



# Public Lands

## Trails & Natural Lands

### **REQUEST FOR PROPOSALS**

Trail Final Design and Construction

Popperton Park Trails

**Proposal Due Date: September 27, 2019 @ 4pm**

**This RFP is an “ELECTRONIC REPLY” only RFP**

#### **A. General Information**

- a. Salt Lake City Corporation reserves the right to extend the due date and time if it is determined to be in the best interest of the City.
- b. Proposal will be accepted through SciQuest or hard copies can be delivered to the SLC Engineering Offices located at 349 South 200 East #100, Salt Lake City Utah 84111
- c. All questions must be submitted through SciQuest and all answers will be given through SciQuest.
- d. RFPs and or RFP modifications received after the due date and time will not be accepted.
- e. It is the sole responsibility of the bidder to ensure that SciQuest receives the response prior to the closing date and time.
- f. Be aware that entering information and uploading documents into SciQuest may take considerable time.

- g. Please allow sufficient time to complete the online forms and upload documents. Bidders should not wait until the last minute to submit a response.
- h. It is recommended that Bidders submit responses a minimum of 24 hours prior to the closing deadline.
- i. The deadline for submitting information and documents will end at the closing time indicated in the solicitation.
- j. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into SciQuest before the closing time or the system will stop the process and the response will be considered late and will not be accepted.
- k. Responses submitted in SciQuest are completely secure. No one (including the purchasing agent) can see responses until after the deadline.
- l. The City will select the proposal determined to be in the best interest of the city and according to the ranking criteria outlined in the RFP.

## **B. Introduction**

- a. Salt Lake City is seeking competitive sealed proposals from qualified, licensed trail contractors to provide final design and construction services for approximately 2-3 miles of Popperton Park Trails.
- b. This RFP is designed to provide interested Contractors with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data.
- c. Contractors are at liberty and are encouraged to expand upon the scope of work activities so long as the minimum are met; however, lengthy, encyclopedic RFPs are not required, nor desired.
- d. Contractors are highly encouraged to visit the project site prior to submitting a proposal. The existing public trails and the open space where the project is planned are open to interested contractors to visit on their own or attend an optional pre-bid meeting and walkthrough with Salt Lake City on Tuesday, September 10, 2019 at SLC Engineering Office. In no event shall failure to inspect the site constitute grounds for a claim after contract award.
- e. The City reserves the right to reject any or all proposals, or to waive any formality or technicality in any proposal, in the best interests of the City.
- f. While it is the intent of the City to proceed with this solicitation, nothing herein shall obligate the City to enter into a contract.

- g. The City reserves the right to cancel this RFP in whole or in part at any time if it is in the best interest of the City.

## C. Background

Salt Lake City is the state capital and largest city in Utah. From 2016 – 2018, the Salt Lake City Trails and Natural Lands Division researched and created the Foothills Trail System Master Plan, a world-class, non-motorized recreational trail system in the Foothills Natural Area – 6,000 acres of canyons and foothills bordering the northern and eastern limits of Salt Lake City. The proposed plan calls for a multi-use trail system that is safe, enjoyable, accessible, connected, and sustainable over a 10-year time horizon for Utah’s growing residential and tourist populations.

Phase I of the Foothills Trail System Master Plan includes five separate projects totaling over 14+ miles of trail construction throughout the Foothills. These include:

- North Foothills Trails
- City Creek Trails
- Morris Mountain Trails
- Popperton Park Trails
- Twin Peak Trails

This RFP is for the Popperton Trails project located in the Avenues neighborhood of Salt Lake City. The Popperton Trails will be divided into three zones: **West Popperton, Spring Gulch, and South/East Popperton**. The contractor is responsible for design, layout and construction of trails in each zone to achieve several broad objectives, as described below. The City will be looking for creative and effective trail proposals from respondents.

**Objective:** Establish an aesthetically-pleasing and gradual perimeter loop path that circumnavigates the Popperton Park & Natural Area above Popperton Park Way. Portions of this loop could potentially serve uphill bicycle traffic, but primarily this is intended to serve walkers and joggers, including seniors and young children. The loop trail could potentially incorporate the existing sidewalks along Virginia Street and Popperton Park Way.

**Average grade: 6% or less**

**Average full-bench tread width: 40”**

**Zone:** West Popperton

**Area Size:** Approximately 8 acres.

**Objective:** Create a meandering and aesthetically-pleasing foot-traffic-only trail serving walkers and joggers, and which connects with the perimeter walking path - and potentially the nature trail in Spring Gulch - to create a smaller loop or loops.

**Average grade: 6% or less**

**Average full-bench tread width: 40”**

**Trail:** Spring Gulch Nature Trail

**Area Size:** 1-2 acres.

**Objective:** Create a short nature trail that starts and ends where Spring Gulch intersects Popperton Park Way. The trail can descend into a water retention basin and head up the gulch, making a small loop in this wooded ravine. The trail should avoid removal of woody vegetation... some very rare specimens exist in this ravine. This nature trail will primarily be used for interpretation and trail width should be narrow.

