

RFP DOCUMENTS
FOR

DESIGN SERVICES FOR FOOTHILL PARK CONSTRUCTION
RFP #14017
PROVO CITY CORPORATION
PARKS AND RECREATION DEPARTMENT

PROVO, UTAH

Submission Date: **Thursday, May 20, 2010**

Submission Time: **1:30 P.M.**

Submission Place: Provo City
Purchasing Office
351 West Center
Provo, UT 84601

Identify your submission as: **"Design Services for Foothill Park Construction"**

Carefully read all instructions, requirements and specifications. Fill out all forms properly and completely. Submit your RFP with all appropriate supplements and/or samples. Please return the RFP in a sealed envelope with the RFP Number and the document title clearly marked on the outside.

For additional information, contact "Dean Hutchison, Project Manager @ (801) 852-6643 or dhutchin@provo.utah.gov.

You must sign below in INK; failure to sign WILL disqualify the offer. All prices must be typewritten or written in ink.

Total Amount of RFP: \$ _____

For Unit Pricing see page 11 through 13.

Company Name: _____

Company Address: _____

Telephone No. _____ FAX No. _____

Print Name: _____

Signature: _____

[Your signature attests to your offer to provide the goods and/or services in this RFP according to the published provisions of this Job. When an award letter is issued, it becomes a part of this contract. Contract is not valid until Purchase Order is issued.]

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REQUEST FOR PROPOSALS

Provo City is accepting **SEALED REQUEST FOR PROPOSALS** for **ENGINEERING AND LANDSCAPE ARCHITECTURAL SERVICES FOR THE DESIGN OF FOOTHILL PARK CONSTRUCTION**; in Provo, Utah, RFP NUMBER 14017. RFP documents may be down loaded from www.bidsync.com. A link is on the City website at www.provo.org. If you wish to receive a hard copy, plans can be obtained at the Provo City Parks & Recreation office for a non-refundable fee of \$100 after Monday, April 28, 2010.

GENERAL INFORMATION: Provo City Parks and Recreation is seeking qualified consultants to provide engineering and landscape architectural services for the design and construction of Foothill Park. The park is located in the foothills on the east side of Provo City on land that was once a part of the Seven Peaks Executive Golf Course. The site is a mixture of steep slopes and terraces in the PF (Public Facilities) Zone. The site is also classified as Developmentally Sensitive on the City's General Plan. This designation serves as a "flag" to put prospective purchasers, land developers, and City Representatives on notice that there may be physical limitations or hazards associated with development of these lands. The Engineering and Landscape Architectural Design Services would include:

1. A detailed design of five (5) acres in the northwest part of the parcel, including construction drawings and cost estimates.
2. A detailed design of five (5) acres in the south part of the parcel, including construction drawings and cost estimates.
3. A general master plan that ties the two parcels together that will give the City guidance in the development of the remainder of the parcel.
4. Work with city staff and a citizens committee in receiving information and finalizing the master plan.
5. Provide cost estimates for construction in sufficient detail that they could be used in the budget process and in applying for available State and Federal Grants.

PUBLIC RFP OPENING will be performed in the Purchasing Division Office located at 351 West Center Thursday, May 20, 2010 at 1:30 P.M., local time.

THE right is reserved by Provo City to reject any or all RFPs and to waive defects in order to make awards to the most competitive responsible respondent.

RFP INFORMATION may be requested from Dean Hutchison at (801) 852-6643. However, requests for clarification must be submitted in writing through the BidSync web site. Each question should reference a specific section, page and item of this document. Answers to the written questions will be posted on the BidSync web site for all parties to view.

GENERAL DESCRIPTION OF THE PROJECT

Provo City Parks and Recreation is seeking qualified consultants to provide engineering and landscape architectural services for the design and construction of Foothill Park. The park is located in the foothills on the east side of Provo City on land that was once a part of the Seven Peaks Executive Golf Course. The site is a mixture of steep slopes, terraces and earthquake fault lines. The site is zoned PF (Public Facilities) and is also classified as Developmentally Sensitive on the City's General Plan. This designation serves as a "flag" to put prospective purchasers, land developers, and City Representatives on notice that there may be physical limitations or hazards associated with development of these lands. The Engineering and Landscape Architectural Design Services would include:

1. A detailed design of five (5) acres in the northwest part of the parcel, including construction drawings and cost estimates.
2. A detailed design of five (5) acres in the south part of the parcel, including construction drawings and cost estimates.
3. A general master plan that ties the two parcels together that will give the City guidance in the development of the remainder of the parcel.
4. Work with city staff and a citizens committee in receiving information and finalizing the master plan.
5. Provide cost estimates for construction in sufficient detail that they could be used in the budget process and in applying for available State and Federal Grants.

