



Cache
County
1857

REQUEST FOR PROPOSALS

Deep Canyon Trailhead Design and Construction Management

RESPONSE DUE

March 15, 2024

12:00 pm (noon)

Contact

Landis Wenger

Regional Trail & Active Transportation Coordinator

landis.wenger@cachecounty.gov

435-755-1646

This packet has been developed for Requests for Proposals and is intended to solicit competitive responses for the Deep Canyon Trailhead Design and Construction Management project.

**All applicants are encouraged to thoroughly review
this packet prior to responding.**

Request for Proposals

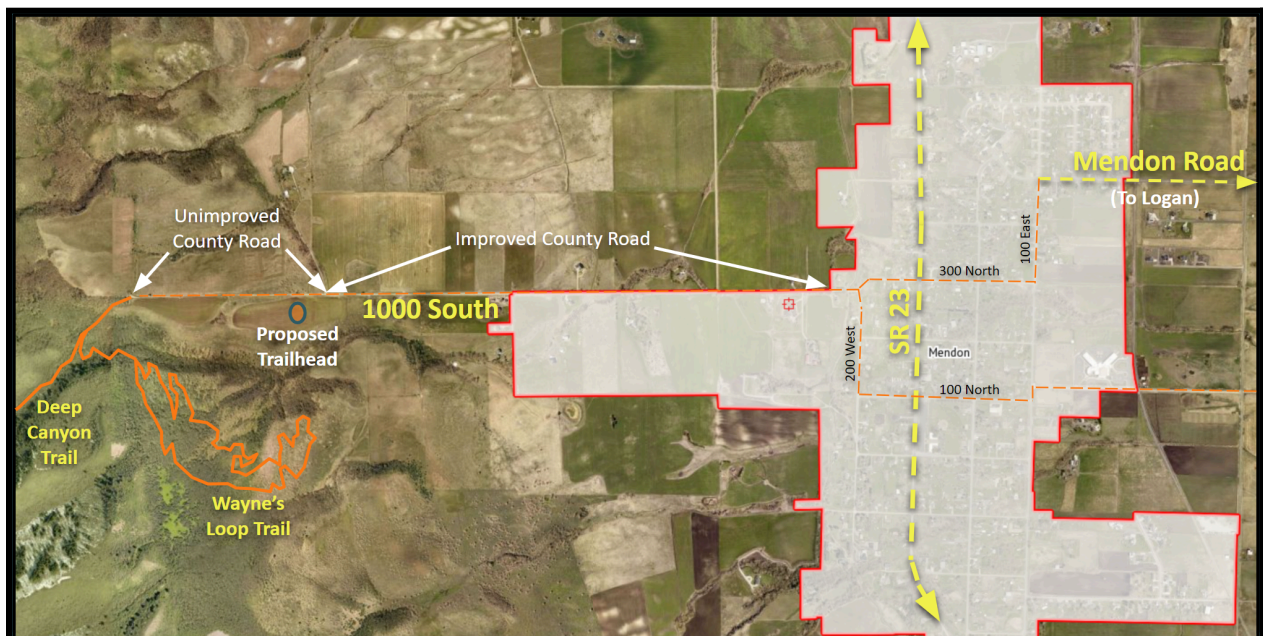
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Section 1.0 Introduction

- Background – We are seeking consultant assistance for Design/Engineering and Construction Management of the Deep Canyon Trailhead project, including attending meetings, preparing preliminary and final designs, representing the project through a Conditional Use Permit process, construction documents, estimating and specifications, a ground survey, construction bidding assistance, and construction management services.

This Trailhead provides public access to Wayne’s Loop (currently closed), Mendon Peak, and the Wellsville Mountains Traverse trails. It also provides a connection to the Rattlesnake Trailhead in Wellsville Canyon and the Murray Farm Trailhead in Wellsville. Wayne’s Loop was built circa 2016 and exploded in popularity during 2020. Unfortunately, the current trailhead does not support the number of users and their vehicles, which led to the trail being closed. This project will provide an adequate parking lot and trailhead and improve all users’ safety while using the trails.

- Project Summary – The goal of this project is to finalize the concept and engineering designs and to construct site work, landscaping, and carpentry elements at one trailhead site.
- Project Funding – This project is funded largely through the UORG, ARPA, and RAPZ grants. There is approximately \$800,000 budgeted for the project. Costs for design/engineering and construction management should not exceed \$85,000.

