



**Request for Proposals  
Asphalt Replacement  
April 15, 2021**

**I. INTRODUCTION**

The Snyderville Basin Special Recreation District (“Basin Recreation” or “the District”) is requesting proposals from qualified companies to (1) replace approximately 20,000 square feet of asphalt trail and (2) conduct subsurface repair of approximately 2,000 square feet of asphalt trail within an established trail corridor (East 224 Connector/Fox Point). The Scope of Work and required pricing form are attached hereto as Exhibit A and Exhibit B, respectively.

**II. DESCRIPTION OF BASIN RECREATION**

Basin Recreation, a Summit County Special Service District, is located in the unincorporated Snyderville Basin area near Park City, Summit County, and lies thirty (30) miles east of Salt Lake City, Utah. The Basin area has a population of approximately 20,000 people. While the area started as farming and mining communities, the mining industry has been phased out, being replaced by recreation and tourism.

Established in 1986, the District’s mission is “to enhance life” with a vision of “connecting the community through recreation.” To that end, Basin Recreation owns and manages over 2,300 acres of open space, has built and/or maintains 170 miles of trails and works with Summit County and state and local organizations on planning and conservation issues. Basin Recreation also operates an 87,000-square foot indoor fieldhouse facility, which houses an indoor turf field, multipurpose gymnasium, cardio machines and weight rooms, an indoor running track, and an outdoor pool. Additionally, there are several outdoor park facilities, which include bike parks, groomed cross-country trails, sports facilities, ponds, community areas and dog parks. Finally, the District manages popular recreation programs, fitness classes, camps, and community events that have grown without pause over the last decade to serve the residents in the area.

### **III. SCOPE OF SERVICES REQUIRED**

The District is seeking to retain a qualified company to complete the services as specified in the Scope of Work. The Scope of Work requires work in tight spaces between sensitive preserve land and homeowner property. A successful bidder will exhibit the ability to work carefully in tight areas.

In order to successfully apply for the project, the project must be completed no later than October 15, 2021.

### **IV. REQUIRED PROPOSAL SUBMITTAL GUIDELINES**

These guidelines are developed to standardize the preparation of Proposals. The purpose for these guidelines is to help ensure consistency in format and content of submittals that are prepared by Parties and submitted to Basin Recreation. The Proposal should provide the Selection Review Committee (“SRC”) with an understanding of the Party’s proposed services.

It is very important that Proposals be clear and concise in the recommended format so they can be evaluated in an objective manner by the SRC.

#### **A. SPECIFIC INFORMATION REQUIRED**

In addition to other required submittals in this RFP, the Proposal should contain the following information in the order listed below.

1. **Title Page** – Show the RFP subject, the name of the company, local office address, telephone number, the name of the principal contact person, and the date of the submittal.
2. **Firm Qualifications and Experience** –
  - a. The proposal should state the firm’s overall qualifications and experience in similar projects and list the three most recent projects of similar scope.
  - b. Please describe the personnel and equipment available for the project and the materials used, along with all relevant warranties.
  - c. Provide a copy of the certificate of Workers’ Compensation Insurance, Business License, and valid Utah Contractor’s License. A Certificate of Liability Insurance \$4 million aggregate) listing the District as additionally insured will be required upon the awarding of the Contract.
  - d. The Proposer shall be responsible for ensuring that all personnel proposed under this Proposal be qualified through training and experience for the tasks assigned. The Proposer is reminded of the requirements of Utah Code Annotated 63G-11-103, that the District is prohibited from entering into any contract for the performance of services with any successful proposer who does not provide proof of registration and participation in a federally approved immigration status verification system. Failure to provide the required proof may be grounds for rejection of a successful proposal.
  - e. Each Party must submit a bid bond, in the amount of five percent (5%) of the total fee price made payable to Basin Recreation.

- f. A performance bond in the amount of one hundred percent (100%) of the contract price will be delivered by the chosen contractor within fourteen (14) days of receiving notice of the award of the contract. If a contractor fails to deliver the required performance bond, the proposal shall be rejected, its bid security may be enforced, and the award of contract may be made to the next highest ranked offeror.
- g. A payment bond in the amount of one hundred percent (100%) of the contract price will be delivered by the chosen contractor within fourteen (14) days of receiving notice of the award of the contract. If a contractor fails to deliver the required payment bond, the proposal shall be rejected, its bid security may be enforced, and the award of contract may be made to the next highest ranked offeror.
- h. The chosen contractor will be responsible for securing all necessary permits and/or approvals for the work.
- i. Each party should submit a minimum of three (3) references' contact information.

