



# BASIN RECREATION

## Silver Creek Village Trail Expansion Request for Proposal (RFP) 2024

Submittals Required By: **Friday by 5:00 pm (MST) May 17<sup>th</sup>, 2024**

Send to:

Alex Bedrosian

Project Planning Supervisor

[Abedrosian@basinrecreation.org](mailto:Abedrosian@basinrecreation.org)

## GUIDELINES FOR APPLICANTS

### **I. Introduction**

The Snyderville Basin Special Recreation District (the “District”) is requesting proposals (the “Proposal(s)”) from qualified contractors (the “Proposer(s)”) to build a section of trail at our Silver Creek Village location. This section of trail will be roughly 1 mile long as noted on “Map 1,” seen below.

### **II. District Information**

Snyderville Basin Recreation, a Special Service District, is located within the unincorporated Snyderville Basin area near Park City in Summit County (the “Basin”) and lies thirty (30) miles east of Salt Lake City, Utah. The Basin area has a population of approximately 6,200 people.

The District owns and manages approximately 2,500 acres of open space, has built and/or maintains over 180 miles of trails, and works with Summit County and state and local organizations on planning and conservation issues. The District also operates an 87,000-square-foot indoor fieldhouse facility, comprised of an indoor turf field, multipurpose gymnasium, cardio machines, weight rooms, an indoor running track, and an outdoor pool that all serves over 265,000 visitors a year. Additionally, the District owns and operates several outdoor park facilities, which include a bike park, a skate park, 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 Basin and surrounding areas.

### **III. Scope of Work**

The contractor will be constructing a 10’ wide by 5400’ long path within our Silver Creek Village property. The general outline is noted below on the map titled “MAP 1,” identifying a conceptual alignment of where the path will be located. A pre-bid walk-through will be conducted to identify access to the area and define the areas of operation to minimize ancillary damage and potential laydown areas for equipment and material. Please notify Alex Bedrosian if you would like to participate in the site walk.

1. Identify the correct layout of the trail in accordance with District specifications (Addendum 1), also to be approved by District staff.
2. Grade and prepare the trail surface, removing excess material from the site.
3. Import and compact durable surface material along the entirety of the trail to specified depth and dimensions.
4. Perform all activities in a timely matter in accordance with the contractor's *proposed project schedule*.

A meeting and walkthrough of all affected areas will be held before service to discuss and determine the exact areas of work.

The contractor must guarantee that all work and labor is to be performed and completed with workmanship equal to or greater than current industry standards as well as the District’s trail design

standards, noted below titled “PATH CONSTRUCTION,” and “SHARED USE PATHS-” in Addendum 1. The material used to complete the work is required to be of a high current industry standard and applied following the manufacturer's guidelines. The work must be warranted by the contractor for a minimum of one (1) year following the date of completion.

Work may begin upon delivery of the signed project contract to the District after scheduled coordination and weather permitting. The District will inspect and review all aspects of the work throughout the process. The contractor must give notice to the Project Planning Supervisor at the District when work is beginning and at completion for inspection. A reliable cell phone number or means of communication of the work foreman who must be available throughout the project.

Payment for all work is dependent on acceptance of all work by the District. All contractors considered for this quote must be fully licensed and insured and name Snyderville Basin Special Recreation District as an additional insured party for the period of the work performed.

**IV. Budget**

Cost proposals must be submitted to accomplish the scope of work outlined above. Offers made per this RFP must be good and firm for ninety (90) days from the date of proposal opening to the date of contract execution.

**V. Proposal Requirements**

- a. **Summary Statement** – Provide a brief statement that summarizes your qualifications in relation to the unique and general requirements of this project.
- b. **Performance on Past Projects** – Provide information on at least three (3) similar type/sized projects that demonstrate your ability to accomplish a project of this scope and size. Provide a reference for each project listed above including contact information.
- c. **Proposed Project Schedule** – Provide a schedule for the project that includes individual phases as applicable. The proposed project schedule should list important dates and project benchmarks and include the expectations and responsibilities of the District.
- d. **Fee and Cost** – An itemized cost breakdown of the cost per square foot to construct the path as well as all other associated fees and costs with a total cost at the bottom.

i. Utilize the below table as a reference.