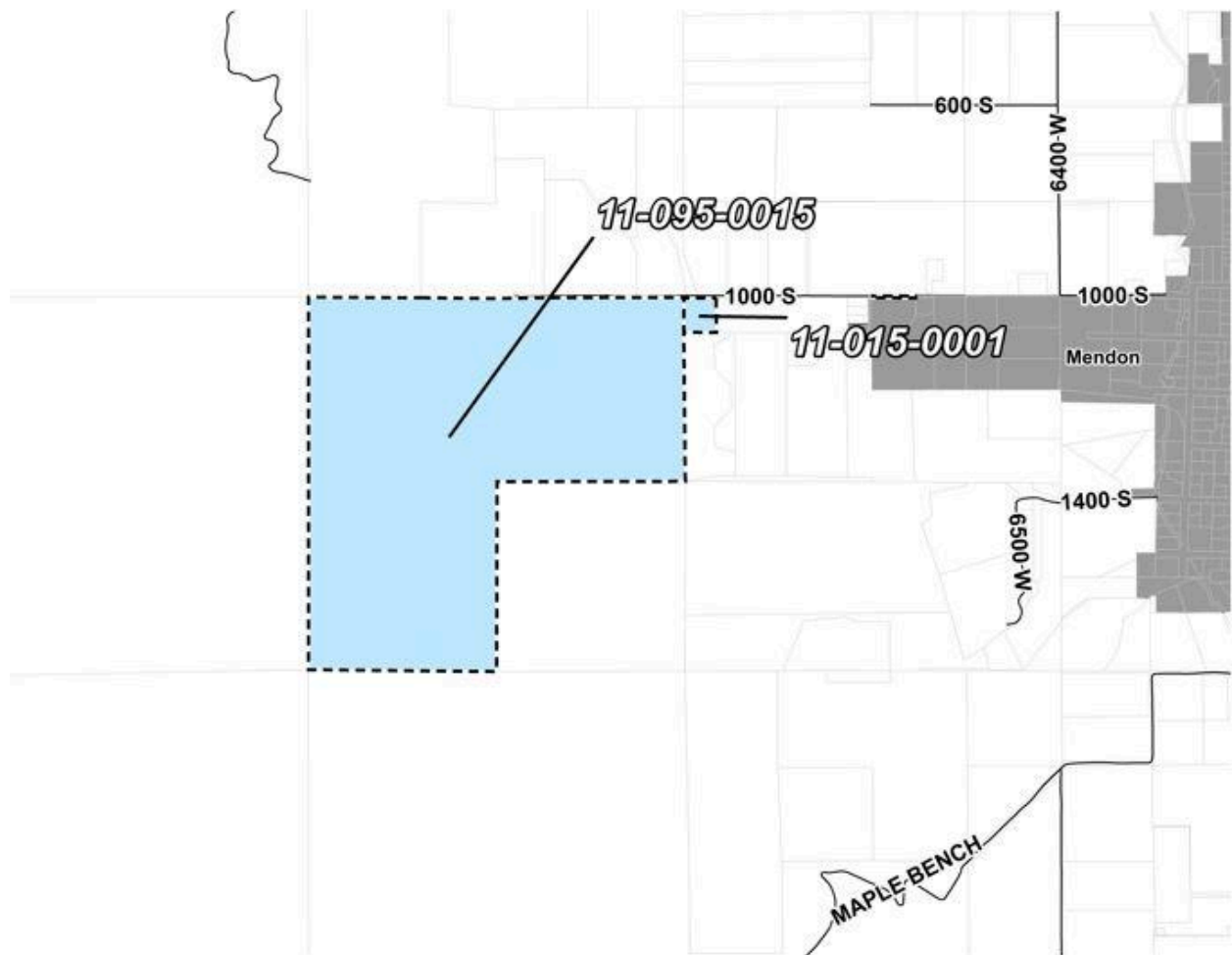


Proposed Trailhead Project Site in relation to Mendon City

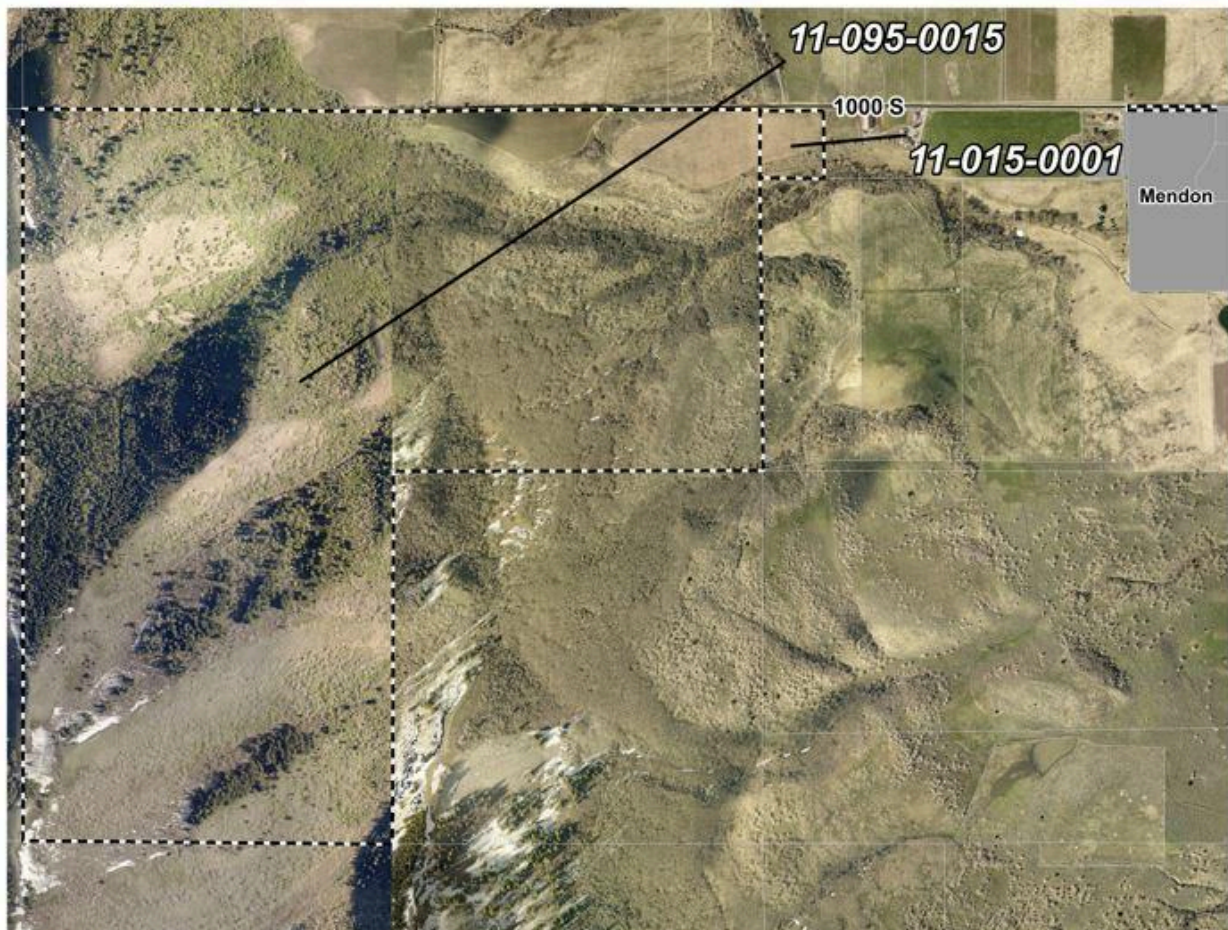
Section 2.0 Scope of Work

Cache County Development Services will retain the services of a qualified person(s) or firm(s) (Consultant) to finalize conceptual designs and oversee the construction of the amenities described in this Request For Proposal (RFP). All materials and documents provided in the Scope of Work will become the property of Cache County Development Services. The construction materials and landscape palette shall complement the natural environment of the area, be durable and able to withstand the harsh, four season environment of the location, and include native vegetation to the extent practicable.

The parking facility and additional amenities will be designed and constructed on parcels 11-015-0001 and 11-095-0015. These parcels are within unincorporated county and are owned by Mendon City. All designs will need to comply with county code.



Vicinity map of project: parcels 11-015-0001 & 11-095-0015



Aerial map of project: parcels 11-015-0001 & 11-095-0015

Elements to be designed include:

1. 45-stall paved parking facility with an additional 8-10 trailer parking spots in a separated gravel lot;
2. Native landscaping for screening and shade;
3. Pit vault toilet;
4. Interspersed picnic tables (5);
5. A connecting trail extending from trailhead parking to the current beginning of the trail;
6. Other trailhead amenities; and,
7. A snowplow and emergency vehicle turnaround.