**3. Approach to the Project -**

- a. Please describe your approach to the project. Provide a signage plan to provide public notice of the trail segment closures.
  - b. Provide specification sheets on the asphalt product to be applied.
  - c. Ensure that the work will be completed in an efficient manner no later than October 15, 2021.
4. **Fees** – Present your compensation approach and a comprehensive fee proposal for the scope of work. Please document any key assumptions made in developing the fee proposal and any other contingencies the District should be aware of. Proposals should include all costs to be charged to the District under the proposed contract. For special project work, indicate your hourly rates. Damage to access point surfaces must be anticipated and repairs must be included in project pricing. *Please provide all fee information using the forms found at Exhibit B hereto.*

**B. GENERAL PROPOSAL INSTRUCTIONS AND REQUIREMENTS**

1. **THE DEADLINE FOR ALL PROPOSALS is Thursday, April 29, 2021 at 12:00 noon MST.** Any Proposal not received before the date and time specified shall not be accepted. Parties may email the proposal itself to [phares@basinrecreation.org](mailto:phares@basinrecreation.org). Pricing proposals should be emailed separately to [megan@basinrecreation.org](mailto:megan@basinrecreation.org).
2. Prior to submitting a proposal, each Party must meet with a representative of Basin Recreation to inspect the area and access points to the trail. Access is very limited and may require special equipment, planning and coordination with homeowners association(s) in the Redstone Area.
3. The legal status of the Party, whether a corporation, partnership, limited liability company or individual, shall be stated in the Proposal. A corporation shall execute its Proposal by its duly authorized officers in accordance with its corporate by-laws and shall indicate the State in which it is incorporated. A partnership shall give full names and addresses of all partners. A limited liability company shall execute the Proposal by its members or authorized manager.
4. The selected Party will be required to enter into a written contract with Basin Recreation. Relevant Proposal documents shall be attached to the contract.

5. Before submitting a Proposal, each Party shall carefully examine the RFP and shall fully inform itself as to all its requirements. If a Party observes that portions of the RFP are at variance with applicable laws, rules, regulations or contain obvious erroneous or uncoordinated information, the Party shall promptly notify the specified Basin Recreation Representative and the necessary changes shall be accomplished by Addendum.

Basin Recreation reserves the right at any time during the RFP process to reject any Proposal if Basin Recreation determines that the Party submitting the Proposal is not responsible or the Proposal is not responsive or does not meet mandatory minimum requirements in this RFP.

This RFP does not commit Basin Recreation to award a contract or to pay any costs incurred in the preparation of Proposals to this request. Basin Recreation reserves the right to accept or reject any or all Proposals received as a result of this request, to negotiate with any qualified Party, or to cancel in part or in its entirety the RFP, if it is in the best interest of Basin Recreation. All pricing proposals are good for a period of thirty (30) days after receipt thereof.

Parties are advised that Utah law provides that, upon full execution of a contract subsequent to an RFP, the contents of the awarded proposal accepted by the District shall be subject to public disclosure and may become public records subject to examination by any interested parties in accordance with the Government Records Access Management Act (“GRAMA”), Utah Code Ann. 63-2-101 et seq. Trade secrets and proprietary information, recognized by the District as such, may be protected from public disclosure if Proposer clearly identifies, in writing, any part of its proposal which it claims to be proprietary information, trade secrets or other commercial information, or non-individual financial information that may be protected under GRAMA. Proposals in total will not be considered proprietary. All materials submitted in response to the RFP will become the property of the District upon delivery and will be managed in accordance with GRAMA.

All proposals (and the information contained therein) shall become the property of Basin Recreation. Proposals submitted may be reviewed and evaluated by any persons at the discretion of the District. 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 Basin Recreation.

## **V. REQUESTS FOR INFORMATION, COMMUNICATION, AND ADDENDA**

- A. Phares Gines will be the primary contact for interested Parties with respect to this RFP. Mr. Gines can be reached via email at [phares@basinrecreation.org](mailto:phares@basinrecreation.org). Except as authorized by Basin Recreation or as otherwise stated in this RFP, communication during the selection process shall be directed to Mr. Gines. To maintain the fair and equitable treatment of everyone, parties shall not unduly contact or offer gifts or gratuities to Basin Recreation or any Board officer, employee, or agent of Basin Recreation to influence the selection process or in a manner that gives the appearance of influencing the selection process. This prohibition applies before the RFP is issued, as the Proposals are developed, and extends through the award of a contract. Failure to comply with this requirement may result in a disqualification in the selection process.

