



## REQUEST FOR PROPOSALS

### Town of Springdale Town Park

The Town of Springdale Parks and Recreation Department is seeking proposals for the redesign and construction of a portion of the Town Park formerly used as a softball field. The Town is seeking a qualified professional landscaper to work with Town Parks and Recreation staff to complete all aspects of the project from design to completion.

#### BACKGROUND AND OVERVIEW

The Town of Springdale is located in Washington County immediately adjacent to the southern entrance of Zion National Park. The Town is home to approximately 600 residents while welcoming several million tourists annually.

The Town Park located at 126 Lion Blvd. is a beloved piece of open space for town residents. It includes a gazebo, playground, pickleball and volleyball courts, and a softball field. The softball field is a large open space that is frequently used for events, disc golf, and a place for residents to exercise their dogs.

Rarely is the area used for softball or baseball, and the Town desires to transition the space to one more suitable for its most frequent uses.

The Town's vision for the redesign includes demolition and removal of the existing ballfield and backstop, removal of the existing infield and increasing the grass area, updating the irrigation system, and concrete improvements and additions. It is also important that potential future developments to the area such as tree planting, walking paths, picnic benches, etc. be considered in the design. It is also important that drought-tolerant, durable turf be considered in the redesign.



## **SERVICES REQUIRED**

The Town of Springdale is seeking a qualified applicant who will work closely with Town of Springdale staff to provide the following services in relation to the redesign and construction of the ballfield space.

1. Demolition and removal of existing chain-link fencing along the southern perimeter of the ballfield.
2. Evaluation of existing irrigation system and development of a plan for updating the irrigation system to one that is both water-efficient and is extended to areas identified for future tree planting.
3. Installation of sod in the existing infield area and any other areas that are either existing problem areas or are damaged during construction. Turf should be drought-tolerant and durable while remaining park-user appropriate.
4. Repair or replacement of any concrete damaged during demolition or construction, or problem areas identified beforehand. Possible concrete additions where appropriate may be desired. See attached appendix for examples.
5. Protection of existing trees during project construction by avoiding root disturbance and soil compaction near base of tree trunks where possible.
6. All landscaping work must adhere to the Town's approved plant list and follow Springdale Town Code.

## **CONTRACTOR QUALIFICATIONS**

The Town of Springdale desires the following skills and capabilities of the applicant:

1. Licensed landscape contractor with the State of Utah
2. Experience in design and installation of drought-tolerant landscapes and water-wise irrigation systems
3. Experience working with municipalities or other governmental organizations in similar projects

## **SUBMITTAL REQUIREMENTS**

Applicants interested in providing the services listed above should prepare and submit proposals pursuant to the details listed below. Proposals must adhere to the format and contain all of the required information listed below. Failure to include any of the required information is grounds for rejecting the proposal, regardless of the consultant's qualifications.

1. Format:
  - a. Proposals must be in PDF format
2. Content: Proposals should contain all of the information listed below. The proposal should present the information in the order it is listed below. There is no maximum or minimum required length of the proposal. Proposals should be prepared economically and be as concise as possible while still including a comprehensive description of the consultant's qualifications.
  - a. *Letter of Transmittal*. This letter must contain:
    - i. The contractor's name, address, and contact information.
    - ii. A brief summary of the consultant's key qualifications.
  - b. *Statement of qualifications*:
    - i. Relevant experience. Include any professional experience that qualifies the contractor to complete the project.

- ii. Sub-contractors. List any subcontractors that will be involved in the project, if any, along with their experience and qualifications.
- iii. Additional information (optional). This section should be limited to information not covered elsewhere in the proposal that is directly related to the contractor's qualifications to provide the services listed above.
- c. *References*. Provide name and phone contact information for three individuals who can provide a reference regarding the contractor's abilities.
- d. *Proposed Project Plan*. Include a detailed description of how the contractor plans to provide the services listed in the "Services Required" section of this RFP. Include proposed project deliverables and a project timeline.
- e. *Statement of Proposed Fees*. Include the total compensation the contractor is seeking for the services listed in the "Services Required" section of this RFP. The Statement of Proposed Fees should be in a separate file from the rest of the submittal.

Each applicant should submit their proposals electronically in PDF format. The electronic submittal may be submitted via CD, flash drive, or email (preferred) to Director of Parks and Recreation Ryan Gubler at [rgubler@springdale.utah.gov](mailto:rgubler@springdale.utah.gov) with the subject line: Springdale Ballfield Project Proposal. Submissions are due by the end of business (5:00 pm Mountain Standard Time) at the day of the deadline (see schedule).

## **SELECTION PROCESS**

After the window for submitting proposals closes (see SCHEDULE section) the Selection Committee will conduct an initial review of all submittals. The first review will evaluate the submittals based on the following criteria:

- A. Applicant's professional experience, expertise and qualifications
- B. References
- C. Completeness and quality of submittal
- D. Applicant's ability to be timely and responsive
- E. Other evaluation criteria listed in Springdale Town Code (section 10-9-6(J))
- F. Costs and value of services

After the initial review the Selection Committee may elect to select a successful proposal. Alternatively, the Selection Committee may elect to contact proposers to ask for final and best offers, pursuant to the Town of Springdale procurement policy. After scoring all proposals (and all final and best offers, if applicable), the selection committee will make a recommendation to the Town Council regarding the successful proposal. The Town Council will formally award the work and enter into a contract with the consultant.

## **SCHEDULE**

The Town's selection process for the project consultant will follow the schedule listed below.

