

**REQUEST FOR PROPOSAL (RFP)
FOR
MASTER PLANNING SERVICES FOR THE EXISTING
BYWATER PARK
(a park owned and operated by the Cottonwood Heights Parks and
Recreation Service Area)**

Cottonwood Heights Parks & Recreation Service Area (CHPRSA) desires to retain the services of a Professional Firm to provide master planning services for the existing Bywater Park located in Cottonwood Heights, Utah. The project will include a current needs assessment, evaluation of existing facilities, development of current and future needs and wants, conceptual design and cost and phasing options. The selected firm may be retained to provide design and construction management services for any work that may take place in the foreseeable future.

A. BACKGROUND

Bywater Park is located at 3149 Banbury Road, Cottonwood Heights, UT 84121. It is one of three parks owned and operated by Cottonwood Heights Parks and Recreation Service Area. It currently has a pavilion, playground, sand volleyball, two tennis courts, two restroom facilities, horseshoe pit, 3 ball fields (a major, a minor and a babe ruth field), 2 concession stands and open space. The playground is scheduled to be replaced in fall of 2023 and the sand volleyball court will be repurposed for swings to be installed at the same time.

All questions regarding the RFP shall be referred to:
Ben Hill
Executive Director
Cottonwood Heights Parks & Service Area
Tel: 801.943.3190 x110
bhill@cottonwoodheights.com

B. PROJECT OBJECTIVES

The main objectives of this project will be:

- To develop a document that will specify the needs of the park for the foreseeable future. The document will be utilized to plan for upcoming needs of the park and will also be utilized to procure funding.
- To develop an estimate of probable costs associated with planned improvements at the facility.
- To establish a project vision of the park.

C. SCOPE OF WORK

The scope of work shall include the following primary tasks:

Task A: Master Planning

Development of a strategic master plan document.

Task B: Programming

A space needs study will be developed as part of the master plan based on evaluation of existing facility components, interviews with staff and industry benchmarking.

Task C: Design

If development is approved and funding becomes available, at the discretion of the Service Area Board of Trustees, the successful firm may be retained to develop detailed design documents for scheduled improvements.

Task D: Bid Assistance

If Task C is approved, the firm will create all necessary documents for bidding and for construction of the project.

Task F: Construction Management

The firm will remain available through the entire construction process to provide services including, but not limited to, reviewing submittals, answering RFI's, providing ASI's, reviewing, processing, developing, and/or attending requests for payment, site visits, construction meetings during the duration of the project, project walk through and inspections, warrantee procurement, as-built documents, and all other services normally expected in the construction management process.

D. SCHEDULE AND FORM OF CONTRACT

Proposed Project Timeline	
RFP Available	June 5, 2023
RFP Proposals Due	June 27, 2023 by 3:00 pm
Interviews of firms (if desired)	June 29 & 30, 2023
Announcement of Selected Firm	July 6, 2023

E. PROPOSAL FORMAT

Proposals must be concise and follow the format of the outline. Proposals shall contain the following information, in the general order listed:

Technical Proposal:

- Letter of Introduction – The letter should include an introduction of the company's expertise in planning and design of park facilities, the name, address and telephone number of the person to be contacted and who is authorized to represent the company in dealing with this RFP, and an expression of the proposer's ability and desire to meet the requirements of this RFP. Any other information not appropriately contained in the proposal may also be included.
- Executive Summary - An executive summary which briefly describes the proposer's approach and clearly indicates any options or alternatives. It must also indicate any major requirements that cannot be met by the proposer. This summary should also highlight the major features of the proposal and identify any supporting information considered pertinent. In short, the reader should be able to determine the essence of the proposal and how well it meets the requirements by reading the executive summary.
- Approach - This section should outline the major capabilities and ideas of the proposer relative to this project. The following should be addressed in this section:
 - Team – List the team structure and key team member qualifications including engineers and other specialty consultants that may be used.
 - Relative Experience – List similar recreation projects and master planning projects that have been completed by the proposed team.
 - Unique capabilities – Highlight ideas and methodologies that the proposer can offer to the project and how they will enhance the outcome.
 - Schedule – Provide a project timeline in which the proposer anticipates completing the master planning effort.
- Cost Proposal
 - o The proposer should identify the anticipated fee for completion of the master plan. The fee shall be submitted as a lump. Any exclusions should be identified.
- References - To be considered for this project the proposer will need to have completed at least three (2) similar projects in both size and scope within the past five (5) years. Provide references which include a project description, the name of the client, phone number, business address and name of the contact person. The selection committee may check all provided references.

F. SUBMITTAL REQUIREMENTS

Submit proposals to the Service Area by **3:00 pm MST on June 27, 2023** to **Cottonwood Heights Recreation Center, 7500 South 2700 East, Cottonwood Heights, UT 84121** or email **Ben Hill, bhill@cottonwoodheights.com**. If proposals are submitted in paper form, please provide at least two (2) copies. Proposals must be concise and in an easily understandable format. **Attn: Cottonwood Heights Parks & Recreation Service Area-Ben Hill. Proposals received after the 3:00 pm MST deadline will be placed in the file unopened and will not**

be considered. The Service Area reserves the right to delay or deny approval of the work if it is determined in their best interest to do so.

G. SELECTION OF ARCHITECTURAL FIRM

The selection committee will review and rank the responsive proposals and decide whether to invite the top ranked proposing firms to prepare and present an oral presentation. The Service Area reserves the right to reject any or all proposals received. Furthermore, the Service Area shall have the right to waive any informality or technical defect in proposals received when in the best interest of the Service Area. If oral presentations are requested, then the selection committee will then rank the oral presentations and recommend which firm they selected as the highest ranking firm to the Board of Trustees.

The selection criteria to be used by the selection committee include the following:

- Understanding of the Project Requirements.
- Approach/Methodology: Technical alternatives, creativity, problem-solving ability.
- Planning Team: Experience, depth of staff support, sub consultants.
- Firm experience in planning and designing parks
- Key Project Personnel: Experience and qualifications of manager and other key personnel.

In keeping in mind all of the above selection criteria, the proposals will be scored in the following areas:

- Qualifications and experience of the firm(s): 25%
- Key team member experience: 35%
- Project timelines: 15%
- References and similar projects: 15%
- Cost: 10%

Again, any questions should be directed to Ben Hill, Executive Director