**Hyrum CITY**

**LIBBIE SPRINGS PARK**

**CONSTRUCTION RFP**

**No. 2025 - 001**

****

**Hyrum City**

**RESPONSES ARE DUE PRIOR TO:**

**February 20, 2025**

**5:00 PM MST**

*Required method is to submit electronically to:*



todd.perkins@hyrumcity.gov

&

dustin.hislop@gmail.com

**HYRUM CITY LIBBIE SPRINGS PARK – REQUEST FOR PROPOSAL (RFP)**

REFERENCE NUMBER: 2025-001

PROJECT TITLE: Hyrum Libbie Springs Park RFP

PROJECT LOCATIONS: 20 North 680 West

 Hyrum, UT 84319

ON-SITE PRE-BID MEETING: February 12, 2025

 11:30 AM MST

 Libbie Springs Park

 20 North 680 West, Hyrum, UT 84319

SUBMISSION DEADLINE: February 20, 2025

SUBMISSION TIME: 5:00 PM MST

SUBMISSION PLACE: Email

PROJECT DESCRIPTION: Construction of Libbie Springs park site.

PROJECT CONTACT: Dustin Hislop

 Prime Landscape Architecture

Landscape Architect

dustin.hislop@gmail.com

 Todd Perkins

 Hyrum City

 City Treasurer

todd.perkins@hyrumcity.gov

RESPONDENTS: Carefully read all instructions, requirements, and specifications. Give all requested information properly and completely. Submit your proposal with appropriate supplements and/or samples. Please submit digital responses via email. All proposals must be submitted to email by the deadline.Proposals received after the submission deadline will not be considered.

Additional instructions for submitting responses:

1. It is the responsibility of the respondent to review and submit all required information as stated in this RFP. To obtain digital bid documents contact project contacts.
2. Questions regarding this RFP should be submitted via email. The respondent may contact Project Contact (listed above) for specific questions regarding the proposal content. The bid number and title must be referenced on all responses and correspondence related to the RFP. Significant questions that arise subsequent to the issue of this RFP will be consolidated and answers will be provided to all respondents on record as receiving this RFP. All questions should be submitted by February 17th at 5:00 PM.
3. The required method to submit your response via email.
4. Following the deadline, the names of those responding to the RFP will be made public. All other information will remain confidential, as required by law. (See Section 1.9)

Unless specifically authorized by the city’s administrative office, telephonic proposals or modifications of proposals will not be considered. However, modifications by email for proposals already submitted through the proper channels will be considered, if received prior to the time for the submission deadline.

# SECTION 1: INSTRUCTIONS TO RESPONDENTS

**1.1 ADMINISTRATIVE GUIDANCE**

The information provided in this RFP is designed to provide interested respondents with sufficient information to submit responses meeting minimum requirements, but it is not intended to limit response content or to exclude any relevant or essential data therefrom. Respondents are at liberty and are encouraged to expand upon the specifications to give additional evidence of their ability to provide the services requested in this RFP.

**1.2 SCOPE OF TERMS & CONDITIONS**

Before submitting a response, the respondentshall understand all contract conditions referred to in this document, and any addenda issued before the RFP submission date. It shall be the respondent’s responsibility to ensure that the response includes all addenda issued prior to the RFP submission date. By submitting a response, the respondent acknowledges and accepts the Terms and Conditions described herein.

**1.3 RESPONSE PREPARATION COSTS**

Hyrum City is not liable for any cost incurred by the respondent associated with the preparation of the response or the negotiation of a contract for services prior to the issuing of the contract.

**1.4 RESTRICTIONS**

All responses must clearly set forth any restrictions or provisions deemed necessary by the respondent to effectively service the proposed project.

**1.5 RFP RESPONSE & PRICING**

Any response submitted pursuant to this RFP shall constitute an offer by the proponent to the City. The cost submitted with the Bid Form shall, upon being awarded a contract subject to this RFP, commit the successful proponent to said cost in performing the Scope of Work. The representations contained in Section 3.3, and submitted pursuant to this RFP, shall be binding upon each respective proponent for (a) sixty (60) days from the submission deadline or (b) until the successful proponent and the City enter into an agreement pursuant to this RFP, whichever occurs first.

