



## REQUEST FOR PROPOSALS

### REGIONAL PARK MASTER PLAN AND DESIGN SERVICES

#### SECTION I. NOTICE TO PROFESSIONALS

Through this Request for Proposals (RFP), Syracuse City (hereinafter the “City”) is soliciting competitive sealed proposals from Professional Landscape Architect/Engineering firms (hereinafter the “Consultant”), to provide a park master plan and construction design services for a 50-acre undeveloped parcel.

The City intends to compare and evaluate all eligible submittals and select the most qualified firm as outlined in subsection 4.K Evaluation Criteria of this request.

This is a Request for Proposals only and not a solicitation for services or as a contract for services. Submittals should be comprehensive, concise, and directly responsive to the goals and format outlined in this RFP.

#### SECTION II. BACKGROUND

Syracuse City desires to begin the design and construction of a modern lighted, softball/baseball four-plex facility, other sports fields, lighted pickleball, basketball and tennis courts, playgrounds, sand volleyball and other recreational facilities. Rest rooms, pavilions, and a multi-purpose scorer’s building are also included. The City has provided a preliminary Park Concept in Appendix A of this RFP. It will serve as a starting point for the Master Plan design portion of this project.

Given limited budgets, City leadership must make intelligent investments on sustainable facilities that provide full programmatic use for its own youth and adult recreational and competitive programs. The City also wants the capability of this facility to become a local hub for baseball, softball, soccer and lacrosse and attract tournament play from around the intermountain region.

##### A. Park Property Characteristics

1. 50 total acres
2. Located at 2000 West Gentile Street

##### B. Project Challenges

1. Providing picnic areas and pavilions for large user groups
2. Tournament quality ballfield layout, announcer booths, and sound systems
3. Strategically placed, user-friendly concession site(s)
4. Spectator-friendly environment
5. Exciting, safe and unique playgrounds
6. Funding for construction
7. Fluctuating high ground water
8. Native soil type
9. Tournament grade sports field drainage
10. Sewer service to restrooms
11. Open channel stream
12. Regional storm detention

### **C. General Programming Needs**

1. Tournament Grade Softball/Baseball complex (four-plex plus two additional fields – include all fencing, backstops, dugouts and appropriate surfacing materials)
2. Announcer booth(s) with meeting/training room, which includes storage
3. Scoreboards
4. Concession facilities
5. Restroom(s)
6. Multi-use sports fields
7. Pickleball courts (8 – 12; post-tensioned concrete)
8. Tennis courts (4; post-tensioned concrete)
9. Basketball courts (2; post-tensioned concrete)
10. Volleyball courts (2-4)
11. Cost effective LED field lighting solutions for all softball/baseball fields, courts, parking, and pedestrian areas
12. Playground systems for all ages
13. Pavilions (including tables, waste receptacles, and BBQ)
14. Picnic areas
15. Paved walking trails
16. Landscaping and Irrigation
17. Storage/maintenance facilities
18. Maintenance-friendly landscape and state-of-the-art irrigation system.

### **D. Stakeholders Included in the Design Process**

1. City Council Members
2. Planning Commission Members
3. Parks and Recreation Staff Members
4. Public Works Staff Members
5. Engineering Staff Members
6. City Planners
7. Recreation Stakeholders
8. City Residents
9. Davis School District
10. Woodside Homes

## **SECTION III. SCOPE OF CONTRACT SERVICES**

The scope of work is separated into the following distinct tasks:

### **A. Master Planning**

1. Based on meetings with the City, prepare up to two (2) master plan options for the proposed park. From input gathered from the City, develop a final or preferred master plan option.
2. Prepare final master plan graphics that clearly show what the final park will look like. Include color plan rendering, 3D graphics and fly-through, etc.
3. Present the Preferred master plan to the public in an open house format. Receive feedback and review with City. Make adjustments as required.
4. Prepare a preliminary Opinion of Probable Construction Costs for the Preferred Park master plan.
5. For the purposes of this RFP, plan on attending three (3) meetings with the City staff to develop the master plan, and two (2) meetings with the City Council for review and final approval. This meeting count does not include the open house.
6. Consultant must show experience in generating successful park master plans following the above outlined process, including 3D graphics. Examples cited must be within the last 5 years.