Item	Unit	Unit Cost	Sub-Total
Trail layout and flagging	Hour		
Trail grading and material export	Linear foot		
Surface material import and compaction	Linear foot		
Other 1:			
Other 2:			
		<b>Total:</b>	

- e. **Statement on Immigration Status** - Pursuant to Utah Code Annotated 63G-11-103, The District is prohibited from entering into any contract for the performance of services with any successful proposer who does not provide The District with 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.
- f. **License** - All bidders must be properly licensed to conduct business in the State of Utah. All bidders shall provide evidence that the firm is licensed to do business in the State of Utah with their bid. Proof of all applicable professional licenses is required.

**VI. Evaluation and Criteria Process**

Proposals will be evaluated according to the following criteria:

Criteria	% of Points
Total Cost	50%
Previous Experience	20%
Plan Approach	30%

The District may consider as incomplete any proposal not prepared and submitted in accordance with the provisions herein and may waive any informalities or reject such proposal for lack of formality.

Basin Recreation reserves the right to conduct discussions with offerors who submit proposals determined to be qualified for being selected for the award, followed by an opportunity to make the best and final offers.

Basin Recreation shall negotiate with the highest-ranked firm. If a mutual agreement cannot be negotiated, Basin Recreation will enter into negotiations with the second-highest-ranked firm. The final recommendation must be approved by the District’s Administrative Control Board before any contract may be signed.

**VII. Inquires**

All questions regarding this RFP should only be submitted via email to:

Alex Bedrosian, Project Planning Supervisor  
[Abedrosian@basinrecreation.org](mailto:Abedrosian@basinrecreation.org)

Questions must be received no later than **Friday 5:00 pm (MST) May 3<sup>rd</sup>, 2024**. Responses to requests for explanations and questions shall be made in the form of an addendum and posted to the District’s procurement webpage on **Wednesday 5:00 pm (MST) May 8<sup>th</sup>, 2024**, and can be found here:

<https://www.basinrecreation.org/about/district-information/procurement/>

Any other information and/or supplemental instructions shall be in the form of a written addendum and posted on the same site. The addenda issued to bidders shall become part of the Contract Documents and all proposals shall include the work described in the addenda.

To maintain the fair and equitable treatment of everyone, bidders shall not unduly contact or offer gifts or gratuities to the District, any Board member, employee or agent of the District, users, or selection committee members 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 project is developed and extends through the award of a contract. Failure to comply with this requirement may result in a disqualification in the selection process. Bidders should be aware that selection committee members will be required to certify that they have not been contacted by any of the bidders in an attempt to influence the selection process.

## **VIII. Submission Instructions**

Any proposal not received before the date and time specified shall not be accepted. All bidders must deliver an electronic copy to the below address:

Submit all material no later than **Friday by 5:00 pm (MST) May 17<sup>th</sup>, 2024:**

Alex Bedrosian, Project Planning Supervisor

[Abedrosian@basinrecreation.org](mailto:Abedrosian@basinrecreation.org)

The selected proposer will be required to enter into a written contract with the District on or before **Monday by 5:00 pm (MST) July 1<sup>st</sup>, 2024** to provide the services required in the RFP.

The District reserves the right at any time during the RFP process to reject any proposal if it determines that the firm 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 the District to award a contract, to pay any costs incurred in the preparation of proposals to this request or to procure or contract services. The District reserves the right to accept or reject any or all proposals received as a result of this request or to cancel in part or in its entirety the RFP, if it is in the best interest of the District. The District also reserves the right to amend or modify the project scope prior to the award of contract, as necessity may dictate.