- A. Request for Proposals Issued.....August 4, 2024
- B. Deadline for Submissions of Proposals.....August 16, 2024
- C. Initial Review of Proposals.....August 19, 2024
- D. Selection Committee Recommendation to Town Council.....September 6, 2024
- E. Award of Proposal/Approval of Contract.....September 11, 2024

The Town reserves the right to modify the schedule at its sole discretion in order to best facilitate the selection and review process.

## **ADDITIONAL INFORMATION**

### *Reserved Rights*

The Town of Springdale reserves the right to reject all proposals and re-issue the Request for Proposals. The Town further reserves the right to waive minor irregularities in the qualifications when such a procedure is reasonably in the best interest of the Town.

### *Amendments*

If it becomes necessary to revise or amend any part of this Request for Proposals the Town will post the amended Request on its website.

### *Concise Submittals*

Proposals should be prepared simply and economically, providing a straightforward and concise description of the consultant's ability to perform the work in the "Services Required" section of this RFP.

### *Demands for Additional Information*

Should the Town require additional information from any respondent to reasonably conduct its review of submittals, the respondent shall furnish the requested information in a timely manner.

### *No Reimbursement for Preparation Costs*

Costs to prepare a submittal pursuant to this Request for Proposals are entirely the responsibility of the respondent. The Town will not reimburse any respondent any costs associated with responding to this Request for Proposals.

### *Requests for Information*

All inquiries regarding this Request for Proposals should be directed to:

Ryan Gubler  
Director of Parks and Recreation  
435-772-3434 ext. 312  
[rgubler@springdale.utah.gov](mailto:rgubler@springdale.utah.gov)

## APPENDIX A



*Figure 1: Existing ballfield looking north*



*Figure 2: Chain link backstop separating infield from concrete*

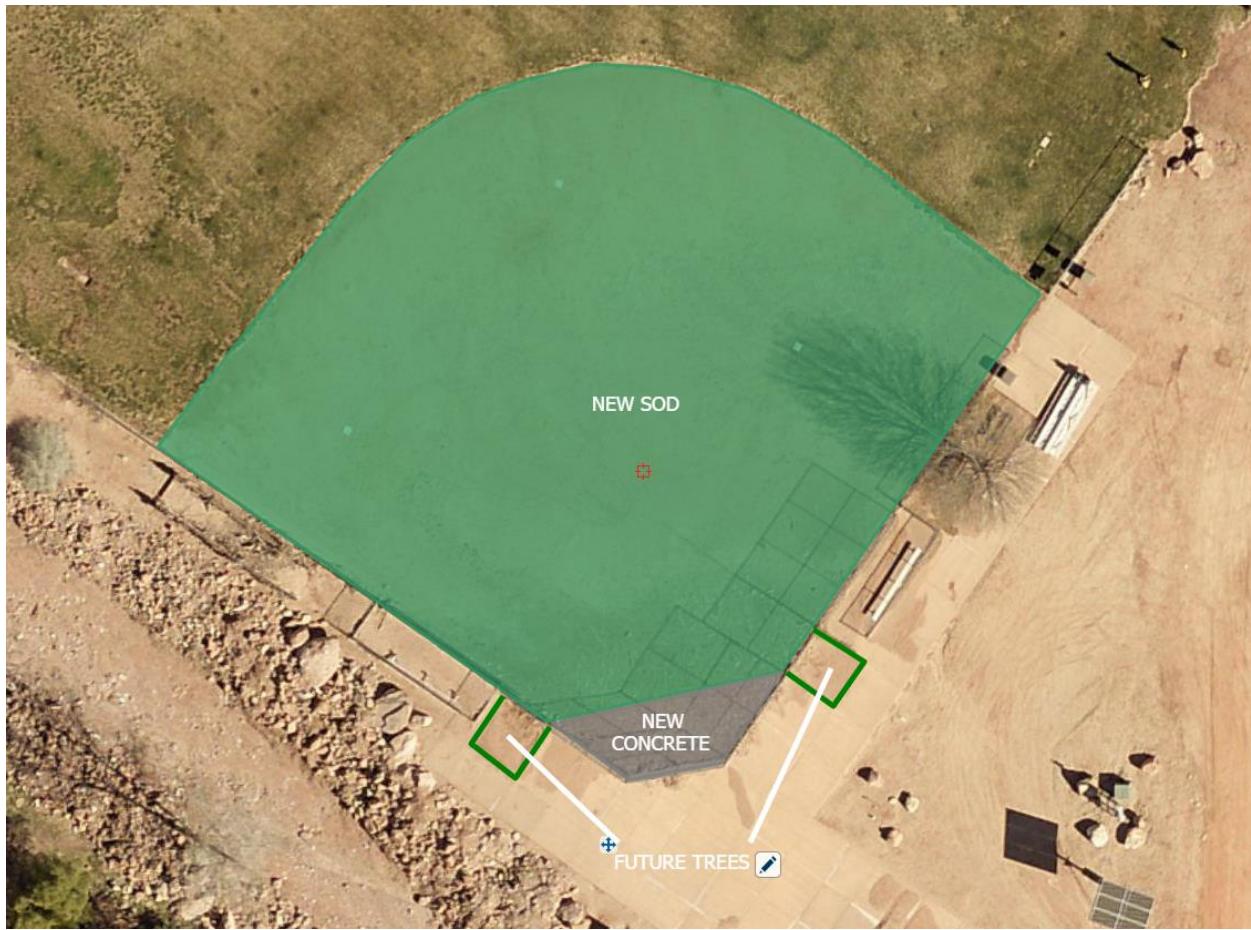


Figure 3: Aerial showing areas desired for new sod, approximately 350 sq. feet of new concrete, and areas for future tree planting. The area in grey showing new concrete is the existing location of a drain.