## **B. Project Design**

The Consultant shall provide a complete final design package to the City that will include all drawings, plans, details, specifications, schedules, and documents necessary to bid and construct the project. The consultant shall make submittals to the City at 60%, 90%, and Final stages of completion. It is anticipated that a single design package will be prepared for the entire project. Should separate phasing packages be desired, the City will negotiate with the Consultant an appropriate fee for that work. The Consultant will also include the following services as part of the design package:

1. Complete Engineering – Provide all required engineering and landscape architecture design to fully construct and install the proposed improvements. Include all necessary site utilities (culinary water; secondary irrigation water, including professional irrigation design for sports fields and large-scale turf areas; sanitary sewer; gas; electrical; storm water, including retention requirements, communications, security and Wifi), streets, parking, and structures. A landscape architect legally licensed to practice in the State of Utah must oversee the design work. A Utah-licensed civil and/or structural engineer must be involved in the preparation and review of the site utilities and structures. These must also be coordinated with Syracuse Public Works and Engineering. Licensed electrical and mechanical engineers will also be required for participation in their respective specialty work (i.e. lighting, power to structures and other facilities, plumbing, etc.).
2. Geotechnical Investigation - Provide a geotechnical investigation and analysis for the design phase of work. Drilling, coring, potholing (8 – 10 feet deep) and other site-specific evaluations may be necessary. Provide recommendations for road, trail and sidewalk, concrete pads and parking lot sections, structure foundations, and existing infiltration rates.
3. Surveying – Provide complete topographical survey for use in developing a site base map for the park design. Survey will give both horizontal and vertical control points to establish all future construction staking.
4. Final Opinion of Probable Construction Costs – This task is vitally important and must be as accurate as possible in order for the City to adequately budget for the project.

## **C. Bidding Assistance**

Assist the City in bidding the project. Attend and participate in a Pre-bid meeting; answer Contractor RFP inquiries; interpret drawings as needed; and prepare and issue addenda as required. Attend Bid Opening. Evaluate bids and assist the city in selecting a successful bidder for award of the contract.

## **D. Construction Management Services**

Qualified and experienced construction management personnel will be responsible for providing construction oversight for this project, including observation and inspections. Specific construction management/engineering duties for which the consultant will be responsible shall include:

1. Conduct Pre-Construction Meeting with selected Contractor.
2. Consultant will assist the City in evaluating proposals for materials testing services for the construction phase and recommending a materials testing firm.
3. Weekly Construction Inspections
4. Evaluate material testing reports.
5. Construction surveying and staking.
6. Documentation and database.
7. Payment estimates with recommendation for payments.
8. Maintain a quality control/quality assurance program for the project.
9. Submittal review and approvals.
10. Project accounting.
11. Facilitate weekly project meetings with City and contractors and provide minutes as needed.
12. Project Close Out.
13. As-built drawings.

## **SECTION IV. INSTRUCTIONS TO PROPOSERS**

**A. Project Timetable**

The following timetable has been established for this project. LATE PROPOSALS WILL NOT BE ACCEPTED.

1. Project Posting Date:	8/6/17
2. Last Day to Ask Questions:	8/16/17
3. Closing Date for Receipt of Proposals:	8/21/17
4. Oral Presentations (if needed):	8/31/17
5. City Council Award of Design Bid:	9/12/17

**B. Proposal Evaluations and Acceptance**

The procedure for response to this RFP, evaluation of proposals, and selection of a Consultant is as follows:

1. Interested entities will prepare and submit their proposals according to the Project timetable outlined above.
2. Proposals shall be limited to 20 pages, one sided, 10 pt. font size. Page count includes Transmittal Cover Letter, but shall not include covers or resumes. No section dividers are required.
3. The City and/or its representatives will evaluate all submitted proposals in accordance with the evaluation criteria as outlined in Section 4.K of this RFP.
4. The City will execute a Professional Services Agreement incorporating the provisions, terms and conditions of this RFP with the selected Consultant.