Submittals become the property of the District. All information submitted in the proposal becomes public record upon completion of the procurement process. If any proprietary information is contained in or attached to the proposal, it must be clearly identified by the vendor. However, the District reserves the right to release the entirety of any RFP submitted, in accordance with state law.

If an offeror submits a proposal that contains information claimed to be business confidential or protected information, the offeror must submit two separate proposals:

1. One redacted version for public release, with all protected business confidential information either blacked-out or removed, clearly marked as "Redacted Version"; and

2. One non-redacted version for evaluation purposes clearly marked as "Protected Business Confidential".

Pricing may not be classified as business confidential and will be considered public information. An entire proposal may not be designated as "PROTECTED", "CONFIDENTIAL" or "PROPRIETARY" and shall be considered to be non-responsive unless the offeror removes the designation.

The final recommendation must be approved by the District’s Administrative Control Board before any contract may be signed.

## **IX. Timeline**

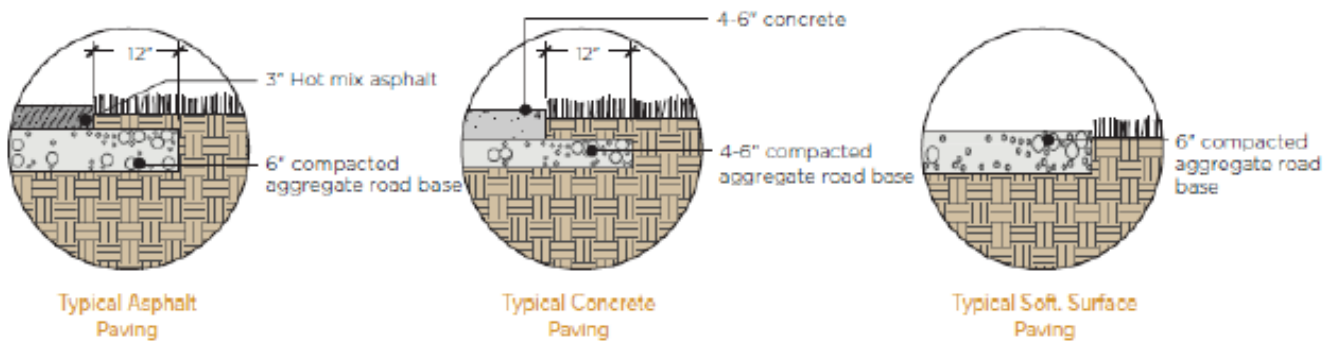
<b>Event</b>	<b>Date</b>	<b>Time (MST)</b>
RFP Issued	4/5/2024	5:00PM
Pre-Bid Site Walk (optional)	5/1/2024	1:00PM
Last Day to Submit Questions	5/3/2024	5:00PM
Q & A Posted to Website	5/8/2024	5:00PM
Proposals Due	5/17/2024	5:00PM
Evaluation of Proposals	5/22/2024	5:00PM
Approval of Service Agreement by SBSRD Board	6/13/2024	5:00PM
Announcement of Selected Company	6/14/2024	5:00PM
Anticipated Start of Contract	7/1/2024	5:00PM

# ADDENDUM 1

## PATH CONSTRUCTION

Shared use path, sidepath, and neighborhood access path construction should be designed to provide a durable trail surface capable of withstanding Summit County's winters, Nordic grooming equipment, and normal trail user wear and tear.

### Typical Pavement Construction



\*Note that all pavement designs should comply with site-specific geotechnical report recommendations for non-motorized trails. Cross-sections provided above are intended as examples only.