Parking concept with connector trail to current trailhead

Section 3.0 Project Tasks

Task 1: Project Coordination

Consultant will attend and conduct a kick-off meeting and three design coordination meetings for the 30%, 50% ,and 90% design review with county staff. It is assumed that the meetings will be 2 hours in length with up to 2 representatives from the consultant firm in attendance. Consultant will prepare an agenda, take and distribute meeting notes. This task will also include a meeting regarding the required Conditional Use Permit (CUP) and presentations to the Mendon City Council of the 30% design and the final design. Other meetings will be held as needed.

Task 2: Stakeholder Engagement

Project Stakeholders include Cache County, Mendon City, Logan Ranger District of the Forest Service, and Mendon City Trails Committee. The consultant will invite representatives from Mendon City (Mayor or council member) to each of the meetings with County Staff. Consultant will also plan to attend two Mendon City Council Meetings: one to present the 30% design and one to present the final design. Consultant will also plan to attend one Cache County Planning Commission meeting to present the parking lot design and connection trail for the CUP. The consultant, along with county staff, will also plan to meet with both the Logan Ranger District and the Mendon Trail Committee in two separate meetings.

Task 3: Preliminary Review

Consultant will identify, collect, and prepare all necessary resources required for a summary and analysis of existing conditions and general study area characteristics. Materials to review will include but are not limited to the traffic study of the road and parking area, grant submissions and requirements, and the agreement with the Forest Service.

Task 4: Preliminary and Final Design, Construction Documents, Estimating and Specifications

Consultant will provide a construction drawing set. Additionally, this task will include 30%, 50%, 90% and final design milestones with engineer construction estimates and specifications. Approximately 15 sheets are anticipated for the trailhead design packet. See Section 4.



Preliminary Concept Design. The final design will have additional parking.

Task 5: Data Collection and Ground Survey

Consultant will collect available data that pertains to the site and will conduct a ground survey and property boundary survey for the proposed trailhead location.

Task 6: Conditional Use Permit Process

Consultant will represent the Deep Canyon Trailhead project during the County's conditional use permitting process.

Task 7: Construction Bidding Assistance

Consultant will coordinate and assist the County during the bid process. Specifically, Consultant will attend the pre-bid meeting, answer questions during bidding, attend the bid opening, and assist in the bid tabulation and recommendation for a contractor. It is assumed that 1 person will attend up to 2 meetings (2 hours each) and perform the bid tabulation and recommendation.

Task 8: Construction Management Services

For fee estimating purposes, it is assumed that the construction duration will be 8 weeks. Consultant will provide on-site construction management once per week that will include a construction meeting every other week, for a total of 8 hours each week.

Task 9: Environmental Analysis

An analysis of the project's storm water and land disturbance impacts will need to be completed. The design must address any concerns this analysis will raise. This analysis, and a mitigation design, is required for the CUP process.

Note: Compaction testing is excluded from this scope and fee. Compaction testing will be provided by a separate contractor. Consultant’s construction manager will verify that compaction testing was complete and meets the specification. It is also assumed that all necessary right-of-way has been obtained for the project.

Section 4.0 Report Document

Deliverables –

- Land Survey Report
- Approximately 15 sheets are anticipated for the trailhead design. A final PDF will be provided to the County that includes the plans, specifications, engineer’s estimates, and baseline environmental report. All final construction documents will also be provided as CAD files. Final PDF should include but is not limited to the following:
 - Cover Sheet
 - Key and Notes
 - Control and Survey
 - Site Plan, Grading and Trailhead Layout
 - Utility Plan
 - Landscape and Irrigation Sheets
 - Detail Sheets
- Construction Cost Estimates
- Conditional Use Permit Application Materials
- Construction Bid Materials
- Materials to present design and reasoning to Mendon City Council

Section 5.0 Preparation, Submittal, and Selection of Proposal

5.1 Anticipated Project Key Dates

Solicitation Announcement	February 13, 2024
Question & Answer Deadline	By noon March 4, 2024
Question & Answer Distribution	Through March 8, 2024
Requests for Proposals Deadline	March 15, 2024
Interviews (if required)	Week of March 25, 2024
Selection Announcement	March 27, 2024
Project Kick-off	April 15, 2024
Anticipated Design/Engineering Completion Date	Fall 2024 or earlier
Anticipated Construction Completion Date	Fall 2025 or earlier

5.2 Fee

Cache County will negotiate with the highest-ranked firm prior to a notice of award to confirm the fee amount. If the firm and Cache County cannot negotiate acceptable terms, Cache County will terminate this dialogue and contact the next firm and it will continue this process until an agreement is reached.

