

June 9, 2016

PH: 801.254.3742 EMAIL: info@sjc.utah.gov FAX: 801.254.3393

Jacqueline Sessa
[REDACTED]

Seattle WA, 98101

Re: GRAMA Records Request received June 1, 2016

I am responding to your Record Request asking for:

Request: Please provide contract award information for the following solicitation and also provide any bid result/tab information for bid pertaining to:

- Onvia ID: RFP 306475894
- Project Name: Professional Planning/Landscape Architect Consultant Services
- Bid Number: 1512-006
- Submittal Date: 1/14/2016 3:00:00 PM

Reply #: Approved – (29) pages of Bid Records

Please submit \$7.25 (.25 x 29 pages) for payment to:

City of South Jordan
1600 West Towne Center Drive
South Jordan, Utah 84095

Please let me know if you have any questions, you can reach me at 801-253-5203 Ext. 1279

Sincerely,



Cindy Valdez, CMC
Deputy City Recorder

RECEIVED

JUN 01 2016

CITY OF SOUTH JORDAN
GRAMA Record Request
Fax: 801-254-3393



South Jordan City
City Recorders Office

The following form should be completely filled out and returned to the City Recorder's office. The City is allowed 10 business days in which to respond to your request. Presently, South Jordan City Charges .25¢ per page. The City may assess other fees for records compiled in a form other than that maintained. Research or Services Fee may be charged as provided by Utah Code 63G-2-203.

Requestor's Name: Jacqueline Sessa

Address: [Redacted] City: Seattle

State: WA Zip: 98101 Daytime Phone: [Redacted] Fax: _____

In accordance with the Governmental Records Access Management Act, I am seeking the following record(s) **specifically described as:**

Can you please provide contract award information for the following solicitation and also provide any bid result/tab information for this bid?
Onvia ID: RFP:30675894
Project Name: Professional Planning / Landscape Architect Consultant Services
Bid Number: 1512-006
Submittal Date: 1/14/2016 3:00:00 PM

which I believe are collected, filed and/or used by the City of South Jordan, 1600 W. Towne Center Drive, South Jordan, Utah 84095 (801) 254-3742.

I would like to view/inspect the record(s).

I would like to receive a copy of the record(s) described above. I understand that the City charges a fee for copies of records and the copies will be provided subject to fees being paid. I authorize cost of up to \$ 0.00. If costs are greater than the amount I have specified, I further understand that the office will contact me and will not respond to a request for copies if I have not authorized adequate costs.

[Signature]
Signature

6/1/2016
Date

=====

CITY'S RESPONSE TO RECORD REQUEST - FOR OFFICE USE ONLY

APPROVED - Requestor notified on 6-9-16, 20__

DENIED - Written denial sent on _____, 20__

Requestor notified that this office does not maintain record; and, if known, was also notified of name and address of agency that does maintain record on _____, 20__

Extension of time for extraordinary circumstances. Required notice sent _____, 20__

COPY FEES: \$ _____ If waived, approved by: _____

Regards,
Jacqueline Sessa

509 Olive Way / Suite 400 / Seattle, WA 98101

Cindy Valdez

From: Anna West
Sent: Wednesday, June 01, 2016 10:00 AM
To: Cindy Valdez
Subject: FW: Onvia Public Records Request
Attachments: City of South Jordan Form-signed.pdf

Would you please process this GRAMA...thanks

From: Jacqueline Sessa [<mailto:jsessa@onvia.com>]
Sent: Wednesday, June 01, 2016 9:58 AM
To: Anna West
Subject: Onvia Public Records Request

Hello,

Onvia is submitting a public records request to City of South Jordan. Can you please provide contract award information for the following solicitation in the blank cells below and also provide any bid result/tab information for this bid?

Onvia ID	Project Name	Bid Number	Submittal Date	Contract / Award Number	Awarded Vendor Name, Address, Phone	Award Amount	Award Date	Start Date	End Date	Contract Terms (ex., 2 year contract with 3 renewals)	C D (l a
RFP:30675894	Professional Planning / Landscape Architect Consultant Services	1512-006	1/14/2016 3:00:00 PM								

Please confirm receipt of this request and let me know in advance if a fee will be required. If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

I may periodically reach out to you and your departments with similar requests for information. As an alternative to these requests, we are offering government agencies complementary access to Onvia's database of over 1.5 million bids, RFPs, specifications and intergovernmental contracts. We're requesting that in exchange for access to Onvia's comprehensive bid and contract library, partnering agencies send a list of awarded bids and their corresponding bid results at a mutually agreeable frequency.

For additional details and to learn more please visit [Onvia Exchange](#) or feel free to email me any questions.