**Average grade: 10% or less**

**Average full-bench tread width: 24''**

**Zone:** South/East Popperton

**Size Area:** 6+ acres of grassy slopes

**Objective:** Develop 1-2 miles of bike-only trails for short loops and skill development intended for beginner and intermediate riders, including trails for riders on adaptive cycles.

**Average grade: 8% or less**

**Average full-bench tread width: 40''**

**Access:**

The primary access points to Popperton Loop Trails will be Popperton Park Way and N Virginia Street, two well-paved city streets with good access. The area is adjacent to a popular city park and the trails will be integrated into various access points from city streets and the park as well.

Salt Lake City retained the services of Alta Planning and Design to develop a design plan for the Foothills Trail System. Trail design guidelines were created as part of this process and can be located in page 70-87 of the [Master Plan](#). Final trail layout and construction should follow these guidelines as well as any other guidelines specified within this RFP.

## D. Scope of Work

- a. The contractor shall provide all labor, materials, tools, equipment, hardware, cleanup, mobilization, and incidentals required for the project.
- b. If necessary, contractor shall be responsible to contact “Bluestakes” for location of utilities prior to construction.
- c. Contractor shall take measures to protect existing improvements (if any) and adjacent open space and shall replace any damaged improvements that become damaged due to the contractor’s negligence.
- d. The contractor will be responsible to maintain at all times a safe and clear work site
- e. The contractor will be responsible to protect and secure work sites, equipment, and materials. Any damage or vandalism to contractor’s equipment will be the sole responsibility of the contractor.
- f. The contractor will be responsible for all trail traffic control activities, including trail closure signs, and barricades, as required for the project.
- g. The contractor shall place “Trail Contractor” sign (provided by city) in windshield of any vehicle in areas closed to motorized vehicles.
- h. Invasive Species Prevention: Active steps shall be taking to prevent or limit the introduction, establishment, and spread of invasive species during construction, including the cleaning of equipment prior to arrival to the site
- i. Contractor shall follow the current identified alignment. Any trail alignment adjustments shall be reviewed and approved by the City prior to construction.
- j. Construction to meet IMBA standards, the Design Guidelines outline in the Salt Lake City Foothill Trails System Master Plan and any other specified requirements included in this RFP. Any adjustments or modifications to these guidelines must otherwise be approved by Salt Lake City:
  - i. Trail grades shall meet those grades identified in the Design Guidelines. The contractor is expected to incorporate drain dips, grade reversals, and provide a natural and flowing feel to the trail.
  - ii.
  - iii. Tread shall be **5’ to 6’** wide full bench cut with a **2% to 6%** out-sloping tread to facilitate good drainage.
  - iv. Cut banks of **12”** or greater shall be sloped back

- v. Trail corridor shall be cleared **8'** wide and **8'** high minimum
  - vi. Roots ½" diameter or larger shall be removed out of tread
  - vii. Rocks 2" diameter or larger shall be removed from top of tread
  - viii. Tread to be shaped, smoothed, and compacted
  - ix. The contractor will make sure all installation sites are left in a clean, safe, and debris free condition. All organic waste materials and debris may be dispersed on-site **15'** away from edge of trail.
  - x. All technical trail features shall have a ride around that allow users the option to use a technical feature.
  - xi. Accommodate existing encumbrances, including utilities and drainage ways.
- k. Contractor shall provide 12-month warranty on materials and workmanship.

## **E. Proposed Budget**

The total project budget for the Popperton Loop Trails is approximately **\$80,000**.

Contractor proposals that exceed this amount shall identify items that may be deleted from their proposal to keep the project within budget.

## **F. Proposed Project Timeline**

Salt Lake City desires to contract with a Contractor that can timely construct the project. The following are the scheduled dates currently planned by the City. The City reserves the right to modify this schedule at the City's discretion:

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| ○ Site Walk-Through                 | September 10, 2019, 10:00 am          |
| ○ FP Due Date and Time              | September 27 <sup>th</sup> , 2019, by |
| ○ Evaluation of RFP's               | October 4, 2019                       |
| ○ Contractor Selected               | October 18 <sup>th</sup> , 2019       |
| ○ Preferred Construction Completion | Spring-Summer 2020                    |

- Latest Construction Completion      Fall 2020

## **G. Proposal Format**

Proposals must be concise and in an easily understandable format and shall contain the following information, in the general order listed.

### Technical Proposal:

- 1) Letter of Transmittal - The letter of transmittal should include an introduction of the proposer's company, the name, address and telephone number of the person to be contacted along with others who are 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 should also be included.
- 2) Project Proposal - This section should constitute the major portion of the proposal and must contain at least the following information:
  - a) A general but complete narrative overview of the proposer's assessment of the work to be performed and the ability to meet those aims, along with the resources necessary to meet the requirements of this RFP. This overview should clearly demonstrate the proposer's understanding of the desired overall performance expectations and how they will be achieved.
  - b) A detailed technical scope of work prepared by the contractor and a summary of the deliverables to be provided to the City. The detailed discussion must include a response to each requirement described in the scope of services in this RFP.
  - c) A description of the project team and the special qualifications of the Contractor, which make it best suited to complete this project. The contractor will also need to demonstrate its understanding of the International Mountain Biking Association standards. Photos of past trail work, including trail features, should be provided.
- 3) Cost Proposal
  - a) The contract for services shall be based on a per unit cost contract. The Contractor should identify the proposed unit cost for each item identified on the bid schedule, and submit them as part of the proposal.
  - b) Identify services to be provided by resources outside of the Contractor's services, and the cost of such services.

