



PARKS AND
RECREATION

12354 S. 800 E.
Draper, Utah 84020

REQUEST FOR PROPOSALS

Consulting for Design Services for

Hidden Canyon Park Improvements

14800 South Canyon Pointe Rd.

Proposal Due Date: July 9, 2026 @ 2:00 PM

This RFP is an "ELECTRONIC REPLY" only RFP

Introduction:

1. Draper City is seeking competitive sealed proposals from qualified firms to provide consulting for design services for the Hidden Canyon Park Improvements.
2. This RFP is designed to provide interested vendors 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.
3. Vendors are at liberty and are encouraged to expand upon specifications so long as the minimum requirements are met; however, lengthy, encyclopedic RFPs are not required, nor desired.
4. Draper 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.
5. While it is the intent of the City to proceed with this solicitation, nothing herein shall obligate the City to enter into a contract.

6. 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.
7. Draper City reserves the right to extend the due date and time if it is determined to be in the best interest of the City.

Background:

Draper City is located in the southeastern part of Salt Lake County and northern Utah County and currently has a population of just over 50,000 residents. The city owns and maintains approximately 200 acres of developed parks, over 150 miles of trail, and approximately 5,000 acres of open space.

The Hidden Canyon Park will be located within the Hidden Canyon Development at approximately 14800 South Canyon Point Rd within 6.75 acres of public open space owned by Draper City.

The site currently contains a large drainage detention basin, primitive trails, and trail tunnel under the road. The site also has street frontage on both Canyon Pointe Road (east side) and Ember Drive (west side).

Existing utilities exist along the frontages of each road. Several drainage pipes and structures exist throughout the site. An existing sanitary sewer mainline runs through the south side of the site. All existing utilities need to be protected in place. The elevations of these facilities may restrict grading options.

The majority of the site will remain in its natural state with park development impacting just over 1 acre of the site. It is anticipated that the project will include the construction of (2) prefabricated picnic shelters, a prefabricated restroom, playground, paved loop trail, (2) trail bridges/boardwalks, fencing, and open lawn areas with landscaping. Due to the topography of the site, it is anticipated that some minor retaining walls (under 4') will be required. Primitive trails are also planned, but will be designed and constructed by the city's trails crew.

Utility services for water, sewer, and power will be required. These utilities are available either onsite or on the fronting roadways, and will need to be field verified.

The final design shall be completed in time to advertise and bid during Fall/Winter 2026/27 to allow construction to take place during the 2027 construction season.

Scope of work:

It is anticipated that the selected firm will perform at a minimum many of the following types of activities; however, this list is only meant to be an example of the activities the City is looking for.

Task 1 – Master Plan

1. Park Draft Master Plan - The City had developed a concept plan for the park, including the preferred location of different park amenities. The Consultant will need to evaluate the concept layout plan to ensure the planned amenities are designed efficiently and cost effectively. The Consultant shall identify any recommended changes and create a draft master plan for city and public input. It is recommended that the Consultant perform the topo survey at this point, to verify the current layout of the land.
2. Public Open House - The Consultant shall include one public open house to review and receive public input on the Draft Master Plan. The format of these open houses shall accommodate the public to provide input and ask questions in a somewhat informal atmosphere. The Consultant will be responsible for information provided at the open houses. The Consultant should provide for this in the proposal, including past experience hosting public meetings
3. Park Final Master Plan - The Consultant shall make any necessary updates to the master plan to incorporate any recommended changes from the city and public input, creating a final master plan that can be shared with city officials and the public.

Task 2 - Preliminary Design

1. Surveying - Provide horizontal and vertical control, utility location verification, and all the items required for design. The location of any existing utility easements and flood zones must be identified on the survey. Surveying of large areas with no potential park development, such as the large drainage basin, will not be required. A boundary survey is also not required in this scope.
2. Aerial Mapping – The City has flown the entire area within the City boundaries in the Spring of 2026, and has this information available for the Consultant's use.
3. Geotechnical Investigation – A geotechnical investigation report is not required for the project. However, the Consultant shall notify the city of any concerns with the existing soils, from onsite evaluations and from review of previous geotechnical studies completed in the area.
4. Site Drainage - It is anticipated that the site improvements will surface drain to the adjacent detention basin. Consult with City Engineering staff, as needed, to

determine where and how the project will be drained. Identify any alternatives that might be considered for drainage.