Bid #1512-006 - Master Plan Service - Parks, Recreation, Arts, Trails and Open Space

Creation Date **Dec 15, 2015**

End Date **Jan 14, 2016 3:00:00 PM MST**

Start Date **Dec 15, 2015 10:10:57 AM MST**

Awarded Date **Jan 25, 2016**

1512-006--01-01 Total project costs					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Landmark Design ✱	First Offer - \$66,790.00	1 / rfp	\$66,790.00	Y	Y
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes:			
Blu Line Designs	First Offer - \$68,752.00	1 / rfp	\$68,752.00	Y	Y
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes: blu line designs proposal for the South Jordan Parks, Recreation, Community Arts, Trails and Open Space Master Plan project.			
GSBS PC [Ad]	First Offer - \$69,000.00	1 / rfp	\$69,000.00	Y	Y
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes:			
Conservation Technix	First Offer - \$69,410.00	1 / rfp	\$69,410.00	Y	Y
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes:			
Logan Simpson [Ad]	First Offer - \$69,698.00	1 / rfp	\$69,698.00	Y	Y
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes: Thank you for this opportunity!			

Supplier Totals

Landmark Design ✱	\$66,790.00
Bid Contact Mark Vlasic DEBRAY@LDI-UT.COM Ph 801-474-3300	Address 3048 South HighInd Drive Salt Lake City, UT 84106
Agency Notes:	Supplier Notes:
Blu Line Designs	\$68,752.00
Bid Contact Robert Donigan rdonigan@blulinedesigns.com Ph 801-679-3157	Address 45 W Sego Lily Drive Suite 500 Sandy, UT 84070
Agency Notes:	Supplier Notes:
GSBS PC [Ad]	\$69,000.00
Bid Contact Tracy Neale tneale@gsbsarchitects.com Ph 801-521-8600	Address 375 West 200 South Salt Lake City, UT 84101
Agency Notes:	Supplier Notes:
Conservation Technix	\$69,410.00
Bid Contact Steve Duh steve@conservationtechnix.com Ph 503-989-9345	Address PO Box 12736 Portland, OR 97212
Agency Notes:	Supplier Notes:
Logan Simpson [Ad]	\$69,698.00
Bid Contact Kristopher Gray kgray@logansimpson.com Ph 480-967-1343 Fax 480-966-9232	Address 51 West Third Street, Suite 450 Tempe, AZ 85281
Agency Notes:	Supplier Notes:

** All bids/proposals submitted for the designated project are reflected on this tabulation sheet. However, the listing of the bid/proposal on this tabulation sheet shall not be construed as a comment on the responsiveness of such bid/proposal or as any indication that the agency accepts such bid/proposal as being responsive. The agency will make a determination as to the responsiveness of the vendor responses submitted based upon compliance with all applicable laws, purchasing guidelines and project documents, including but not limited to the project specifications and contract documents. The agency will notify the successful vendor upon award of the contract and, as according to the law, all bid/proposal responses received may be available for inspection at that time.

Contract Review and Approval

SOUTH JORDAN

Contract Title/Description: Park + RECREATION MASTER PLAN UPDATE

Contractor/Vendor: LANDMARK DESIGN
Contract Begin Date: 2-24-16
Contract End Date: 9-30-16
Account Number: 420540-540150-63531
Available Budget: \$73,500
Contract Price: \$53,935

Approved as to:

Content: Coby Hill 2-22-16
Owner / Project Manager (Date)
Bid Summary Included: Yes N/A Emergency exception document attached

Department Director: [Signature] 2-22-16
Name/Signature (Date)

Form: [Signature] 2-23-16
City Attorney / Assistant City Attorney Staff Att. (Date)

Budget: [Signature] 2/23/16
Finance Officer (Date)

Office of CM: [Signature] 2/23/2016
Strategic Services Director (Date)

Chief of Staff: [Signature] 2/23/16
Name/Signature (Date)

Original Received:

City Recorder: [Signature] 3-15-2016
Name/Signature (Date)

Contract Number: 2016-0042
Item 19-3 Permanent Retention

Project Name: South Jordan City Parks & Recreation Master Plan

AN AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN

SOUTH JORDAN CITY

And

Landmark Design

THIS AGREEMENT made and entered into this 23 day of February, 2016, by and between SOUTH JORDAN CITY, a municipal corporation (hereinafter referred to as "City", and Landmark Design (hereinafter referred to as "Consultant").

The City and Consultant agree as follows:

1. **RETENTION AS CONSULTANT**

City hereby retains Consultant, and Consultant hereby accepts such engagement, to perform the services described in Paragraph 2. Consultant warrants it has the qualifications, experience and facilities to properly perform said services.

2. **DESCRIPTION OF SERVICES**

City and the Consultant agree that the scope of services shall consist of the Tasks shown in "Appendix A – Proposed Work Plan", attached hereto and incorporated herein. All work must be performed and completed to the satisfaction of the City and the Consultant. These Services shall be completed on or before July 31, 2016.

3. **COMPENSATION**

Except for authorized extra services (pursuant to Paragraph 4), the total compensation payable to Consultant by City for the Services described in paragraph 2 shall not exceed the sum of **Fifty-three Thousand Nine Thirty-five dollars (\$53,935)** and shall be earned on the basis as indicated in the Consultant's attached proposal, see "Appendix A – Proposed Work Plan".