The master plan should also consider issues such as aesthetics, overall image, cost of project, minimal disruption of the neighborhood and traffic during construction, design effectiveness, safety of persons and property, water conservation, outdoor recreation and end results.

COMMUNITY PROFILE

The City of Provo is located in the beautiful Rocky Mountain region of Utah, forty miles south of Salt Lake City. Provo is a community with a population of about 110,000 people and is the home of Brigham Young University. Provo is a thriving community that has experienced phenomenal growth and prosperity over the past fifteen years. There are currently 45 parks in the city ranging in size from .2 acres to 55 acres, for a total of 361 acres.

PROJECT OBJECTIVE

The primary objective of this project is to create a detailed design for five (5) acres in the northwest part of the parcel and detailed design for five (5) acres in the south part of the parcel, including construction drawings and cost estimates. The two parcels are to be included in a general master plan for the entire parcel that will give the City guidance in the future development of the property.

The design process may involve obtaining information from several City departments other than Parks and Recreation.

SCOPE OF SERVICES

The City is looking for engineering and design services in three specific areas listed below in order of priority:

- I. A detailed design for five (5) acres in the northwest part of the parcel as shown on the attached drawings.
 1. The detailed design for the five acre parcel shall conform to the current requirements of the Planning, Zoning, and Engineering Departments of Provo City and shall include the following:
 - (1) A site plan showing the location of improvements and amenities.
 - (2) Topography, trees and other existing physical features.
 - (3) Grading, drainage, erosion control plans should include, cut and fill lines, inlet boxes, drainage lines, retention areas, outflows, etc.
 - (4) Utility plans should include locations of existing utilities and the locations of proposed power and water lines.
 - (5) Irrigation plans.
 - a. Calculate the estimated water needs for the entire parcel and size main line accordingly.
 - b. The Parks Division will provide specifications for the controller and irrigation heads.
 - c. The design should make water conservation a high priority.
 - (6) Landscaping plans should show the location of new and existing plants. List the scientific and common names of plants and their respective size such as pot volume, tree height or trunk diameter. Preference should be given to drought tolerant plants.
 - (7) Additional construction detail plans.
 - (8) Construction cost estimates. Sufficient detail should be included in this item that the estimates could be used in the budget process and in applying for available State and Federal Grants. This project is funded by Community Development Block Grants.
 - (9) Construction specifications.
 - (10) The final plan set shall contain all drawings and specifications necessary for the City to advertise for construction bids.
 2. Public meetings:
 - (1) Meetings with city staff and the neighborhood committee to evaluate concept plans to develop a final master plan for the park.
 - (2) Attend one neighborhood meeting to present the final master plan.
 - (3) Attend planning commission meetings and/or city council meetings if necessary to get approval for construction of the park.
 3. Over the course of the design process, the consultant may need to provide several architectural renditions as they gather programming, amenity ideas, and design feedback from the neighborhood and city staff. The renditions of the park will be in plan view.
 4. Assist, as necessary, in getting the construction documents approved by the City's Construction Review Committee (CRC).
 5. Deliverables shall consist of:
 - (1) One (1) 24" x 36" plan set and one (1) color rendition of the same size.
 - (2) One (1) 11" x 17" plan set and one (1) color rendition of the same size.
 - (3) An electronic PDF copy of the plan set, color rendition, specification book and cost estimates. An additional copy of the specification book and cost estimates in *MS Word* or *Wordperfect* shall be included.

- II. A detailed design for five (5) acres in the south part of the parcel as shown on the attached drawings.
 - 1. Same elements as in I above.
- III. The two parcels above are to be included in a general master plan for the entire parcel that will give the City guidance in the future development of the property.
 - 1. Same elements as #2 and #3 in I above.
 - 2. Deliverables shall consist of:
 - (1) One(1) 24" x 36" color rendition.
 - (2) One (1) 11" x 17" color rendition.
 - (3) An electronic PDF copy of the color rendition.

