



## **Comprehensive Parks, Recreation, Trails & Open Space Master Plan**

Blanding City is seeking Proposals on a new, comprehensive, Parks, Outdoor Recreation, Trails and Open Space Master Plan. This will be Blanding City's first master plan and we hope to establish a new planning direction that is aligned with community development, future growth and development patterns.

The project will focus on the existing parks, recreation fields, open spaces, water reservoirs including Recapture Reservoir and programming needs. The project will also focus on the spaces in the City's annexation boundaries. The master plan should provide specific recommendations in regard to trail planning, recreational programming and identify needs for major recreation facilities, such as our Wellness Center.

The master plan should include a hierarchy of priorities for future projects by type, and levels of services required for the project. Future needs will be established based on current population and demographic conditions and associated projections for future growth. The plan will establish specific actions required to meet short-term (five-year and ten-year) and long-term (build out) needs.

The selected proposal will work closely with City Staff, and the City Council as part of the technical assessment. The final deliverable will be a new master plan, which will be due for adoption consideration within four months of notice-to-proceed.

### **Scope of Work**

The scope of work will focus on several components as outlined below:

1. Verify and update the parks recreation vision of the City, as interpreted by the Technical Committee and through evaluation of the current plan and other relevant planning documents or committees.
2. Verify and update the Recapture Reservoir and #4 Reservoir trails, open space and development vision of the City, as interpreted by the Technical Committee and through evaluation of the current master plan and other relevant planning documents or committees.
3. Provide opportunities to receive citizen input that is aligned with the fast-track nature of the project.
4. Assess existing and future needs and levels of service requirements.
5. Provide recommended trail plan with distinctions between multi-use and limited use paved and native trails. Including recommended trails widths and surfaces.
6. Evaluate current park and recreation facilities and make recommendations.
7. Evaluate, update and recommend existing or needed policies related to reservoirs, undeveloped/native open spaces, hillsides, and trails (multi-use and limited use).
8. Develop short and long-term strategies for parks, recreation, trails, and open space that are aligned with existing and future growth and development needs.
9. Propose a phasing plan for the short and long-term acquisition and development of park, recreation, trail and open space facilities.
10. Update mapping, including the documentation of existing and future parks, trails, open spaces and recreation facilities.
11. Provide an assessment for Development Costs for improving existing facilities for the

- short-term (5-year and 10 year) and at build-out.
12. Provide an assessment for Development of open space for the short-term (5-year and 10 year) and at build-out.
  13. Provide recommendations on level of service regarding staffing needs for recreational programming.
  14. Establish a hierarchy of parks and recreational fields that reflect the growth and development needs.
  15. Provide an assessment Acquisition and Development Costs for improving existing facilities and constructing new facilities for the short term (5-year and 10-year) and at build out. Specific projects should be prioritized and part of a 5-year and 10-year Action plan to be incorporated as part of the Blanding city Capital Improvement Plan.
  16. Include assessments and strategies for the implementation of recommended outdoor recreation standards, including the phased acquisition and development of new parks, trails and open spaces. This should include a review of service rates to ensure revenues and expenditures are aligned.
  17. Provide updated Goals, Objectives, Policies and Implementation strategies to meet short and long-term needs.
  18. Adoption meetings.

### **Project Timetable**

1. Request for Proposals open on November 2, 2021
2. Questions can be submitted through SciQuest the Utah Public Procurement Place (U3P, formerly known as SciQuest) until January 7, 2022
3. Closing Date for Receipt of Proposals - January 14, 2022 by Noon
4. Firm awarded project by January 31st
5. Approval and Adoption by first City Council meeting in October of 2022

### **Meetings & Presentations**

The consultant team chosen should provide a schedule for meetings with City staff, public meetings or workshops, and briefings with the City Council as needed. The proposal should include a detailed meeting schedule.