All payments shall be made within thirty (30) calendar days after the Consultant has provided the City with written verification of the actual compensation earned, which written verification shall be in a form satisfactory to the City. Invoices shall be made no more frequently than on a monthly basis, and describing work performed (including a list of man-hours by personnel classification, if billing is on a per hour basis).

Any work to be charged on an hourly basis shall be billed to the City at the rates set forth in the Consultant's proposal which rates shall be binding upon Consultant until completion of the final design as outlined in the Consultant's proposal.

4. **EXTRA SERVICES**

City shall pay Consultant for those extra services authorized in writing in addition to the Services described in Paragraph 2, in such amounts as mutually agreed to in advance. Unless the City and Consultant have agreed in writing before the performance of extra services, no liability and no right to claim compensation for such extra services or expenses shall exist. The applicable hourly rate for extra services shall be at the hourly rate set forth in the Consultant's proposal.

5. **PROGRESS AND COMPLETION**

The **City** and the **Consultant** are aware that many factors outside the **Consultants** control may affect the **Consultant** ability to complete the Services to be provided under this *Agreement*. The **Consultant** will perform these Services with reasonable diligence and expediency consistent with sound professional practices.

6. **OWNERSHIP OF DOCUMENTS**

All drawings, designs, data, photographs, reports, and other documentation, including duplication of same prepared by **Consultant** in the performance of these services, shall become the property of **City** upon termination of the consulting services pursuant to this *Agreement* and upon payment in full of all compensation then due **Consultant**. The **City** agrees to hold the **Consultant** harmless from all damages, claims, expenses and losses arising out of any reuse of the plans and specifications for purposes other than those described in this *Agreement*, unless written authorization of the **Consultant** is first obtained.

7. **PERSONAL SERVICES/NO ASSIGNMENT/SUBCONTRACTOR**

This Agreement is for professional services, which are personal services to the **City**. The following persons are deemed to be a key member(s) of or employee(s) of the **Consultant's** firm, and shall be directly involved in performing or assisting in the performance of this work.

- Mark Vlastic, AICP, PLA, ASLA, LEED Green Associate
- Lisa Benson, ASLA, PLA, LEED Green Associate
- Jennifer Hale, ASLA, PLA
- Jan Striefel, FASLA, PLA, AICP

Should these individual(s) be removed from assisting in this contracted work for any reason, the **City** may terminate this *Agreement*.

The **Consultant** will subcontract the following portions of the work out to other parties:

- Zions Bank Pubic Finance

This *Agreement* is not assignable by **Consultant** without the **City's** prior written consent.

8. **HOLD HARMLESS AND INSURANCE**

Consultant shall defend, indemnify and hold the **City**, its elected Officials, officers, and employees, harmless from all claims, lawsuits, demands, judgments or liability including, but not limited to general liability, automobile and professional errors and omissions liability, arising out of, directly or indirectly, the negligent performance, or any negligent omission of the **Consultant** in performing the services described.

Consultant shall, at **Consultant's** sole cost and expense and throughout the term of this *Agreement* and any extensions thereof, carry:

- (1) Workers compensation insurance adequate to protect Consultant from claims under workers compensation acts.
- (2) Professional errors and omissions insurance in the amount of \$2,000,000, and

- (3) General personal injury and property damage liability insurance and automobile liability insurance with liability limits of not less than \$2,000,000 each claimant and \$2,000,000 each occurrence for the injury or death of person or persons and property damage.

All insurance policies shall be issued by a financially responsible company or companies authorized to do business in the State of Utah. **Consultant** shall provide **City** with copies of certificates for all policies with an endorsement that they are not subject to cancellation without thirty (30) days prior written notice to **City** and the **City**, its officers and employees, shall be named as additional insured on General and Automobile liability policies only.

9. **RELATIONSHIP OF THE PARTIES**

The relationship of the parties to this *Agreement* shall be that of independent contractors and that in no event shall **Consultant** be considered an officer, agent, servant, or employee of **City**. The **Consultant** shall be solely responsible for any workers compensation, withholding taxes, unemployment insurance and any other employer obligations associated with the described work.

10. **CORRECTIONS**

In addition to the above indemnification obligations, the **Consultant** shall correct, at its expense, all errors in the work that may be disclosed during the **City's** review of the **Consultant's** report or plans. Should **Consultant** fail to make such correction in a reasonably timely manner, such correction shall be made by the **City**, and the cost thereof shall be charged to **Consultant**.

11. **TERMINATION BY CITY**

The **City**, by notifying **Consultant** in writing, may upon ten (10) calendar days notice, terminate any portion or all of the services agreed to be performed under this *Agreement*. In the event of such termination, **Consultant** shall have the right and obligation to immediately assemble work in progress for the purpose of winding up the job. All compensation for actual work performed and charges outstanding at the time of termination shall be payable by **City** to **Consultant** within thirty (30) calendar days following submission of final statement by **Consultant**.

12. **ACCEPTANCE OF FINAL PAYMENT CONSTITUTES RELEASE**

The acceptance by **Consultant** of the final payment made under this *Agreement* shall operate as and be a release to **City** from all claims and liabilities for compensation to **Consultant** for anything done, finished or relating to the **Consultant's** work or services. Acceptance of payment shall be any negotiation of the **City's** check or the failure to make a written extra compensation claim within ten (10) calendar days of the receipt of that check.