CONTRACT TIME

The contract time to complete the RFP scope of services shall be ninety (90) calendar days from the time the contract is signed. Time periods needed for review and approval of the various segments of work have been included in the tabulations are approximations and could change. The Consultant should consider them when scheduling project workloads.

REQUIRED PERSONNEL QUALIFICATIONS

The Consultant and sub-consultants shall be licensed to perform the outlined services in the State of Utah.

GUIDELINES FOR PREPARING SUBMITTALS AND EVALUATION CRITERIA

INTRODUCTION

These guidelines are developed to standardize the preparation of submittals by Consultants. The purpose for these guidelines is to help assure consistency in format and content of submittals that are prepared by Consultants and submitted to Provo City. The submittal should provide the Selection Review Committee with an understanding of the Consultant's ability to undertake and complete the proposed project in a thorough and timely manner.

The submittal should contain the following information in the order listed.

1. Introductory Letter	3%
2. Statement on Immigration Status	6%
3. Project Team	12%
4. Capability of the Consultant	12%
5. Understanding of the Work	10%
6. Detailed Work Plan	12%
7. Schedule Control	5%
8. Cooperative Features	5%
9. Supportive Information	5%
10. Price Quotation	30%

It is very important that submittals be clear and concise in the recommended format so they can be evaluated in an objective manner by the Selection Review Committee. Each section in the submittal should be tabbed for easy reference and will be evaluated using the following selection criteria and according to the weighted scale noted.

1. Introductory Letter - The introductory letter should be addressed to :

Dean Hutchison
351 West Center Street
Provo, Utah 84601

- This brief statement should contain an expression of the Consultant's interest in the work, a statement regarding the qualifications of the Consultant to do the work, a description of the services the Consultant will provide and any summary information on the project team or the Consultant that may be useful or informative to the Selection Review Board.
 - Evaluation weight 3%.
2. Statement on Immigration Status - All responders are reminded of the requirements of Utah Code Annotated 63G-11-103 that Provo City is prohibited from entering into any contract for the performance of services with any successful bidder who does not provide the City with proof of registration and participation in a federally approved immigration status verification system.
 - Failure to provide the required proof may be grounds for rejection of a successful proposal.
 - Evaluation weight 6%.

3. Project Team - The evaluation will consider how well the qualifications, experience, and time allocation of the members of the project team relate to the specific project.
- Identify the key executive, professional and technical personnel including sub-consultants who will work on the project and their work-site location. Include a brief biographical resume outlining qualifications, education and specific experience and expertise related to the requested services. Explain specific responsibilities, amount of involvement and time commitment each will have as it relates to the project. Personnel indicated as assigned to the project must be actively engaged in completion of the tasks. Any change of personnel after the RFP is submitted or after award of the contract, must be approved by Provo City, before the change is made to assure consistent expertise throughout the term of the project or any signed contract may be deemed in breach.
 - List current organization and work commitments to other projects or activities in sufficient detail to indicate that individuals assigned to the proposed project will be able to meet commitments (person-hours and percentage of time committed to other work for each member of the proposed project team should be specific).
 - Include personal experience on working with Community Development Block Grants projects.
 - Evaluation weight 12%.
4. Capability of the Consultant - The evaluation will consider the Consultant's capability to perform the work including internal quality and cost control procedures.
- Describe the firm's capability to perform the work. Emphasize the strengths and specialties of the firm.
 - List project type, name of client, location, scope of work, services provided, date completed, contact person, telephone number and size (dollar amount) of recent work of a similar nature performed in the last three (3) years.
 - Explain the firm's function or project involvement (primary consultant, sub-consultant, project management, technical support, etc.).
 - Explain internal policies and procedures related to work quality and cost control.
 - List and describe any potential conflicts of interest.
 - Describe experience with appointed and elected officials, citizens, special focus groups and facilitating public information gathering meetings.
 - Evaluation weight 12 %
5. Understanding of the Project - The evaluation will be based on the Consultant's demonstrated knowledge of the required work.
- Describe your basic understanding of the project based on information available in the RFP.
 - Explain how the firm's services will be set-up to provide the requested services.
 - Evaluation weight 10 %.