**C. Proposal Submission**

Each respondent must submit five (5) hard copies and one (1) electronic copy of its SEALED proposal to Syracuse City. The proposal envelope containing the proposal and separate sealed fee schedule must be clearly labeled "SYRACUSE REGIONAL PARK MASTER PLAN AND DESIGN SERVICES." The proposals must be delivered and received no later than August 21, 2017 at 5:00 pm to the following location:

Attention: Kresta Robinson  
Syracuse Community Center, 1912 W. 1900 S., Syracuse UT 84075

**D. Proposal Organization and Content**

All requested documentation must be included in order as follows:

1. Transmittal Cover Letter: Transmittal letter must state the respondent's intent to participate in the contract. The letter of transmittal must be on official business letterhead and include:
  - a. A statement that the respondent will comply with all terms and conditions as indicated in response to this RFP dated August 6, 2017.
  - b. A statement indicating whether the respondent is a corporation or other legal entity.
  - c. A statement of affirmative action that the respondent does not discriminate in its employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, or handicap.
  - d. A certification statement to the effect that the person signing the proposal is authorized to do so, on behalf of the respondent.
  - e. Names of the key contact persons, with their title, telephone number(s) and email. Also, indicate back-up contact persons if the key contact persons are not available to take a call from the City.
  - f. Name and complete mailing address of the respondent along with telephone number and email address.
2. Firm Description: Describe the prime consulting firm, years in business, capabilities and unique technical skills, and general experience. Indicate the firm's proximity to Syracuse, and any previous experience working with the City on recreation-related projects.
3. Project Team: Indicate all key personnel that will participate in this project, along with their respective project roles. Identify all sub-consultants (by company and personnel name) that will be participating on the project team. Include the following:
  - a. Provide a concise organization chart that identifies all team members and what their role will be

- during the project.
- b. Provide short bio statements for each key team member.
  - c. Single page resumes may be included in an Appendix and shall not count against the page limit of the proposal.
4. **Experience:** List no more than five (5) past projects, that took place in the last ten years, that clearly demonstrate the proposer's ability to complete the work described in this RFP. At least one (1) project must be a large park (over twenty-five (25) acres) master plan. Projects listed shall include a project name, location, date completed, brief description of work done, and relevancy to this RFP. Also include the client's name and phone number.
  5. **References:** Provide the names and contact information of three client references for whom the Consultant has performed work in the past five years. Multiple references from the same project will count as one reference.
  6. **Project Approach and Work Plan:** Provide a statement of your understanding of the project and identify what you perceive as the key issues to be addressed. Describe your team's approach to accomplishing the work as described in the RFP. Clearly indicate task descriptions, their order of completion, and how they will help resolve the key issues identified.
  7. **Additional qualifications:** Briefly describe any applicable information, experience and/or expertise that shows what added benefit or extra value your team may bring to this project to improve the overall quality of the services you will provide.
  8. **Project Schedule:** Provide a concise project schedule indicating when each major task is proposed to be completed, beginning with design contract award through advertisement for construction bids. Give approximate dates and length of time needed to complete the work.
  9. **Project Fee Schedule:** In a separate, sealed envelope, place the consultant's fee for the project, including all fees associated with each of the task as shown in Section 3, Scope of Contract Services. The City anticipates that the contract will be based on a lump sum fee for master planning, design, bidding assistance, and construction management services. Additional assistance and tasks outside of services identified in SECTION 3 will be paid for on a Time-plus-Materials basis.

#### **E. Oral Presentation**

As part of the proposal evaluation process, selected proposers may be invited to make oral presentations to the City. These presentations must be made by the same project team personnel who will be assigned to the Project should the proposer be awarded a contract.