However, approval or payment by the **City** shall not constitute nor be deemed a release of the responsibility and liability of **Consultant**, its employees, subcontractors or agents if any for the accuracy and competency of the information provided, or a release of liability for any defect or error in the work prepared by **Consultant**, its employees, subcontractors and agents if any.

13. **WAIVER; REMEDIES CUMULATIVE**

Failure by a party to insist upon the strict performance of any of the provisions of this *Agreement* by the other party, irrespective of the length of time for which such failure continues, shall not constitute a waiver of such party's right to demand strict compliance by such other party in the future. No waiver by a party of a default or breach of the other party shall be effective or binding upon such party unless made in writing by such party, and no such waiver shall be implied from any omission by a party to take any action with respect to such default or breach. No express written waiver of a specified default or breach shall affect any other default or breach, or cover any other period of time, other than any default or breach and/or period of time specified. All of the remedies permitted or available to a party under this *Agreement* or at law or in equity shall be cumulative and alternative, and invocation of any such right or remedy shall not constitute a waiver or election of remedies with respect to any other permitted or available right or remedy.

14. **CONSTRUCTION OF LANGUAGE OF AGREEMENT**

The provisions of this *Agreement* shall be construed as a whole according to its common meaning and purpose of providing a public benefit and not strictly for or against any party. It shall be construed consistent with the provisions hereof, in order to achieve the objectives and purposes of the parties. Wherever required by the context, the singular shall include the plural and vice versa, and the masculine gender shall include the feminine or neutral genders and vice versa.

15. **MITIGATION OF DAMAGES**

In all situations arising out of this *Agreement*, the parties shall attempt to avoid and minimize the damages resulting from the conduct of the other party.

16. **GOVERNING LAW**

This *Agreement*, and the rights and obligations of the parties, shall be governed and interpreted in accordance with the laws of the State of Utah.

17. **CAPTIONS**

The captions or headings in the *Agreement* are for convenience only and in no other way define, limit or describe the scope or intent of any provision or section of the *Agreement*.

18. **AUTHORIZATION**

Each party has expressly authorized the execution of this *Agreement* on its behalf and acknowledge it shall bind said party and its respective administrators, officers, directors, shareholders, divisions, subsidiaries, agents, employees, successors, assigns, principals, partners, joint ventures, insurance carriers and any others who may claim through it to this *Agreement*.

19. **ENTIRE AGREEMENT BETWEEN PARTIES**

Except for **Consultant's** proposals and submitted representations for obtaining this *Agreement*, this *Agreement* supersedes any other *Agreements*, either oral or writing, between the parties hereto with respect to the rendering of services, and contains all of the covenants and *Agreements* between the parties with respect to said services. Any

modifications of this *Agreement* will be effective only if it is in writing and signed by the party to be charged.

20. PARTIAL INVALIDITY

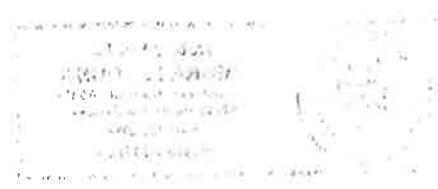
If any provision in this *Agreement* is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

21. NOTICES

Any notice required to be given hereunder shall be deemed to have been given by depositing said notice in this United State mail, postage prepaid, and addressed as follows:

TO CITY: South Jordan City
1600 West Towne Center Drive
South Jordan, Utah 84095
Attention: City Recorder

TO CONSULTANT: Mark Vlastic
Landmark Design
850 South 400 West
Studio 104
Salt Lake City, UT 84101



IN CONCURRENCE AND WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES EFFECTIVE ON THE DATE AND YEAR FIRST WRITTEN ABOVE.

SOUTH JORDAN CITY:

Gary L. Whatcott
Signature

Gary L. Whatcott
Print Name

2/23/2016
Date

Attest

Ann M. West
City Recorder

Approved as to Form

[Signature]
Attorney for South Jordan



CONSULTANT:

[Signature]
Signature

MARK VLASIC
Print Name

3 MARCH 2016
Date

CONSULTANT NOTARY

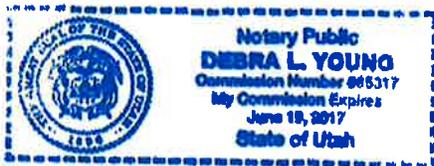
INDIVIDUAL CONSULTANT

State of Utah)

County of Salt Lake) :SS

On this 3rd day of March, 2016, personally appeared before me

Mark Vlasic [name of person(s)], whose identity is personally known to me or proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to this instrument, and acknowledged that he/she/they executed the same.



Debra L. Young
Notary Public

ATTACHMENT A

Project Understanding and Approach

As one of the fastest growing communities in the region, an up-to-date and comprehensive *Parks, Recreation, Community Arts, Trails and Open Space Master Plan* is an essential tool to for ensuring facilities keep pace with demand in the City. A similar plan was completed eight years ago, but no longer meets the needs of the changing community. It is therefore essential that the new plan captures the vision and needs of the existing community while providing policy guidance for allocating resources during the next 20 years and beyond. This requires a planning process that is both technically sound and engaging, incorporating a robust public involvement process and a defensible system for determining preferences.