5.3 Budget Information

Cache County has approximately \$800,000 to spend on this trailhead project, including design/engineering and construction. Project cost estimates anticipate about \$700,000 will be spent on construction. Cost for design /engineering and construction management should not exceed \$85,000

5.4 Submittal Instructions

Submit a PDF proposal containing the information described in the RFP. Proposals must be limited to a maximum of 6 pages (8.5 x 11 inches), not counting personnel resumes. Front and back counts as 2 pages. See Section 8 for more details on proposal submissions.

The deadline to submit a proposal is 12:00 p.m. (noon), March 15, 2024.

Proposals must be delivered by the deadline via email to landis.wenger@cachecounty.gov.

5.5 Proposal Scoring

The county will put together a selection committee that will involve County staff and Mendon elected official(s). Submitted proposals will be scored according to the following criteria based on a total score of 100 points dispersed according to:

- 20 points: Project Understanding & Collaboration – Demonstrate an understanding of project goals and issues to be addressed through the Deep Canyon Trailhead Design. Demonstrate familiarity and a coordination strategy for working closely with Cache County and other local government agencies.
- 20 points: Project Manager and Key Staff – Provide information, resumes, and/or bios that reflect a depth of team leadership, management, and technical qualifications, including the percentage of commitment of each staff member for this project.
- 20 points: Relevant Experience – Provide up to five (5) relevant project examples, references from current or former clients over the past five years, and points of contact designated for this project. Also identify the role and involvement of the staff from the proposed team that worked on the provided project examples.
- 10 points: Budget – Demonstrate how the scope of work will be accomplished within the proposed budget.

- 10 points: Proposed Timeline/Schedule – Demonstrate the ability to complete the scope of work, including Anticipated Project Key Dates, in a reasonable and efficient timeframe with appropriate time for review.
- 20 points: Approach/Methodology – Identify how the project scope of work will be addressed, how challenges will be resolved, and how your approach will encourage new ideas that improve the end project.

5.6 Optional Interviews

At the discretion of the County, the County may pursue the option to interview qualifying firms. If that option is pursued, firms will be contacted by the County as necessary.

5.7 Selection of Proposal

The successful firm will be selected in accordance with Cache County procurement policy, thoroughly addressing the instructions provided in the Request for Proposals. All participating firms will be evaluated and scored by Cache County. Cache County reserves the right to reject any or all proposals at its discretion.

5.8 Contact Information

Questions pertaining to the Deep Canyon Trailhead Design Study and procurement of this request for proposals should be directed via email to Landis Wenger, Regional Trail & Active Transportation Coordinator at landis.wenger@cachecounty.gov. All questions will be answered in writing and provided to all documented RFP respondents on the county website.

Section 6.0 Administrative Information

6.1 Issuing Office

This Request for Proposal (RFP) is issued for Cache County, Utah. Direct all contact regarding this RFP to:

Landis Wenger - landis.wenger@cachecounty.gov - (435) 755-1646

Development Services

Regional Trail & Active Transportation Coordinator

179 North Main

Suite 305

Logan, UT 84321

6.2 Purpose

The purpose of this request is to obtain competitive proposals from qualified individuals or firms (Consultant) interested in completing the Deep Canyon Trailhead Engineering and Design Plan.

6.3 Compliance

All participating consultants, by their signature, shall agree to comply with all conditions, requirements, and instructions of the included requests as stated or implied herein. Should Cache County omit anything from this packet that is necessary to the clear understanding of the requirements, or should it appear that various instructions are in conflict, the consultants shall secure written instructions from Cache County no later than 12:00 p.m. (noon) on Friday, March 4, 2024.

6.4 Proposal Deadline

Proposals are due by Friday, March 15, 2024, by 12:00 p.m. (noon) to Landis Wenger via the email address above. Email's must have "Deep Canyon Trailhead Design" as the subject.

6.5 Altering Proposals

Any alterations made prior to the deadline must be initialed by the signer of the proposal, guaranteeing authenticity. Proposals cannot be altered or amended after the submission deadline.

6.6 Withdrawal of Proposal

A proposal must be firm and valid for award and may not be withdrawn or canceled by the consultant after the submittal deadline date. The proposer so agrees upon submittal of their proposal.