A respondent may withdraw or modify its response, including the representations made on the Bid Form, prior to the submission deadline as contemplated by Hyrum City. Any such withdrawal or modification must be in writing, and must be signed by the same authorized officer or agent who originally signed the Bid Form.

**1.6 ADDENDUM TO THE RFP**

In the event that it becomes necessary to revise this RFP in whole or in part, an addendum will be provided to all proponents and potential proponents of whom the City has record as having received this RFP. A statement issued in an addendum shall have the effect of modifying this RFP as outlined in said addendum.

Any other communication, whether verbal or written, which are received by any representative of the respondent from sources other than official addendum should be confirmed by the respondent with the RFP contact as being true and accurate prior to incorporating such information into its response. This refers to both formal and informal conversations and communications.

**1.7 ALTERNATIVE RESPONSES**

Respondents may submit more than one response, each of which must follow the criteria of Section 3 and satisfy the requirements of this RFP. If alternative responses are submitted, the respondent must explain the reasons for the alternative(s) and its alternative’s comparative benefits. Each response submitted will be evaluated on its own merits.

**1.8 DISCLOSURE OF RESPONSE CONTENT**

Under the Government Records Access and Management Act, Section 63-2-101 et seq., Utah Code Ann. (1993 and supp. 1996), as amended ("GRAMA") certain information in the submitted response may be open for public inspection. If the respondent desires to have information contained in its response protected from such disclosure, the respondent may request such treatment by providing a "written claim of business confidentiality and a concise statement of reasons supporting the claim of business confidentiality" with the response (GRAMA, Section 63G-2-309). Pricing elements of any response will not be considered protected. All material contained in and/or submitted with the response becomes the property of Hyrum City and may be returned only at the city’s option.

# SECTION 2: BACKGROUND AND PROJECT DESCRIPTION

**2.1 BACKGROUND**

Hyrum City is a family-friendly, safe, and active community. Hyrum City provides a full range of parks, recreation, and open space opportunities. The Parks Division currently maintains hundreds of acres of developed parks and open space with a variety of amenities, including baseball fields, basketball courts, soccer and football fields, playgrounds, picnic areas, tennis and pickleball courts, pavilions, and all varieties of trails.

**2.2 PROJECT DESCRIPTION**

This project encompasses a neighborhood park on the west side of Hyrum City. Libbie Springs Park is a 3.4-acre site featuring a restroom, pavilion, waterway, playground, sports courts and landscaping, within an existing residential development. Libbie Springs park is located at 20 North 680 West, Hyrum, UT, 84319.

**2.3 SCOPE OF WORK**

* Grade site to elevations shown on plans.
* Construct new trails, concrete sidewalks, bridge, and ADA ramp per plans.
* Construct concrete basketball sport court.
* Install irrigation system per plans and to current Hyrum City standards and details.
* Install trees, shrubs, plants, sod, mulch, topsoil, etc. as shown on landscape plans and per current Hyrum City standards and details.
* Install sewer, water to restroom per plan.
* Install restroom to finish floor elevation.
* Install waterway improvements.
* Relocate electrical lighting per plans.
* Installation
* Coordinate playground and surface installation with playground contractor, hired by city. Construct all curbing and bring playground area to grade, per plans, before handing over to playground contractor.
* Installation of pavilion footings and concrete flatwork per detail.
* Initial minimum 30-day maintenance period during sod establishment which extends until substantial completion is approved (mowing/trimming and keeping beds weed-free).
	1. **NOT INCLUDED**
* Benches will be owner-provided but contractor installed.
* The playground and play surfacing will be installed by a separate vendor but coordination will be needed with the general contractor on timing. The concrete surround and sub-surface are to be prepared/constructed by the contractor, per plans.
* Pavilions vertical structure will be done by city after completion of project.
* The restroom above finish floor elevation will be completed by the city after completion of the project.
* Electrical to restroom will be handled by Hyrum City.

**2.4** **PROJECT CONTACT**

Respondents may contact the following individual(s) with questions regarding the project. All questions should be addressed via email to both the persons below.