WORKING WITH CITY STAFF

We understand that the City of South Jordan would like to be a strong participant in the planning process, and recommend that a senior staff member be designated as our project liaison to help ensure the project proceeds in a smooth manner. We will rely on our liaison to gain access to existing mapping, data, plans and ordinances, and to help with verification of specific site conditions. We will also require assistance securing public venues and noticing public meetings and workshops, and will rely on our liaison to organize mass printings and mailings as part of implementing a preference survey, if required.

METHODOLOGY

We have outlined an approach to the project that we believe meets your expectations. We have made every effort to craft a process that is inclusive, informative, efficient, productive and cost effective. The following tasks are part of a comprehensive process that can be fine-tuned and modified as needed to meet your needs.

PROPOSED WORK PLAN

TASK 1: Community Participation

Landmark Design will work closely with the City of South Jordan to facilitate a public participation program that provides meaningful opportunities for citizen involvement. It is our intent to provide good information, to make participation easy, to listen carefully to what participants have to say, and to be responsive to comments and input received.

There are several elements of public involvement proposed for the project, as listed and described in greater detail below:

- **A Plan Advisory Committee** to guide progress and help make plan decisions;
- **A Public Scoping Meeting** to receive and communicate information about parks and recreation needs and facilities;
- **A Community Needs and Preference Survey**;
- **A Project Web Page and Social Media**;
- **A Public Workshop/Charette** to explore alternatives and Ideas;
- **A Public Open House** meeting during which the Draft Plan is presented to the public; and
- **Presentations** as part of the public hearing and adoption process.

We assume that our Project Liaison will be responsible for scheduling public meetings and arranging facilities, providing notice through community newsletters, mailings email blasts and the distribution of flyers. Landmark Design will facilitate all public meetings and workshops, document the proceedings, and prepare summary documentation for review.

Plan Advisory Committee

Landmark Design proposes the formation of a Plan Advisory Committee made up City Staff, representatives from the Planning Commission and City Council, sports and recreation interests, key stakeholders and interested citizens. The purpose of the committee is to oversee progress on the plan and to help make decisions in a manner that is informed and equitable. The Committee will meet four times, and the meetings will be designed to engage participants in identifying issues, needs, and ideas.

Project Web Page

A project web page will be established as a central a clearinghouse for information and input regarding the master plan. The web page will contain general information about the project such as purpose, schedule, and current status, in addition to more specific information such as mapping and draft plan ideas. We will also include contact information and an on-line comment form and polling opportunities, so that people have multiple avenues to provide comment and feedback, ask questions and participate in an on-line survey, if required.

Landmark Design will be responsible for keeping the project web page current, and the City of South Jordan will provide a link to the page on the City's website, rather than having to post the information on its own website.

Community Needs and Preference Survey

Landmark Design will work closely with Y2 Analytics, who is contracted by South Jordan City to provide surveying services. We will work with Y@ and the City to draft the questions and to prepare the email survey prior to implementation. Y2 Analytics will tabulate the results and sort and analyze the results by various characteristics, and Landmark will incorporate the results into the Master Plan. The advantages of this type of survey are that it can be prepared and implemented relatively quickly. The city has had good success with similar surveys conducted by Y2 Analytics, and is confident that this survey will be equally successful.

PUBLIC MEETINGS

Three Public Meetings are proposed as part of the planning process, as described below.

PUBLIC SCOPING MEETING

The Landmark Design Team, with the assistance of City Staff, will conduct two community-wide public scoping meetings at the beginning of the planning process, during which time residents will be asked to identify issues, concerns, ideas, and opportunities related to parks, trails, open space, and recreation. Due to the large size of the community, we recommend two sessions in distinctly differing areas to help capture the variations likely to exist from one side of the



community to the other. Depending on the number of attendees, participants will either be assembled in small groups facilitated by team members, or assembled into a larger group for a single, facilitated input session. Comments and information will be recorded on large tablets at the meeting, all of which will be analyzed and reviewed in a fair manner. Landmark Design will document and summarize all of the information and make it available to the Plan Advisory Committee and City Staff, posting it on the project web page for review.

ALTERNATIVES WORKSHOP

A single workshop will be held in a central location to provide an opportunity for property owners, enthusiasts, residents, advocates and community stakeholders to review maps and existing conditions, review preliminary concepts and help develop ideas and approaches for future parks, recreation, trails and art facilities. The workshop will be highly interactive, utilizing hands-on mapping and design sessions, review sessions, and opportunities to follow-up on subsequent refinement of ideas.

Effective communication tools anticipated to be utilized include concept diagrams, image boards, maps and similar media, which will be used to help participants communicate their ideas. At such events there are no right or wrong answers or good or bad comments, allowing a broad range of perspectives and ideas to be heard equally and fairly. All thoughts and ideas received at this workshop will be recorded for review by the Plan Advisory Committee.

