

**REQUEST FOR PROPOSAL (RFP)  
FOR  
MASTER PLANNING SERVICES FOR THE EXISTING  
COTTONWOOD HEIGHTS RECREATION CENTER FACILITY**

Cottonwood Heights Parks & Recreation Service Area desires to retain the services of a Professional Architectural Firm to provide master planning services for the existing Cottonwood Heights Parks and Recreation Service Area located at 7500 S. 2700 E. Cottonwood Heights, Utah. The project will include, but may not be limited to, updating the existing facilities master plan created in 2014. The project may include all or portions of the following; a current needs assessment, evaluation of existing facilities, development of current and future space needs, conceptual design and cost and phasing options. The selected firm may be retained to provide design and construction management services for any work that may take place in the foreseeable future.

**A. BACKGROUND**

The Cottonwood Heights Parks and Recreation Service Area (CHPRSA) is a special taxation district governed by an elected Board of Trustees. It was created in 1967 to provide enhanced park and recreational services for the citizens in the community through the collection of property taxes and is defined by a geographical boundary. Anyone can be a member or pay a daily admission. Discounted membership fees are available to those that are residents of the Service Area. Cottonwood Heights Parks and Recreation Service Area is independent of the City of Cottonwood Heights and Salt Lake County. The Service Area also has three parks under its umbrella (Bywater Park, Antczak Park and Butler Park). The parks are not included as part of this RFP.

A master plan was completed in 2014 and is in need of updating for future planning, funding, development and sustainability.

**AVAILABLE INFORMATION**

The following information is available from the Cottonwood Heights Parks and Recreation Service Area and will be provided to assist the project:

- 2014 Master plan
- As-built construction drawings & specifications where available.

All questions regarding the RFP shall be referred to:

Ben Hill  
Executive Director  
Cottonwood Heights Parks & Service Area  
Tel: 801.943.3190 ext 110  
[ben@chparksandrecut.gov](mailto:ben@chparksandrecut.gov)

**B. PROJECT OBJECTIVES**

The main objectives of this project will be:

- To develop a document that will specify the needs of the facility for the next ten (10) years. The document will be utilized to plan for upcoming needs of the facility and will also be utilized to procure funding.
- To develop an estimate of probable costs associated with planned improvements at the facility.
- To establish a project vision of the facility.

## **C. SCOPE OF WORK**

The scope of work shall include the following primary tasks:

### Task A: Master Planning

Development of a strategic master plan document, based off of the 2014 document, that will project facility needs and improvements for the next ten (10) years.

### Task B: Programming

A space needs study will be developed as part of the master plan based on evaluation of existing facility components, interviews with staff and industry benchmarking. A formal investigation should take place to identify mechanical and physical building deficiencies to make recommendations for improvement.

### Task C: Design

If development is approved and funding becomes available, at the discretion of the Service Area Board of Trustees, the successful firm may be retained to develop detailed design documents for scheduled improvements.

### Task D: Bid Assistance

If Task C is approved, the firm will create all necessary documents for bidding and for construction of the project.

### Task E: Construction Management

The firm will remain available through the entire construction process to provide services including, but not limited to, reviewing submittals, answering RFI's, providing ASI's, reviewing, processing, developing, and/or attending requests for payment, site visits, construction meetings during the duration of the project, project walk through and inspections, warrantee procurement, as-built documents, and all other services normally expected in the construction management process.

**D. SCHEDULE AND FORM OF CONTRACT**

<b>Proposed Project Timeline</b>	
RFP Available	January 17, 2025
Proposals Due	February 20, 2025 @ 3pm MST
Evaluation of RFP's	February 25, 2025
Interviews of Selected Firms (if needed)	March 4, 2025
Announcement of Selected Firm	March 7, 2025
Master Plan Completed	July 2, 2025

**E. PROPOSAL FORMAT**

Proposals must be concise and follow the format of the outline. Proposals shall contain the following information, in the general order listed:

Technical Proposal:

- Letter of Introduction – The letter should include an introduction of the company's expertise in planning and design of recreation facilities, the name, address and telephone number of the person to be contacted and who is 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 may also be included.
- Executive Summary - An executive summary which briefly describes the proposer's approach and clearly indicates any options or alternatives. It must also indicate any major requirements that cannot be met by the proposer. This summary should also highlight the major features of the proposal and identify any supporting information considered pertinent. In short, the reader should be able to determine the essence of the proposal and how well it meets the requirements by reading the executive summary.
- Approach - This section should outline the major capabilities and ideas of the proposer relative to this project. The following should be addressed in this section:
  - Team – List the team structure and key team member qualifications including engineers and other specialty consultants that may be used.
  - Relative Experience – List similar recreation projects and master planning projects that have been completed by the proposed team.
  - Unique capabilities – Highlight ideas and methodologies that the proposer can offer to the project and how they will enhance the outcome.
  - Schedule – Provide a project timeline in which the proposer anticipates completing the master planning effort.
- Cost Proposal

The proposer should identify the anticipated itemized fee for completion of the master plan. The fee shall be submitted in detail identifying the cost of each phase or component of the project. Any exclusions should be identified. The Cottonwood Heights Parks and Recreation Service Area has the right to select or reject any of the phase or component of the project identified by proposer.

- **References** - To be considered for this project the proposer will need to have completed at least three (3) similar projects in both size and scope within the past five (5) years. Provide references which include a project description, the name of the client, phone number, business address and name of the contact person. The selection committee may check all provided references.

## **F. SUBMITTAL REQUIREMENTS**

**Submittals should be done electronically.** Proposals must be concise and in an easily understandable format. The Service Area reserves the right to delay or deny approval of the work if it is determined in their best interest to do so.

Please submit proposals electronically to [Ben@CHparksandrecUT.gov](mailto:Ben@CHparksandrecUT.gov). **Proposals received after the 3:00 pm MST deadline will be placed in the file unopened and will not be considered.**

## **G. SELECTION OF ARCHITECTURAL FIRM**

The selection committee will review and rank the responsive proposals and decide whether to invite the top ranked proposing firms to prepare and present an oral presentation. The Service Area reserves the right to reject any or all proposals received. Furthermore, the Service Area shall have the right to waive any informality or technical defect in proposals received when in the best interest of the Service Area. If oral presentations are requested, then the selection committee will then rank the oral presentations and recommend which firm they selected as the highest ranking firm. The Board of Trustees will make the final determination.

The selection criteria to be used by the selection committee include the following:

- Understanding of the Project Requirements.
- Approach/Methodology: Technical alternatives, creativity, problem-solving ability.
- Planning Team: Experience, depth of staff support, sub consultants.
- Firm experience in planning and designing of recreation facilities similar in size and complexity to the Cottonwood Heights Parks and Recreation Service Area.
- Key Project Personnel: Experience and qualifications of manager and other key personnel.
- References: Previous work that reflects master planning of recreation facilities similar to the Cottonwood Heights Recreation Center.
- Detailed cost of services.

In keeping in mind all of the above selection criteria, the proposals will be scored in the following areas:

- Cost of services 25%
- Key team member experience: 25%
- Qualifications and experience of the firm(s): 20%

- Project timelines: 15%
- References and similar projects: 15%

## **H. PROFESSIONAL SERVICES AGREEMENT**

The Cottonwood Heights Parks & Recreation Service Area intends to enter into a contract between the Service Area and the successful architectural firm.