5. Utilities Evaluation - Identify the existence of utilities beneath and adjacent to the proposed improvements. It is anticipated that the utility design for this project will include utilities needed for the restroom, drinking fountain, and irrigation system. Detailed information concerning their location, size and depth will need to be provided. The Consultant will be expected to contact all utility companies, as needed, to coordinate locations, design requirements, and utility connections associated with the project.
6. Landscaping Evaluation - Evaluate the type of landscaping that should be used at the park, including options for low water-use landscaping areas and vegetation varieties that are less prone to wildlife damage.
7. Studies and Analysis - Prepare additional studies and analysis as determined by the Consultant.
8. Preliminary Design - Prepare preliminary design plans that will provide sufficient detail to enable the City to make design decisions and changes if desired without having to redo large amounts of work.
9. Preliminary Cost Estimate - Based upon the information developed, prepare a preliminary cost estimate for the project.

Task 3 - Design and Contract Documents

Using information prepared under the Preliminary Design phase of the work and the selection of various alternatives identified for the City, prepare the following:

1. Final Design - Once the preliminary design plans have been reviewed and approved by the City, the final design phase can begin on the park. Provide final stamped design plans, including, but not limited to site/layout, utility, grading/drainage, irrigation, landscaping, and required details.
2. Contract Documents and Bid Documents - The City's intention is to have a set of contract and bidding documents ready which will enable the City to proceed immediately into construction once the designs are complete. The City currently has standard bid documents and specifications. The Consultant will therefore have to assist the city in preparing a complete set of contract documents and bid documents, by providing a bid schedule items, bid quantities, and any supplemental specifications.
3. Construction Cost Estimate - Based upon information developed during the final design phase, prepare a construction cost estimate for the park development.

Task 4 – Permits/Approvals

- Permits/Approvals- The Consultant will need to identify the permits/approvals necessary and provide the necessary plans and information needed for the City or Consultant in obtaining these permits/approvals. It is anticipated that the following permits/approvals will be required on this project:
 - Building permit for pre-fabricated restroom
 - Utility connection permits/approvals

Task 5 - Bid and Award Process

- Bid and Award Process - The Consultant will assist the City during the Bid and Award process as requested. While the City will take the lead in bidding out the project, it is envisioned the Consultant will provide assistance in answering questions from bidders concerning the contract documents.

Task 6 - Construction Management Services

- Construction Engineering Services - While the City will take the lead in project management of the project, it is envisioned the Consultant will assist the City in interpreting contract documents and resolving construction issues that may need design changes during the construction.

Task 7 – Public/City Involvement

- The Consultant should also be available to address any questions or comments from the public. The city staff will provide updates and review any project related issues with elected officials and the Parks and Trails Committee. The Consultant's attendance at public meetings is not anticipated, other than the public open house for the master plan.

The City does not intend the above-mentioned items to be an all-inclusive list of items for the park project. The City will rely on the Consultant to add or delete items that are necessary to complete the work. It will be necessary for the Consultant to address these issues in detail and indicate the extent of the Consultant's knowledge of these items and others not identified by the City in order to complete the project.

Projected Schedule for Project:

The City reserves the right to modify this schedule at the City's discretion.

a. Proposals (RFP) due

July 9, 2026, 2PM

- | | |
|---|--------------------|
| b. Anticipated Design Contract awarded | July 23, 2026 |
| c. Anticipated Completed Design/Bid Package | Summer/Fall 2026 |
| d. Anticipated Project Bid Advertisement | Fall/Winter 2026 |
| e. Anticipated Construction Period | Spring/Summer 2027 |

Proposal Format

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

1. General Information

1. Letter of Transmittal – The letter of transmittal shall include an introduction of the Consultant's company, an expression of the Consultant's ability and desire to meet the requirements of this RFP, and any other information not appropriately contained in the proposal.
2. Attachment 1 - Consultant Information/Authorization – The Consultant shall include an executed copy of Attachment 1, which includes the Consultant's name, address, telephone number, and license information. A company representative authorized to bind the Consultant contractually must sign the form.