DRAFT PLAN OPEN HOUSE

Landmark Design, with the assistance of City Staff, will conduct and facilitate a single open house meeting to allow the public to review the draft plan and ask questions of the planning team and staff in attendance. We will analyze the comments received upon completion, and in consultation with the City Staff and the Plan Advisory Committee, consider changes or modifications to the Draft Plan which will address the concerns and comments received. Comments and responses will be reviewed with the Plan Advisory Committee and, if appropriate, will be included in the Final Plan. The meeting format will be informal, providing one-on-one contact with the planning team and City Staff. We generally display summary information on boards and easels, and provide comment forms for individuals to record their thoughts and recommendations.

PUBLIC HEARING PRESENTATIONS

Landmark Design will present the Plan to the Planning Commission and the City Council during the approval process, and will make the necessary changes required following those presentations. We will prepare a Power Point presentation summarizing the process, findings and recommendations. One presentation to the Planning Commission and another to the City Council are anticipated as part of receiving approval (two meetings total).

TASK 2: Inventory and Evaluation of Existing and Proposed Facilities

Landmark Design would like to “kick off” the project during the initial Plan Advisory Committee meeting. We would like to tour the City, and informally discuss the issues and concerns that need to be addressed. At this time, we would also like to confirm that all available background information has been provided and is up-to-date, including digital data, maps, existing plans and reports and other documentation. Existing planning and mapping prepared for the project by City Staff will serve as the basis of our initial work. We will review the existing master plan, compile all inventory data, tabulate and prepare maps, charts and matrices. We will also finalize mapping of all existing, proposed, and undeveloped recreation and park facilities, with the assistance of City Staff.

The City will provide demographic data and growth projections, which we will use to evaluate and analyze existing facilities. Private and public recreational facilities, school facilities and other recreation facilities will be included in the inventory, and will be addressed separately. We will meet with those responsible for recreation programs to receive all information relevant to the project, and identify areas where additional programs may be needed or specific groups may be targeted.

Standardized definitions will be developed for all categories of park, recreation facilities, trails and open spaces; current and desired levels of service will be addressed; and the distinction between project improvements and system-wide improvements will be defined. These are essential steps in developing a Capital Facilities Plan, particularly if the City is interested in updating its Parks, Recreation, Trails and Open Space impact fee programs as a follow-up to this effort.

TASK 3: Needs Assessment & Analysis

We will evaluate any existing standards or guidelines, and determine their appropriateness with respect to new information generated through the existing conditions analysis and public participation. It will be important to evaluate the standards with respect to the community's expressed desires and values and modify them as necessary to reflect those needs and desires.

The standards and guides will determine acreage requirements for each class and type of park and recreation program/facility, and will be projected into the future to the intended planning horizon. It is anticipated that more specific information will be generated for the near term (< 5 years) with future milestones or targets set at 5 years, 10 years, or 20 years. Determination of any needs or excesses in requirements of the standards and guidelines will be noted for each of the milestone or target dates.

The establishment of clear service levels is important for many reasons, including establishment of impact fees. In the current litigious environment, impact fees must clearly show that the level of service charged to new development is similar to the level of service currently in place for existing development. It is therefore important to distinguish between current and desired service levels (as impact fees cannot be used to raise service levels), and project and system improvements.

TASK 4: Environmental Analysis

As part of our mapping and documentation process, we will utilize the compiled data provided by the City to analyze the environmental qualities and implications of each park and site. In deference to the broad, master planning level of this study, this effort will utilize readily-available mapping data, addressing key environmental conditions such as soils and geologic conditions, wetlands, storm water drainage, water and drainage features and topography. The result will be a broad-brush yet comprehensive analysis of all existing and potential sites, encompassing a classification system for determining the suitability for recreation and preservation.

TASK 5: Trail System Analysis

Trails serve many purposes. To some they are transportation corridors moving through urban areas between home and work; to others they are a pleasant way to achieve some level of physical fitness; others use trails to take a leisurely walk with friends and as an avenue for engaging with the natural environment; and still others use trails as a means of engaging in a favorite activity for no other purpose than simple fun and enjoyment.

Using information and data provided by the City and input received from the Plan Advisory Committee and the public, we will analyze existing trail systems; tabulate and prepare relevant maps with the assistance of City Staff; create charts and matrices as required; and identify and map existing and proposed trails systems that complement those already established. Various types of trails will be considered and classified, as well as support facilities adjacent to or incorporated into the trail system. Safety, access to designated open space and other recreation facilities, and other desired destinations will be paramount in the Plan. We will utilize our efforts on the recently completed Salt Lake County East-West Recreational Trails Master Plan to ensure future trail concepts in South Jordan are coordinated with county and regional trail plans.

TASK 6: Park Acquisition, Construction and Management Costs

Institutionalizing the Parks, Recreation and Trails Master Plan is perhaps the greatest challenge of this process. To the extent possible, parks, recreation and trail facilities should be easily maintainable and managed, organized in a manner that allows the City to adjust to changing needs and demands when they arise. This suggests that there will be some means of prioritizing the allocation of funds so that there is equality in the delivery of services.