- c) Contractor proposals that exceed the \$80,000 budget shall identify items that could be deleted from their proposal to keep the project within budget.
- 4) Schedule - A proposed schedule matching the scope of work that shows the time required to complete the project. All work shall be completed by the end of the 2020 construction season.
- 5) References - To be considered for this project the applicant will need to have completed at least three (3) similar projects in both size and scope within the past five years and provide information about these similar projects. Include a project description, the name of the client, phone number, business address and name of the contact person.
- 6) Insurance - The contractor shall maintain not less than: (a) \$1,000,000.00 automobile insurance, (b) Commercial general liability insurance, on an occurrence form, with the City as an additional insured in the minimum amount of \$1,000,000.00 per occurrence with a \$2,000,000.00 general policy aggregate, and (c) worker's compensation as required by state statute, during the duration of this purchase.
- 7) Contractor License – The contractor must have a valid and current contractor's license issued by the State of Utah prior to placing a bid.

## **H. Submittal Requirements**

Sign and return **Attachment 1**. A company representative authorized to bind the offeror contractually must sign the form.

- Electronic proposals only, will be accepted. Proposals will be received by Salt Lake City, through SciQuest, until **4:00 p.m. September 27, 2019**.
- Salt Lake City is not responsible for vendor access with SciQuest.
- All questions must be submitted through SciQuest and all answers will be given via SciQuest.
- Questions may be submitted until **September 19<sup>th</sup>, 2019 at 4:00 p.m.**
- The City will select the proposal determined to be in the best interest of the city and according to the criteria outlined in the RFP.

## **I. Selection of Contractor**

The successful Contractor will be selected in accordance with the City procurement policy. The selection criteria to be used by the selection committee includes the following:

- Grasp of Project Requirements:
  - Contractor's analysis, level of interest, focus on the project's specific requirements, approach, and execution.
  - Understanding of scope, schedule, and interfacing tasks
- Design and Construction Approach/Methodology:
  - Technical alternatives, creativity, and problem-solving ability.
  - Cost control, and quality assurance.
- Past Experience:
  - Project Team
  - A list of previous projects/work that reflects relevant special expertise or groundwork available for the proposed project.
  - Familiarity with locale and its geographic characteristics, as well as local government agencies.
- Schedule:
  - Proposed project schedule.
- Fees/Pricing:
  - The reasonableness of unit rates and other elements of the fee estimate proposal.

Proposals will be weighted in the following manner:

- Grasp of Project Requirements:	15%
- Design and Construction Approach/Methodology:	25%
- Project team:	25%
- Schedule:	10%
- Fees/Pricing:	25%

#### **J. Protests of Specifications or Award of Contract**

- a. Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the bid solicitation or award of a contract may submit a protest to the city purchasing agent.
- b. Protest of Specifications: A protest regarding the specifications of a bid solicitation must be submitted in writing prior to the opening of the bid, and must list the pertinent facts giving rise to the protest.

- c. Protest of Contract Award or Purchase: A protest regarding the award of the contract or purchase order must be submitted in writing within ten (10) days of the award of a contract or purchase order and must list the pertinent facts giving rise to the protest.

**End of Bid Document**

# ATTACHMENT 1

## RFP

### 1 Loop Trails Final Design and Construction

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TO: Salt Lake City  
Trails and Natural Lands  
Department  
1965 West 500 South  
Salt Lake City, Utah 84104

The undersigned, having carefully read and considered the Request for Proposal to provide insurance for Salt Lake City, does hereby offer to perform such services on behalf of the City, in the manner described and subject to the terms and conditions set forth in the attached proposal. Services will be performed at the rates set forth in said proposal.

#### OFFEROR

Company Name: \_\_\_\_\_

Doing business as:  an individual  a partnership  a corporation  a limited liability company (mark appropriate box), duly organized under the laws of the State of \_\_\_\_\_.

BY: \_\_\_\_\_  
(Signature of authorized representative) (Please Print or Type Name)

#### PRINCIPAL OFFICE ADDRESS:

Street Address \_\_\_\_\_

City \_\_\_\_\_ County\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_

#### TAXPAYER IDENTIFICATION NUMBER:

Employer I.D. No. \_\_\_\_\_ OR Social Security No. \_\_\_\_\_  
(Corporation or Partnership) (Individual)

#### CONTRACTOR LICENSE NUMBER:

Contractor Lic. No. \_\_\_\_\_

**ALL PROPOSALS MUST INCLUDE ATTACHMENT 1,  
PROPOSAL CONTENT & EVALUATION REQUIREMENTS  
LISTED IN THE RFP.**