2. Scope of Work

1. Scope of Work - Provide a Scope of Work for the project using the City's list as a basis, but add or subtract from it as the Consultant feels is appropriate.
2. Project Assessment Summary – A technical summary of the Consultant's assessment and approach of the work to be performed. It must indicate any included options or alternatives for city consideration. Any assumptions, exclusions, or requirements that cannot be met by the Consultant shall also be clearly identified.
3. Performance Control Summary - A general but complete narrative overview of the Contractor's overall performance expectations and how they will be achieved, including any measures to control schedule, costs, quality assurance and quality control.

3. Schedule

- The Consultant shall develop and submit a proposed schedule that identifies a start and end date for each key aspect of the project 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.

4. Experience

1. Project Team - A list and description of the project team, including the staff that will be assigned from both the Consultant and Sub-Consultant firms. Identify office locations of the team members and any special qualifications, which make them best suited to complete this project. Identify the structure and the availability of the project team.
2. References - To be considered for this project the Consultant 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 owner, phone number, business address and name of the contact person. Identify any projects that the Consultant has performed for Draper City or within the area of the project.
3. Resumes of Project Team - Provide the resumes of each project team member proposed for the project in the proposal appendix. Please indicate the number of years of experience each team member has had, their expertise, and projects they have had substantial experience on.

5. Insurance

- Provide evidence that the Consultant is able to maintain not less than: (a) \$1,000,000.00 professional liability insurance, (b) \$2,000,000.00 automobile insurance, (c) \$2,000,000.00 general liability insurance with \$3,000,000.00 general aggregate, and (d) worker's compensation as required by state statute, during the duration of this contract.

6. Cost Proposal (Separate Attachment)

1. Cost Proposal - Submit a cost proposal allowing costs to be evaluated independently of other criteria in the proposal (provide as separate attachment). Provide a breakdown on the total estimated design fees by the Task and Subtask level of detail. Services to be provided by sub-Consultants and costs shall be included.
2. Billing Rate Sheet - Provide a separate breakdown, which indicates the hourly rates for each of the project team member and costs for reimbursable

items for services outside of the provided scope of work.

- 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.

SELECTION OF CONSULTANT

The selection committee will review and rank the responsive proposals according to the criteria below, at which time the Director of Parks and Recreation will decide whether to award the project, or to invite the top ranked proposing Consultants to prepare and present an oral presentation. The City reserves the right to reject any or all proposals received. Furthermore, the City shall have the right to waive any informality or technical defect in proposals received when in the best interest of the City. If oral presentations are requested, then the selection committee will rank the oral presentations and recommend which Consultant they selected as the highest-ranking Consultant. The Director will make the final decision to award this work.

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

- Understanding of Project Requirements:
 - Consultant's analysis, preparation, level of interest, and focus on the project's specific requirements
 - Understanding of scope of work, schedule, and interfacing tasks
- Project Approach/Methodology:
 - Technical alternatives, creativity, and problem-solving ability.
 - Measures for schedule control, cost control, quality assurance, and quality control.
- Schedule:
 - Proposed project schedule.
- Experience:
 - Experience, depth of staff support, and sub-Consultants.
 - 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.

- The Consultant's professional reputation (with the City and other entities or individuals), including character, integrity, reputation, judgment, experience, and efficiency.
- Fees/Pricing:
 - The reasonableness of labor hours, rates, and other elements of the fee estimate proposal.

Proposals will be weighted in the following manner:

- Understanding of Project Requirements:	15%
- Project Approach/Methodology:	15%
- Schedule:	15%
- Experience:	30%
- Fees/Pricing:	25%

ATTACHMENT 1

RFP

DESIGN SERVICES FOR Hidden Canyon Park Improvements

TO: Draper City
Parks and Recreation Department
12354 S. 800 E.
Draper, Utah 84020

The undersigned, having carefully read and considered the Request for Proposal to provide insurance for Draper 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)