The Landmark Design Team will provide opinions of probable cost for the acquisition and development of parks, recreation and trail facilities that are proposed, and if needed, for those existing facilities that need to be updated or remodeled.

The Team will identify known funding sources, and tie those sources to program and facility development priorities. The result will be a Capital Facilities Plan with cost estimates that cover development priorities for the next ten years.

TASK 7: Operation and Management Plan

We will develop an action plan coordinating the core service functions for delivering park, recreation, community art, trail and open space systems. This will be developed as a specific plan element, outlining specific institutional measures for meeting future operational and management needs. We will work closely with City Staff currently responsible for such efforts to clearly understand existing successes and challenges, thereby allowing us to carefully craft approaches that are likely to work well within the existing and capacities of the City.

TASK 8: Goals, Objectives, & Policy Development

Landmark Design will prepare goals, objectives and policies to guide implementation of the Plan. The Action Plan will address areas of new growth, costs and funding mechanisms and approaches, development review processes and procedures, and development timing for key elements or facilities identified in the Plan. As part of this process, we will review the existing Land Use Element of the General Plan, and develop supportive Goals, Objectives, Policies and Implementation tools to be included as part of updating that element.

TASK 9: Plan Development & Adoption

Landmark Design will document the planning process and the outcomes in an Administrative Draft for Plan Advisory Committee review. The General Public and others will have opportunities to review the plan at the Draft Plan Open House and on the project web page. Comments and suggested changes

received during the Draft Plan Open House meeting and from the web page will be documented and reviewed with the Plan Advisory Committee, and if appropriate, incorporated into the Final Plan document.

Landmark Design can present the Final Plan for adoption to the City's Planning Commission and City Council. We have planned for one meeting each with the Planning Commission and City Council, although these tasks can be completed by City Staff, if desired.

TASK 10: Final Product

Following adoption of the Master Plan, Landmark Design will prepare the final document for publication, and will provide the following to the City of South Jordan.

1. A CD-ROM with the final master plan, executive summary, appendices, and mapping in PDF format.
2. A photo-ready original and 20 copies of the adopted plan.
3. The original and 20 copies of an 11" x 17' four (4) color process plan map, containing an executive summary of the adopted plan.
4. The originals of all tables, charts, maps, illustrations, and other graphics included in the adopted plan.
5. The complete adopted plan text, compatible with the latest version of Microsoft Word.
6. All geographic data in a digital format compatible and coordinated with the City's Geographic Information System (GIS).

PROPOSED SCHEDULE

Every effort will be made to keep the process moving along and on schedule, working toward completion within five-month timeframe. Assuming we receive a notice-to-proceed on February 1, 2016 we will be finished with our planning efforts by July 1, 2014. In order to accomplish this schedule, it is imperative that the City provide all inputs and assist us in a timely manner as described in the scope of work.

Task	2016				
	Feb	Mar	Apr	May	June
Task 1: Community Participation					
Plan Advisory Committee Meetings (4)	AC	AC	AC	AC	
Public Scoping Meetings (2)	PS				
Community Needs and Preference Survey (1)					
Project Web Page					
Public Workshop/Charette (1)			AW		
Public Open House Meeting (1)				DP	
Plan Adoption Presentations (2)					PC/CC
Task 2: Inventory and Evaluation					
Task 3: Needs Assessment & Analysis					
Task 4: Environmental Analysis					
Task 5: Trail System Analysis					
Task 6: Park Acquisition, Construction and Management Costs					
Task 7: Operation and Management Plan					
Task 8: Goals, Objectives & Policy Development					
Task 9: Plan Development & Adoption					
Task 10: Final Product					

AC - Advisory Committee Meetings
PS - Public Scoping Meetings
AW - Alternatives Workshop/Charette
DP - Draft Plan Open House
PC - Planning Commission Public Hearing
CC - City Council Public Hearing

Person Hours and Cost

COST PROPOSAL

As detailed in the chart on the following page, Landmark Design proposes a fee of **\$53,935** to complete the tasks described in the preceding Work Plan. This fee includes incorporation of email survey results provided by Y2 Analytics into the plan, all labor costs, and an estimate of reimbursable costs for mileage, plotting, printing and meeting materials, which will be billed at cost.

We would be happy to discuss our proposed scope of work and the fee options, and if necessary, make further adjustments to meet your requirements.