6. Detailed Work Plan - The evaluation will consider how well the Consultant has planned a course of action, what alternative and/or innovative approaches are proposed, and what provisions identified for dealing with potential impact, impediments, or conflicts.
 - Describe how objectives or tasks listed in the Scope of Services will be achieved through a logical, innovative, and rational plan. Be specific, concise, and complete.
 - Describe methodology in enough detail to permit an evaluation of the probability of success in meeting the project objectives.
 - Include the titles of personnel who will perform each phase or task of the work or if the task will be performed by sub-consultant(s).
 - Provide detailed work time lines when various phases of the project will be accomplished. Include the number and type of meetings needed throughout the design process. For example: City staff and neighborhood representatives, city staff only, neighborhood only, etc.
 - Evaluation weight 12 %
7. Schedule Control - The evaluation will be based on the internal measures Consultant will use to ensure timely completion along with their demonstrated reputation.
 - Identify internal methods that will be used for project schedule control.
 - List current references who can confirm the firm's ability for timely project completion.
 - Evaluation weight 5 %.
8. Cooperative Features
 - Describe plan for obtaining assistance from citizens and public and/or private agencies as necessary to complete programming plan.
 - Evaluation weight 5 %.
9. Supportive Information
 - Include graphs, charts, photos, resumes, references, and conceptual renderings within the submittal page requirements.
 - Evaluation weight 5 %.
10. Price Quotation
 - Provide a fixed fee for the total scope of services as described in the Request for Proposal assuming a sixty (60) calendar day completion schedule. The total cost for services must be submitted on the Cover Sheet included in this proposal.
 - Provide an estimate for each phase of the study as indicated by the breakdown requested by the City. This information must be submitted on the Unit Fee Proposal Form provided and included in the proposal. The City reserves the right to contract for all, a portion of the design, or to reject all submittals.
 - Evaluation weight 30 %.

QUESTIONS & CLARIFICATIONS

Dean Hutchison, Project Coordinator, Projects Division, Provo City Parks and Recreation Department, will be the primary contact for the RFP. It is extremely important that Requests for Clarification be submitted in writing through the BidSync web site. Each question should reference a specific section, page and item of this document. Answers to the written questions will be posted on the BidSync web site for all parties to view.

ORAL COMMUNICATION

No oral change or interpretation of any provision contained herein is valid, whether issued at a pre-bid conference or otherwise. That is Provo City is not bound by any oral representations, clarifications or changes made herein unless such clarification or change is provided to all parties in the form of an amendment.

NUMBER OF SUBMITTAL COPIES, POINT OF DELIVERY, SUBMITTAL DEADLINE AND SUBMITTAL LENGTH

One paper copy of the submittal and two electronic copies of the submittal, one in PDF format and the other in *Wordperfect* or *Microsoft Word* format, shall be delivered to Provo City Purchasing Office, 351 West Center Street, Provo, Utah 84601 no later than 1:30 p.m. MDT on Thursday, , 2010. Identify submissions as "RFP No. " No additional proposals will be accepted thereafter. The entire submittal should not exceed nine (9) pages in length. In addition, the Consultant may submit a brochure describing the capabilities of their firm.

DISPOSITION OF SUBMITTALS

Submittals become the property of Provo City, are treated as privileged documents, and are disposed of according to Provo City policies.

CONSULTANT SELECTION PROCESS

Upon receipt of RFP's, a PDF copy will be distributed to members of the Selection Review Committee. This committee will review all submittals and two (2) or three (3) firms will be invited to a final interview to present their proposals to the Selection Review Committee. The presentation and subsequent interview will be limited to 45 minutes each. At the conclusion of presentations, the City may select one qualified firm for the study and begin the contract negotiation process.

PROPOSED SELECTION AND PROJECT SCHEDULE

Request for Proposal Distribution	April 28, 2010
Request for Proposal Due Date	May 20, 2010
Selection Committee Review of Proposals	May 27, 2010
Consultant Presentations	June 10, 2010
Notice of Award	June 17, 2010
Notice to Proceed	July 8, 2010
Engineering and Landscape Architectural Design Services completed	90 days

CONCLUSION

This request for proposal does not commit Provo City to award a contract, to pay any costs incurred in the preparation of proposals to this request, or to procure contract services. Provo City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety the Request for Proposal, if it is in the best interest of Provo City, or the Engineering and Landscape Architectural Design Services is not deemed feasible.