6.7 Acceptance of Proposal Content

The contents of the proposal of the successful consultant shall become contractual obligations if acquisition action ensues. Failure of the successful consultant to accept these obligations in a contract shall result in cancellation of the award and such vendor may be removed from future solicitations.

6.8 Exclusion

All proposals must be submitted in the format specified within this RFP. The County shall not accept any proposal in any other format. Please refer to Section 7.0 for submittal requirements.

6.9 Addenda

Any interpretations, corrections and changes to an RFP, or extensions to the opening/receipt date shall be made by a written addendum to an RFP by the County. Addenda will be posted on the Cache County website at <http://www.cachecounty.org>. Consultants shall acknowledge receipt of all addenda in their proposal.

6.10 Exceptions and Substitutions

All proposals meeting the intent of an RFP shall be considered for award. Consultants taking exception to the specifications shall do so at their own risk. The County reserves the right to accept or reject any or all substitutions or alternatives. When offering substitutions and/or alternatives, the Consultant must state these exceptions in the section pertaining to that area. Exception/substitution, if accepted, must meet or exceed the stated intent and/or specifications. The absence of such a list shall indicate that the Consultant has not taken exceptions, and if awarded a contract, shall hold the Consultant responsible to perform in strict accordance with the specifications or scope of services contained herein.

6.11 Confidential Material

All materials submitted in response to an RFP shall ultimately become public record and shall be subject to inspection after contract award. "Proprietary or Confidential Information" is defined as any information that is not generally known to competitors and which provides a competitive advantage. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information clearly identified with the words "Confidential Disclosure" and placed in a separate envelope shall establish a confidential, proprietary relationship. Any material to be treated as confidential or proprietary in nature must include a justification for the request. The request shall be reviewed and either approved or denied by the County. If denied, the consultant shall have the opportunity to withdraw its entire proposal, or to remove the confidential or proprietary restrictions. The cost, pricing information, nor the total proposal shall be considered confidential or proprietary.

6.12 Response Material Ownership

All proposals (i.e., the physical documents) become the property of Cache County upon receipt and shall only be returned to the consultant at the County's option. Selection or rejection of the proposal shall not affect this right. The County shall have the right to use all ideas or adaptations of the ideas contained in any proposal received in response to an RFP, subject to limitations outlined in the section 1.12 entitled "Confidential Material". Disqualification of a proposal does not eliminate this right.

6.13 Open Records

Proposals shall be received and publicly acknowledged at the location, date, and time stated herein. Consultants, their representatives and interested persons may be present. All proposals shall be open for public inspection after the contract is awarded. Trade secrets and confidential information contained in the proposal so identified by offer as such shall be treated as confidential by the County to the extent allowable under the Government Records Access and Management Act (GRAMA).

Section 7.0 Proposal Content

Cache County is seeking proposals from interested firm(s) or person(s) that address each of the requirements explained in this RFP. Please submit proposals to Landis Wenger. Proposals should not exceed 6 pages, not counting personnel resumes, and should include a cover page and the following sections:

7.1 Basic Information

- Name of Submitting Firm
- Name of Participating Firm(s) (optional)
- Complete Address of Submitting Firm
- Contact Name
- Contact Phone Number
- Contact Email Address
- Website Address of Submitting Firm

7.2 Anticipated Project Schedule

Include a schedule identifying anticipated time required for each task and anticipated completion dates for each task and level of design.

7.3 Project Approach

Include a brief explanation of your team's understanding of the project and plan to accomplish the various tasks. Describe how you intend to work with Cache County and Mendon City to help us reach our goals with the trailhead. Include subtask steps that you see necessary to complete as part of this project that may not be listed in this RFP.

7.4 Similar Experience

Please share concise details about similar projects that your firm has completed in the past. Highlight learning experiences, innovations, and successes that make you a strong applicant for this project.

7.5 Cost of Service Estimates

Include an anticipated cost for completing all of the components of this RFP. Break costs down by task and subtask and staff hour and the rate of pay per hour. Include a total anticipated cost and explain contingency costs that may be required. Please consider supplies, materials, travel, and potential subcontractors if applicable.

7.6 Team Resumes

Identify the members of the team that will do the primary work on this project. Give each member's qualifications and a list of similar projects they have worked on previously. Please provide an organizational chart and identify who will be working directly with the county. Include team members from subcontracted firms if applicable.

7.7 Questions

If you need more information to put together the submittal please send formal questions in writing to landis.wenger@cachecounty.gov.