- B. Addenda issued to Parties shall become part of the contract and all Proposals shall include the work described in the Addenda.
- C. Any other information and/or supplemental instructions shall be in the form of a written Addendum and provided via email.

## **VI. SELECTION PROCESS AND EVALUATION CRITERIA TO BE USED**

A SRC composed of representatives selected by Basin Recreation will review Proposals according to the criteria and scoring established in this RFP. Written proposals shall be evaluated and scored according to the following criterion:

- A. Overall Quality and Relevant Experience, with specific consideration to past projects in narrow corridors (50%)
- B. Approach to the Project and Timeline (20%)
- C. Fee Proposal (30%) *Please provide all fee information under separate email cover using the form included.*

Basin Recreation may consider as incomplete any Proposal not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject such Proposal for lack of formality.

## **PROPOSED SELECTION AND PROJECT SCHEDULE**

<b><u>Event</u></b>	<b><u>Completion Date</u></b>	<b><u>Time (MST)</u></b>
Legal Notice Published	April 10, 2021 and April 14, 2021	
RFP Issued	April 15, 2021	10am
Proposals Due	April 29, 2021	12noon
Proposal Evaluation	April 30, 2021	
Approval of Award at SBSRD Board Meeting	May 13, 2021	



## **REQUEST FOR PROPOSAL SUMMARY SHEET**

1. Project: East 224 Connector/Fox Point Asphalt Replacement
2. Location: Park City, Utah
3. Type of Submittal Required: Proposal in accordance with written guidelines.
4. Submission Date: Thursday, April 29, 2021
5. Submission Time: No later than 12:00 noon, MST
6. Submission Requirements: Proposals submitted via email to [phares@basinrecreation.org](mailto:phares@basinrecreation.org). Pricing proposals submitted separately to [megan@basinrecreation.org](mailto:megan@basinrecreation.org). Do NOT send pricing proposals with the actual proposal.
7. Basin Recreation Representative and Primary Contact:

Phares Gines  
Trails Maintenance Supervisor  
5715 Trailside Drive  
Park City, Utah 84098  
Telephone: (435) 649-1564 x. 13  
E-mail: [phares@basinrecreation.org](mailto:phares@basinrecreation.org)

## Exhibit A

### SCOPE OF WORK

#### **East 224 Connector/Fox Point Asphalt Replacement (see attached map and aerial photos)**

##### **Task 1: Asphalt Replacement (all areas of trail surface) Approximately 10' x 2000' minimum (20,000 square feet)**

- Remove and export existing asphalt.
- Inspect and repair subbase as required.
- Replace asphalt at 3" compacted depth and meet all mix and compaction specifications required.
- Clean-up work areas, removing all construction debris and related waste.
- Repair damage to access points back to original condition.

##### **Task 2: Subsurface Repair Approximately 10' x 200' (2,000 square feet)**

- Over excavate subgrade to a minimum of 12".
- If it is determined that additional subgrade materials must be removed to create a stable base for the new asphalt, that work will need to be approved by the District and completed before placing engineered fill.
- A layer of surface stabilization fabric will be placed before engineered road base is imported, placed, and compacted to create a firm base for the new asphalt.

#### **For all work:**

All work must be performed in a manner that leaves the trail surface and transitions as flat as possible to allow for travel by skateboards and other recreational devices with small diameter wheels. All spilled and excess materials must be removed from the surface and surrounding areas.

A plan to warn the trail users and to close the trail section to trail users must be approved by the District and implemented before the work commences and kept in place until the project is completed.

All work must be performed when conditions are dry and suitable to support equipment and work without causing damage to the subbase.

Care must be taken to stay within the recorded trail easement. Any damage outside of the trail easement will be repaired at contractor's expense.