Todd Perkins

City Treasurer

todd.perkins@hyrumcity.gov

Dustin Hislop

Landscape Architect

dustin.hislop@gmail.com

# SECTION 3: PROPOSAL & PRICING

**3.1 PROPOSAL**

Each proponent must submit a complete and concise proposal in response to this RFP and must demonstrate the proponent’s ability to meet the requirements of this RFP. Each proposal must be accompanied by a transmittal letter, signed by an authorized representative, binding the proponent to the terms proposed. At the discretion of the City, the contents of any proposal submitted by the successful proponent may become part of any contract awarded pursuant to this RFP.

Each proponent is solely responsible for any information submitted or omitted from its proposal. All materials contained in, or submitted with, a proposal shall become the property of the City, and may be returned only at the City’s option.

Proposals must include the following information:

## **LETTER OF TRANSMITTAL**

The letter of transmittal should include an introduction of the Respondent, including the name, address, telephone number, and fax number of the person to be contacted, along with others who are authorized to represent the Respondent in dealing with this RFP. Any other information not appropriately contained in the body of the proposal should also be included in the letter of transmittal. The transmittal letter should be signed by an authorized representative of the Respondent empowered with the right to bind the Respondent for the amounts estimated and terms proposed. This section should also include the Signature of Respondent page included at the end of this document.

## **PROJECT TEAM**

Identify the key people that will work on the project, including their responsibilities on the project and past qualifications.

## **REFERENCES & QUALIFICATIONS**

Include a list of clients for which the respondent has completed construction services, the size of project(s), including the name of the organization, the name of the individual to contact, and contact information. References may include public and/or private sector organizations. As appropriate, include pictures and/or plans of previous work. Contractors and sub-consultants submitting must have completed 3 similar size projects in the last 5 years.

## **TIMELINE**

Include a proposed timeline for the project. Identify a start and end date for each key aspect of the project. Estimate a date of completion for each section as well as a date of completion for the entire project. Include a description of availability and indicate how soon after award of contract that work will begin.

## **COST PROPOSAL**

The Respondent must submit a cost proposal allowing costs to be evaluated independently of other criteria in the proposal. The respondent should also include a proposed billing schedule. The cost proposal submitted should be the itemized Bid Summary Sheet covered in Section 5. The Bid Summary Sheet is intended to be all-inclusive. Respondents are expected to review the Construction Document and complete an itemized Bid Summary Sheet.

The pricing for all products and services shall remain firm for the duration of the contract. No price changes, additions, or subsequent qualifications will be honored throughout the duration of the contract except with approved change orders. Pricing on all transportation, mobilization and other charges shall be prepaid by the Respondent and included in the proposal price. The Respondent must indicate any additional charges not mentioned above or forfeit the right to payment for such items.

## **FINANCIAL REPORT**

The Respondent should furnish a current financial report (GAAP compliant) for the past three fiscal years. The financial report should include the size of the Respondent as measured by:

A. Number of personnel;

B. Number of clients, including the names of clients in the State of Utah; and

C. Annual sales.

The format and style of the proposal is at the discretion of the respondent. Respondents are encouraged to provide any supplemental information and attachments relevant to the response.

The format and style of the proposal is at the discretion of the respondent. Respondents are encouraged to provide any supplemental information and attachments relevant to the response.

**3.3 REPRESENTATIONS & WARRANTIES**

By submitting a proposal, each proponent represents and warrants that:

* + 1. Its proposal is made in good faith.
		2. Its proposal is not submitted in the interest of, or on behalf of, another person or entity.
		3. It has not directly or indirectly induced or solicited any other proponent to submit a bid other than in good faith.
		4. It has not directly or indirectly induced or solicited any other person or entity to abstain from submitting a proposal.
		5. It has not sought by collusion to obtain for itself any advantage over other proponents or the City.
		6. It shall not violate, or cause any other person or entity to violate, any Federal, State, or municipal law, including (but not limited to) the Utah Municipal Officers and Employees Ethics Act.

# SECTION 4: RESPONSE EVALUATION

**4.1 EVALUATION PROCESS**

All proposals submitted in response to this RFP will be evaluated in a manner consistent with the Hyrum City Municipal Code, and as otherwise set forth in this RFP.