### Construction Considerations

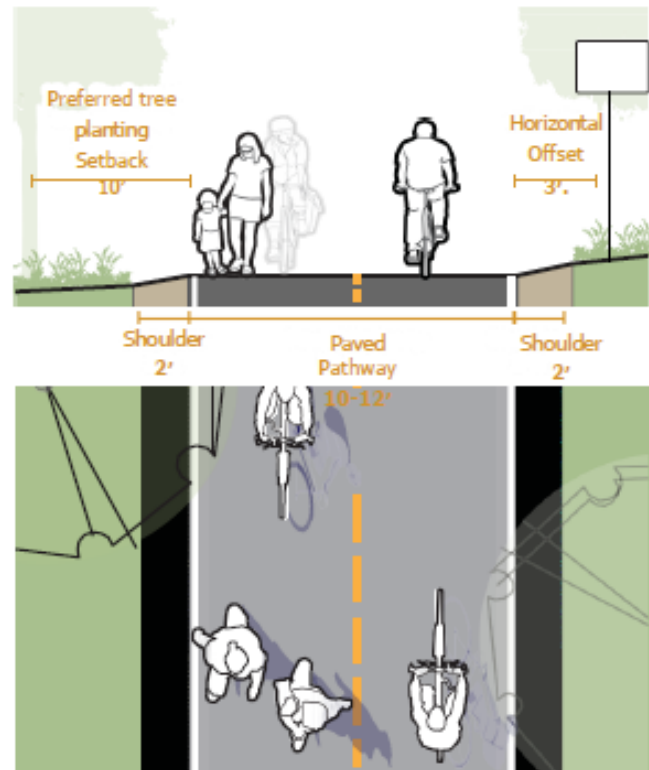
Refer to Chapter 5 of the Summit County Land Use and Development Codes Road and Bridge Standards for applicable specifications.

- Aggregate Base Course: Provide 4-6 inches of aggregate base course or comply with site-specific geotechnical report. Refer to Summit County aggregate base course specifications.
- Shoulder: Provide subbase preparation 12 inches beyond proposed edge of trail.
- Asphalt Paving: Refer to Summit County hot mix asphalt specifications.
- Concrete Paving: Utilize concrete paving in areas prone to flooding. Reference Summit County concrete specifications. Saw-cut all control joints.
- Soft-Surface Paving: Road base shall be moisture conditioned and compacted to 95% of the maximum dry density as determined by ASTM D-1557.
- Materials and specifications must be approved by the District in writing in advance of the beginning of the project.

## SHARED-USE PATHS

A shared-use path allows for two-way, use by pedestrians, bicyclists, and other non-motorized trails users. These facilities are frequently found in parks, along streams or drainages, and in greenbelts or utility corridors where there are few conflicts with motorized vehicles.

Refer to guidance on sidepaths for information on shared-use paths adjacent to roadways.



### Alignment Considerations

Shared-use paths are frequently located in parks, open spaces, stream corridors, or utility ROWs where there are few conflicts with motorized vehicles. Path facilities can also include amenities such as lighting, signs, and fencing (where appropriate).

Key features of shared-use paths include:

- Frequent access points from the local road network.
- Directional signs to direct users to and from the path.
- A limited number of at-grade crossings with streets or driveways.
- Terminating the path where it is easily accessible to and from the street system.

### Design Standards

Shared-use paths shall be designed to meet recreation and transportation standards as defined by AASHTO, PROWAG, ABA, and MUTCD.

- **Materials:** Asphalt (hard surface trails), crushed gravel (soft surface trails), concrete may be used in areas prone to flooding.
- **Standard Width:** Standard shared-use path width is 10 feet. Where heavy volumes and higher speeds are anticipated, 12 feet should be used.
- **Minimum Width:** The minimum width of a shared-use path is 8 feet. This should only be utilized for short distances and in very constrained situations.
- **Horizontal Clearance:** A 1 foot minimum and 2 foot maximum shoulder on both sides of the path should be provided free of obstacles. Horizontal clearance should be greater in corners. An additional foot of lateral clearance, for a total of 3 feet is suggested where possible by the MUTCD for the installation of signage or other furnishings.



# MAP 1.