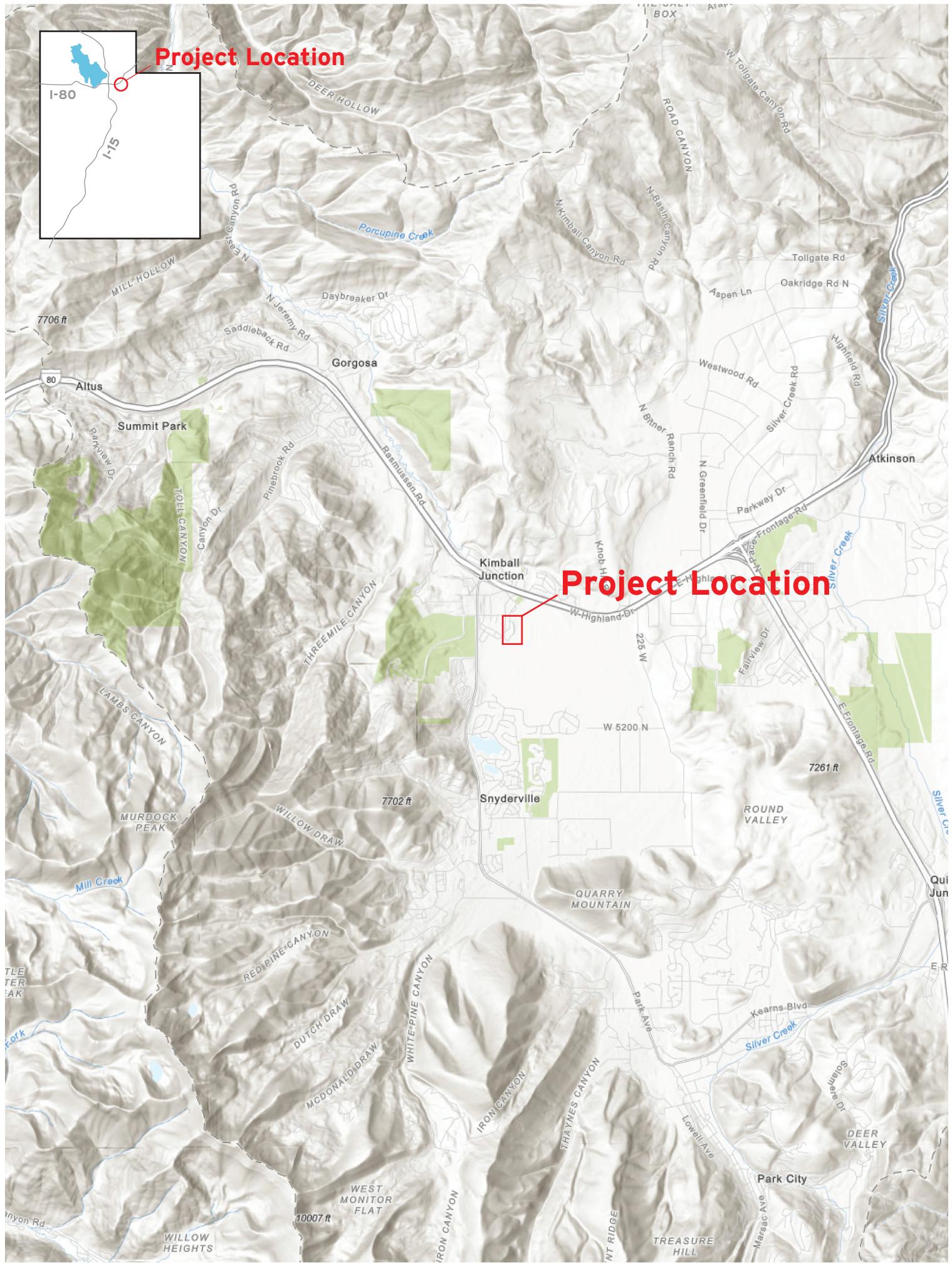
The work schedule of trail resurfacing shall be coordinated with the District so as not to conflict with events and peak periods.