#### **F. Submittal Ownership**

All proposals shall become the property of the City and made part of the public record. At the discretion of the City, proposals submitted may be reviewed and evaluated by any persons once the selection process for this project has been completed. Proposers should carefully consider the items included in the proposal before submitting things that would not be disposable to the proposer. No proposal will be returned to the respondent regardless of the outcome of the selection process. Cost for developing proposals and making proposal presentations are entirely the responsibility of the proposer and shall not be chargeable in any manner to the City.

#### **G. Questions and Clarifications**

Questions regarding this RFP will be directed to:

Kresta Robinson, (801) 614-9654; [krobinson@syracuseut.com](mailto:krobinson@syracuseut.com).

All questions must be submitted in writing.

#### **H. Acceptance of Proposal**

1. The City reserves the right to reject any or all proposals for any reason and/or waive minor irregularities when to do so would be in the best interests of the City. Minor irregularities are those that will not have a significant adverse effect on overall competition or performance levels.
2. The responding party agrees that the City may terminate this procurement procedure at any time and for any reason, and the City shall have no liability or responsibility to the responding party for any costs or expenses incurred in connection with this RFP, or such party's response.

1. The City reserves the right to reject any and all proposals received by reason of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the City. No oral, telegraphic, or telephonic proposals or modifications will be considered.
2. The occurrence of any of the following may result in disqualification of a proposal:
  - a. Failure to respond by the established submission deadline.
  - b. Failure to answer all questions fully as posed in the RFP.
  - c. Use of any other type of form or format other than those indicated in the RFP.
  - d. Failure to provide requested documentation at the time of proposal submission.
  - e. Illegible responses.
  - f. If the proposer adds any provisions reserving the right to accept or reject an award or to enter into a contract pursuant to an award, or any other unauthorized conditions, limitations or provisions.
  - g. If the proposer is unable to evidence a satisfactory record of integrity.
  - h. If the proposer is not qualified legally to contract.

**I. Withdrawal of Proposal**

The proposal may be withdrawn upon request by the proposer, without prejudice, prior to, but not after, the time fixed to receive proposals.

**J. Evaluation Criteria**

1. All requirements identified in this RFP must be satisfied to ensure that the proposal will qualify for consideration.
2. All proposals will be evaluated by representatives of the City to identify the proposal that best meets the needs of the City as set forth in this RFP. The following categories will be used for evaluation.

**Category**

- a. Firm Description
- b. Team Qualifications
- c. Relevant Project Experience
- d. Approach and Work Plan
- e. Value-Added Services
- f. Schedule
- g. Fee

Should oral presentations be required to help refine the final selection of a Bidder, invitations shall be extended to each selected Bidder. Each selected Bidder shall be given 10 minutes to make a brief presentation to the Selection Committee, followed by 10 minutes of questions and answers.

**SECTION 5. GENERAL REQUIREMENTS**

**A. Amendments:**

No oral modifications or amendments to this RFP shall be effective. If it becomes necessary to revise any part of the RFP, an addendum will be provided to all who received an RFP.

**B. Employment Status Verification**

Engineer shall register and participate in the Status Verification System and comply with Utah Code Annotated Section 63G-12-302 of the Identity Documents and Verification Act. Engineer shall, by contract, require its contractors, subcontractors, contract employees, staffing agencies, or any contractors (regardless of their tier) to register and participate in the Status Verification System and comply with Utah Code Annotated Section 63G-11-103 of the Identity Documents and Verification Act.

Engineer shall also agree to abide by the Federal and State regulations pertaining to Equal Opportunity  
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Employment that requires project participants not to discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, or national origin. The City will make every effort to ensure all bidders are treated fairly and equally throughout the entire advertisement, review, and selection process.

**C. Compensation for Services**

The City intends to enter into a professional services contract covering the services outlined in this RFP. Failure of the successful proposer to enter into a written contract with the City may result in cancellation of the award. The Compensation for services rendered will be based on a task-completion basis or on a monthly billing cycle. The total amount may not exceed the fees for services provided in the response to this proposal.

**D. Non-Collusion**

Consultant shall guarantee that the proposal submitted is not a product of collusion with any other bidder and no effort has been made to fix the proposal price of any bidder or to fix any overhead, profit, or cost estimate of any proposal or its price.