### **Deliverables**

The selected firm will provide the following:

- Regular meetings and contact with City Staff.
- Technical Committee Meetings sufficient for meeting the needs of the process.
- Public survey, whether informal or statistically valid.
- One Public Open House Meeting chosen by Blanding City.
- A Draft Master Plan suitable for receiving input and adoption consideration, that reflects all items listed in the Scope of Work.
- A Final Master Plan incorporating changes required through the public input and adoption processes.
- All plans and documents will be provided in PDF Format.
- All work products will be made available to the public or any interested parties.

### **Resources**

Blanding City asks respondents to base their proposal cost on time and effort needed to complete the Scope of Work, and to identify any gaps or optional services that may be required to meet the scope of work outlined. Questions can be submitted through SciQuest the Utah Public Procurement Place (U3P, formerly known as SciQuest) until January 7, 2022.

## Evaluation of Proposals

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

1. Consultants will prepare and submit their proposals according to the project timetable contained in "Project Timetable".
2. The City will evaluate all submitted proposals in accordance with the evaluation criteria detailed in the attached scoring rubric.
3. The City will evaluate firms and individuals through the formation of a selection committee. This committee may include City staff, representatives of the City Council and Planning Commission and any other individual(s) that the City deems appropriate to have as a part of this committee. The selection committee will then make a recommendation to the City Council. The City Council will then make a final selection.
4. A Professional Services Agreement incorporating the provisions, terms and conditions of this RFP will be executed between the City and the selected Consultant.
5. Evaluation committee members are prohibited from knowing or having access to information relating to the cost of a proposal until after the evaluation committee submits its recommendation to the procurement unit based on the scores of all criteria other than cost. Therefore, Pricing should be sent in separated from the Technical Proposal Response, but in the same manner.

## Proposal Organization and Content

The proposal must include the following:

1. A **Transmittal Letter** stating the respondent's intent to participate in the contract. The letter of transmittal shall be on official business letterhead and shall include the following:
  - a. Name, phone number and email and address of the primary contact person.
  - b. A statement that the respondent will comply with all terms and conditions as indicated in the RFP.
  - 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, 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 and telephone numbers. Also, indicate first and second back-up contact persons if the person signing the proposal is not available to take a call from the City.
2. A **Technical Proposal** detailing the approach and specific scope of work proposed for meeting the needs of the proposal process. The proposal should include verification that the scope of work will be achieved within the stated budget, and any optional services proposed but not included in the base price. All costs to complete the work including but not limited to travel, equipment, and product reproduction costs should be included in addition to manpower to complete planning and lead meetings as required. Proposals shall include a copy of current billing rates for key personnel. The proposal response shall include at a minimum the following sections:
  - a. Executive Summary (two pages maximum)
  - b. Proposer Qualifications: This section should describe the proposer's experience

- on similar master planning projects, including the individual team members' involvement on the specific projects described. This section should include at a minimum a list of Comparable Work Completed, including a minimum of three (3) detailed descriptions of work completed in the past
- c. An organizational chart showing the team involved. Indicate any sub-consultants that might provide services along with their role and an indication of the percentage of work they will perform.
  - d. Three references, including name, address, email and telephone number of persons who can attest to performance on relevant projects.
  - e. Work Plan: This section should describe the methodology and process proposed to be used to complete the Scope of Work defined in "Scope of Work", including any innovative or creative solutions for streamlining the process and engaging the public within the context of the technical update.

### **Proposal Submission**

Each respondent must submit 1 electronic copy on a flash drive, in PDF form or email an electronic submission. The proposal needs to be sealed and brought or shipped to Blanding City at 50 W 100 South. The envelope containing the proposal must be clearly labeled "**Comprehensive Parks, Recreation, Trails & Open Space Master Plan.**" Electronic submissions should be emailed to predd@blanding.city - Pratt Redd, with the same label as above.

### **Ownership of the Submittals**

All proposals (and the information contained therein) shall become the property of the City. Proposers should carefully consider the items submitted before submitting items that would not be disposable to the proposer. Proposals submitted may be reviewed and evaluated by any persons at the discretion of the City. No proposal shall 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.

### **Use of Proposed Ideas**

The City reserves the right to use any or all ideas presented. Selection or rejection of the proposal does not affect this right.