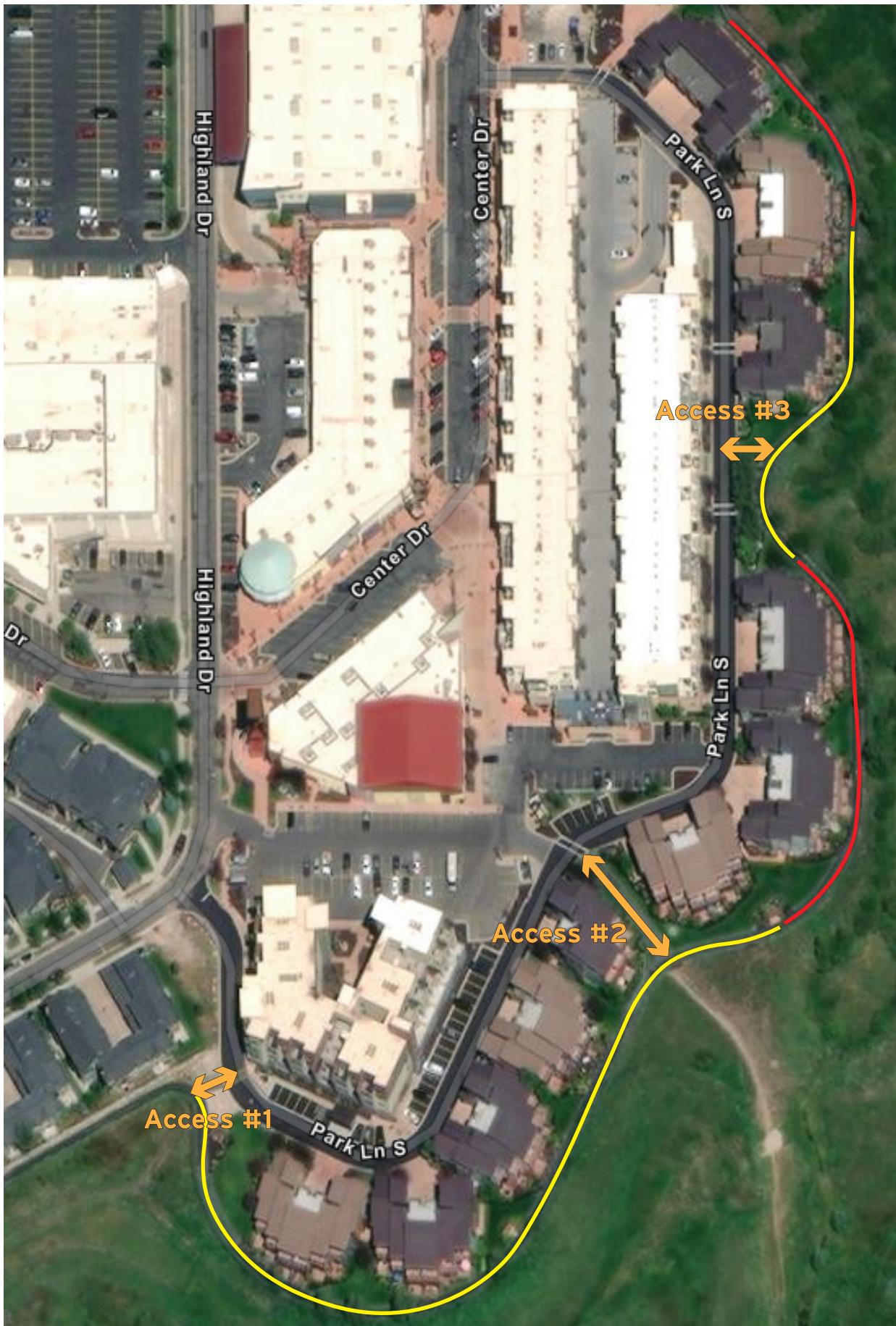
Copies of the Bills of Lading for the Seal Coat material must be supplied to the District.

The contractor must guarantee that all of the work and labor is to be performed and completed with workmanship equal to or greater than industry standards. The contractor must take measures and

implement a strategy that does not damage the trails. It is the preference of the District that the contractor use equipment that will not damage the trails. Any damages to the trail caused by this work are the responsibility of the contractor to repair. The material used is to be of the highest quality and applied following the manufacture's guidelines. Contractor is to warranty all work for a period of one (1) year following the date of completion.

The selected contractor may begin work upon delivery of the signed project contract to Basin Recreation, weather permitting. The contractor is obligated to provide Basin Recreation the opportunity to inspect all aspects of the work and work process by providing the Trail Maintenance Supervisor with the date, time, and location that work is to begin and by providing a reliable cell phone number of the work foreman who must be available throughout the project. Contractor must give notice to the Trails Maintenance Supervisor when all work is completed for a final inspection. Payment for all work is dependent on acceptance of all work by the District.





— Asphalt Replacement  
— Asphalt Replacement +  
Sub-surface repair

↔ Potential Access Point

Exhibit B

**PRICING PROPOSAL**

<b><u>Description</u></b>	<b><u>Approximate Square Footage</u></b>	<b><u>Per Unit Cost SF</u></b>	<b><u>Total Cost of trail section</u></b>
Task 1 Asphalt replacement	20,000 SQFT		
Task 2 Subsurface repair	2,000 SQFT		
<b><u>Total</u></b>			

Please document any key assumptions made in developing the fee proposal and any other contingencies the District should be aware of. Proposals should include all costs to be charged to the District under the proposed contract. For special project work, indicate your hourly rates. Damage to access point surfaces must be anticipated and repairs must be included in project pricing.