTIONS

This RFP will constitute the governing document for submitting Proposals and will take precedent over any oral representations.

IX. RFP SCHEDULE

Ogden City will follow the timetable below. Ogden City reserves the right to modify the dates due to unforeseen circumstances. Revision of dates, specifically the RFP response deadline will result in an RFP Amendment. Amendments will be published in the City's Purchasing webpage- <https://www.ogdencity.gov/264/Purchasing>

Event	Target Date
Open RFP Process	July 29, 2025
Advertisement Published	Aug 2, 2025
Deadline for Q&A	August 11, 2025; no later than 12 pm
RFP Submission Deadline	August 22, 2025; no later than 12 pm

Event	Target Date
Review & Selection	August 29, 2025 (*date is subject to change)
Contract Start Date	September 30, 2025 (*date is subject to change)

X. CONTACT INFORMATION

All material changes or responses to questions related to this RFP will be published in written form on Ogden City's Purchasing webpage - <https://www.ogdencity.gov/264/Purchasing>.

For any questions related to this RFP, please contact the Ogden City Purchasing Office via email purchasing@ogdencity.gov.

Please check the City's Purchasing webpage for any published Q&A document(s) that might have already addressed your questions or concerns.

The question-and-answer period ends at 12 PM on August 11, 2025.

Thank you for your interest in doing business with Ogden City.