As an initial step in the evaluation process, the City shall review all proposals received by the submission deadline. Next, any timely, yet non-responsive proposals (i.e., those proposals not conforming to the requirements set forth in this RFP or the Hyrum City Municipal Code) will be eliminated. All remaining timely and responsive proposals shall then be cursorily reviewed by the City to eliminate from further considerations those bids which, in the sole discretion and judgment of the City, fail to offer sufficient or substantive provisions which are required to warrant further consideration. The City reserves the right to disqualify any proposal that significantly deviates from the terms, conditions, and specifications contemplated by this RFP. Any remaining bids will then be reviewed and evaluated in detail. If the City discovers at any point in the evaluation process that a proposal is lacking required or requested information, the City may remove said proposal from further consideration.

Hyrum City reserves the right to be the sole judge as to the overall acceptability of any response or to judge the individual merits of specific provisions within competing offers.

**4.2 EVALUATION CRITERIA**

In determining which proponent is the lowest responsible proponent, the City shall evaluate the proposals received in accordance with the following criteria:

* + 1. The proponent’s relevant qualifications.
		2. The proponent’s professional reputation (with the City and other entities or individuals), including character, integrity, reputation, judgment, experience, and efficiency.
		3. The quality of goods and services proposed, as well as the quality of previous goods or services provided by the proponent.
		4. The proponent’s ability, capacity, and skill to provide the Scope of Work.
		5. The sufficiency of a proponent’s financial resources, and the effect thereof on the proponent’s ability to perform the Scope of Work.
		6. Any litigation, prosecution, or other claims by or against a proponent.
		7. Availability to perform the Scope of Work, as well as the proposed schedule of completion contained in the proposal.
		8. The ability of a proponent to provide future maintenance and service with respect to the Scope of Work.
		9. The proposed RFP pricing.
		10. Which proposal will provide the best economic advantage to the City.

**4.3 AWARD OF CONTRACT**

Upon completion of the evaluation process contemplated by the Hyrum City Municipal Code and this RFP, the City may, but is not required to, negotiate with and award a contract for the Scope of Work to the proponent which provides the best economic advantage whose proposal is determined in the sole discretion of the City to be in the best interests of the City.

If the City decides to award a contract pursuant to this RFP, the successful proponent shall be required to enter into a contract with the City for the Scope of Work, as set forth in Attached Agreement Template hereto. The terms and conditions set forth in Attached Agreement Template are non-negotiable, and may not be changed or conditioned upon the contents of any proposal submitted pursuant to this RFP. The City may consider adding additional terms and conditions suggested by the proponent to said contract, but is not required to implement any such terms and conditions into the final contract.

Proponents are urged to give special attention to the insurance and bond/letter of credit requirements set forth in Attached Agreement Template. The aforementioned bonds/letters of credit must be provided on one of the forms attached hereto as Attachments and shall become part of the final contract.

**4.4 RIGHT TO REJECT**

The City reserves the right to reject any and all proposals and to waive any formality in the proposals received, to accept or reject any or all of the items in the proposal, and award the contract subject to this RFP, in whole or in part, if it is deemed in the City’s best interest. The City reserves the right to negotiate any and all elements of the proposals if any such action is deemed in the best interest of the city.

**SECTION 5: BID SUMMARY SHEET**

**See attached bid summary sheets for each project site.**

**BID FORM: SIGNATURE OF RESPONDENT**

By submitting a proposal pursuant to this RFP, each proponent acknowledges that its proposal may be subject to public disclosure pursuant to the Government Records Access and Management Act, Utah Code Ann. § 63G-2-101, *et seq*. (“GRAMA”), as the same may be amended from time to time. If a proponent desires to have specific information contained in its proposal protected from public disclosure, the proponent may provide a written claim and description of business confidentiality with respect to any such information. Filing a written claim and description of business confidentiality does not guarantee that any information will remain protected or private as the City will strictly comply with GRAMA. As a general rule, RFP pricing shall not be considered protected or private information.

I hereby acknowledge that I have received, read, and understand the foregoing Hyrum City Libbie Springs Park RFP (RFP No. 2025-001). The proposal that has been submitted herewith complies with the requirements of said RFP and applicable provisions of the Hyrum City Municipal Code.

Upon acceptance of this RFP, the undersigned agrees to complete all required work as described in thisRFP according to the terms and conditions described herein.

Please complete this form and return no later than the RFP deadline, as indicated on the cover page.

***Company***

***By***

***Title***

***Signature***

***Address***

***Phone***

***Email***

***Date***