PROPOSAL FORM
ENGINEERING SERVICES AND LANDSCAPE ARCHITECTURAL DESIGN
FOR
FOOTHILL PARK CONSTRUCTION

Name of Firm _____

RFP No. 14017

I. A detailed design for five (5) acres in the northwest part of the parcel.

1. The detailed design for the five acre parcel shall conform to the current requirements of the Planning, Zoning, and Engineering Departments of Provo City and shall include the following:

- | | |
|--|----------|
| 1. A site plan. | \$ _____ |
| 2. Topography of existing physical features. | \$ _____ |
| 3. Grading plan. | \$ _____ |
| 4. Utility plan. | \$ _____ |
| 5. Irrigation plan. | \$ _____ |
| 6. Landscaping plan. | \$ _____ |
| 7. Additional construction detail plans. | \$ _____ |
| 8. Construction cost estimates. | \$ _____ |
| 9. Construction specifications. | \$ _____ |
| 10. The final plan set. | \$ _____ |

2. Public meetings:

- | | |
|---|----------|
| (1) Meetings with city staff and the neighborhood committee. | \$ _____ |
| (2) Attend one neighborhood meeting to present the final master plan. | \$ _____ |
| (3) Attend planning commission and/or city council meetings if necessary. | \$ _____ |

3. Provide several architectural renditions in plan view. \$ _____

4. Assist in obtaining Construction Review Committee (CRC) approval. \$ _____

5. Deliverables shall consist of:

- | | |
|--|----------|
| (1) One (1) 24" x 36" plan set and one (1) color rendition of the same size. | \$ _____ |
| (2) One (1) 11" x 17" plan set and one (1) color rendition of the same size. | \$ _____ |
| (3) An electronic copy as described in the Scope of Services. | \$ _____ |

Total Section I. \$ _____

II. A detailed design for five (5) acres in the south part of the parcel as shown on the attached drawings.

1. The detailed design for the five acre parcel shall conform to the current requirements of the Planning, Zoning, and Engineering Departments of Provo City and shall include the following:

- | | |
|---|----------|
| 11. A site plan. | \$ _____ |
| 12. Topography of existing physical features. | \$ _____ |
| 13. Grading plan. | \$ _____ |
| 14. Utility plan. | \$ _____ |
| 15. Irrigation plan. | \$ _____ |
| 16. Landscaping plan. | \$ _____ |
| 17. Additional construction detail plans. | \$ _____ |
| 18. Construction cost estimates. | \$ _____ |
| 19. Construction specifications. | \$ _____ |
| 20. The final plan set. | \$ _____ |

2. Public meetings:

- | | |
|---|----------|
| (1) Meetings with city staff and the neighborhood committee. | \$ _____ |
| (2) Attend one neighborhood meeting to present the final master plan. | \$ _____ |
| (3) Attend planning commission and/or city council meetings if necessary. | \$ _____ |

3. Provide several architectural renditions in plan view. \$ _____

4. Assist in obtaining Construction Review Committee (CRC) approval. \$ _____

5. Deliverables shall consist of:

- | | |
|--|----------|
| (1) One (1) 24" x 36" plan set and one (1) color rendition of the same size. | \$ _____ |
| (2) One (1) 11" x 17" plan set and one (1) color rendition of the same size. | \$ _____ |
| (3) An electronic copy as described in the Scope of Services. | \$ _____ |

Total Section II. \$ _____

III. The two parcels above are to be included in a general master plan for the entire parcel that will give the City guidance in the future development of the property.

2. Public meetings:

(1) Meetings with city staff and the neighborhood committee. \$ _____

(2) Attend one neighborhood meeting to present the final master plan. \$ _____

(3) Attend planning commission and/or city council meetings if necessary. \$ _____

3. Provide several architectural renditions in plan view. \$ _____

5. Deliverables shall consist of:

(1) One (1) 24" x 36" color rendition of the same size. \$ _____

(2) One (1) 11" x 17" color rendition of the same size. \$ _____

(3) An electronic PDF copy of the color rendition. \$ _____

Total Section III. \$ _____

TOTAL of SECTIONS I, II, & III. (Record this total on the cover sheet) \$ _____

Signature of person preparing proposal _____

Printed name of person preparing proposal _____