### **Acceptance of Proposals**

The City reserves the right to reject or waive projects that do not meet the requirements set forth in this RFP.

The responding party agrees that the City may terminate this procurement procedure at any time, 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.

### **Disqualification of Proposals**

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. The information obtained will be used in determining the proposal that best meets the City's needs and is the most advantageous proposal received.

The occurrence of any of the following may result in disqualification of a proposal:

1. Failure to respond by the established submission deadline.

2. Failure to completely answer all questions posed in the RFP.
3. Use of any other type of form or format other than those indicated in the RFP.
4. Failure to provide requested documentation at the time of proposal submission.
5. Illegal responses.
6. 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.
7. If the proposer is unable to evidence a satisfactory record of integrity.
8. If the proposer is not qualified legally to contract.

### **Withdrawal of Proposals**

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

### **Evaluation of Proposals**

A. All requirements identified in this RFP must be satisfied to ensure that the proposal will qualify for consideration. The City desires to receive proposals from pre-qualified firms who have demonstrated general operational and technical qualifications and capabilities.

B. All proposals will be evaluated by representatives of the City to identify the proposal that best meets the needs of the City as well as set forth in the RFP and summarized below.

A. **Qualifications & Personnel:** This category represents an evaluation of the Consultant's performance record on comparable projects, with specific consideration of recently completed projects. This category also deals with the experience level of key personnel, and the proposer's willingness and ability to work effectively with the City.

B. **Project Approach:** This category represents an evaluation of the Consultants proposal for the City's Parks, Trails and Open Space Master Plan. This category will also evaluate the Consultant's proposed timeline and completion date.

C. **Project Fee:** Acknowledgement of completing the proposed scope of work for the identified fee is a requirement for acceptance of all proposals. Optional services and corresponding fees may be proposed for consideration by the Selection Committee and upon approval by the City Council.

Note: Blanding City will have a committee that reviews each proposal. The committee members will score the proposals individually. Each proposal will receive a composite score from the committee.

## **GENERAL REQUIREMENTS**

### **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 through email and through the U3P portal.

### **Compensation for Services**

The City intends to enter into a professional services contract covering the projects outlined in this RFP. Failure of the successful proposer to enter into a written contract may result in

cancellation of the award. Compensation for the services rendered will be based on a task completion basis and may not exceed the fees provided in the response to this proposal.

**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.

**Omissions**

Should the RFP not contain sufficient information in order for the firm to obtain a clear understanding of the services required by the City, the Consultant may obtain written clarification from the City by the January 7, 2022 Q&A deadline.

**Insurance Requirements**

The successful proposer will be expected to carry and maintain for the duration of the contract insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the consultant, his or her agents, representatives or employees in the amounts stipulated below. The Consultant shall include all sub consultants as insured under its policy or shall furnish separate certificates or endorsements for each sub consultant. All insurance shall be evidenced by a Certificate of Insurance acceptable to the City Attorney prior to Contract initiation.

1. PROFESSIONAL LIABILITY, including ERRORS and OMISSION: \$2,000,000 combined single limit per occurrence. Limits apply to this service product individually.
2. GENERAL LIABILITY: \$1,000,000 combined single limit per occurrence, personal injury and property damage. 2,000,000 aggregate. Broad Form Commercial General Liability is required (ISO 1993 or better).
3. AUTOMOBILE LIABILITY: \$1,000,000 combined single limit "per accident" for bodily injury and property damage. "Any Auto" coverage is required.
4. WORKERS' COMPENSATION and EMPLOYERS LIABILITY: Workers' compensation statutory limits, as required by the Workers Compensation Act of the State of Utah, and Employers Liability limits set at a minimum of \$300,000 for each accident, disease, and employee. No officer or owner of any business or organization subject to the Workers' The Compensation Act of the State of Utah may be excluded from this requirement.
5. VALUABLE PAPERS: In an amount sufficient to insure the restoration of any plans, drawings, field notes, or other similar data related to the work.
6. EMPLOYMENT PRACTICES LIABILITY: \$1,000,000 per occurrence, \$1,000,000 aggregate. Required for employers subject to