COST - SURVEY BY OTHERS

TASKS	LANDMARK DESIGN			TOTAL
	JS	MV	Staff	
HOURLY RATES	\$135	\$135	\$75	
TASK 1: Community Participation				
Four (4) Plan Advisory Committee meetings	8	16	16	40
Two (2) Public Scoping meeting	6	10	31	47
One (1) Community Needs and Preference Survey (SEE BELOW)	0	0	4	4
Establish and Maintain Project Web Page	0	0	4	4
One (1) Public Workshop/Charette	4	12	24	40
One (1) Public Open House meeting	0	4	16	20
Two (2) Adoption Presentations	0	6	4	10
TASK 2: Inventory and Evaluation	4	12	40	56
TASK 3: Needs Assessment & Analysis	2	18	40	60
TASK 4: Environmental Analysis	0	8	40	48
TASK 5: Trail System Analysis	0	12	31	43
TASK 6: Park Acquisition, Construction and Management Costs	2	10	12	24
TASK 7: Operation and Management Plan	2	5	16	23
				0
TOTAL HOURS BY STAFF	34	137	318	489
TOTAL FEE BY STAFF	\$4,590	\$18,495	\$23,850	\$46,935
Reimbursables:				
Plan Deliverables as detailed in Task 10				\$2,500
Mileage				\$1,000
Meeting and Workshop production				\$1,000
Miscellaneous printing and plotting				\$500
TOTAL ESTIMATED REIMBURSABLE EXPENSE				\$5,000
Internet Survey - Incorporation into plan				\$2,000
GRAND TOTAL				\$53,935

HOURLY BILLING RATES

Landmark Design bills monthly for work and time completed on the project. Direct expenses for reproduction of drawings, mileage to the site, and copying expenses are estimated and are reimbursable to Landmark Design at cost with no mark-up.

Landmark Design

Principal-in-Charge	\$135
Principal Planner/Landscape Architect	\$110
Senior Associate Planner/Landscape Architect	\$95
Planner/Landscape Designer	\$70
Administrative Staff	\$60

Availability/Location of Key Staff

The Landmark Design Team is comprised of talented individuals from Landmark Design, located in west downtown Salt Lake City, and the location where the project will be managed. Our office is less than 30 minutes from the project site, which enables us to be highly responsive to your needs. All personnel listed in this proposal are located in the offices below and are ready and available to meet the needs of this project.

Landmark Design
850 South 400 West, Studio 104
Salt Lake City, Utah 84101



**CITY OF SOUTH JORDAN
PARKS AND RECREATION**

Request for Proposals

**Comprehensive Parks, Recreation,
Community Arts, Trails and Open Space
Master Plan Services**

December 2015

**South Jordan City
Colby Hill, Associate Director
10996 South Redwood Road
South Jordan City UT 84095**

TABLE OF CONTENTS

INTRODUCTION..... 3

 Inquiries Concerning the RFP 3

 Date and Location of Proposal Submittal.....3

 Previous Studies and Documents4

 Community Description 4

PROPOSAL SUBMITTAL REQUIREMENTS 4

 General Format of Proposal 4

 Content of Proposal 4

EVALUATION CRITERIA..... 6

SCOPE OF WORK 7

 Statement of Intent 7

 Project Goals..... 7

 Plan Area..... 7

 Specific Task Requirements 7

 Product 10

INSURANCE REQUIREMENTS 10

 Insurance Requirement for Parties contracting with South Jordan City 10

PROTECTED INFORMATION..... 12

SOUTH JORDAN CITY PARKS AND RECREATION

Parks, Recreation, Community Arts, Trails and Open Space Master Plan December 2015

1.0 Introduction

South Jordan City is in the process of soliciting proposals for Professional Planning / Landscape Architect Consultant Services in order to provide for the City an update of the General Plan, Parks and Recreation element. The purpose of this plan is to be a guide for future decisions that will be made for parks, recreation, arts, trails, and open space for South Jordan City. A scope of the work for the preparation of the design is contained in Section 4 of this Request for Proposals (RFP). The desired outcome of the RFP is to contract with a qualified professional firm or firms to conduct the activities necessary for the completion of the Plan.

The City of South Jordan reserves the right to reject any or all RFP's or any part thereof; to waive informalities; to negotiate and agree to contract terms with the successful bidder; to disregard non-conforming, non-responsive, unbalanced or conditional proposals, and to re-advertise if it is in the best interest of the City to do so. It shall be the sole responsibility of the Consultant to upload their documents onto the BidSync website prior to the deadline. Failure to submit required documents or follow any of the listed conditions in this RFP may result in the Proposal being disqualified, but it is the sole discretion of the selection committee to do so consistent with the Purchasing Policy and the best interests of the City.

1.1 Inquiries Concerning the RFP

Questions relating to this RFP must be submitted via BidSync. Any questions asked via electronic mail, in-person, or any other form of communication will not be answered, instead consultants will be directed to the Question and Answer function in BidSync.

1.2 Date and Location of Proposal Submittal

Submit proposals through BidSync electronically by the close date listed in BidSync. It is the sole responsibility of the BIDDER to submit the Bid before the scheduled time. Any questions regarding how to use the BidSync program, including how to submit a bid, download and upload documents, etc. should be directed to BidSync Vendor Support. The phone number is 800-990-9339.

Any proposal may be withdrawn prior to the date and time the proposals are due. Any proposal not withdrawn will constitute an irrevocable offer, for a period of **90 days**, to provide the City with the services specified in the proposal.

The City of South Jordan reserves the right to reject any or all proposals or any part thereof and to waive any formalities to re-advertise this RFP if it is in the best interest of the City to do so. Any proposal emailed or not sent electronically through BidSync will not be considered. It is not the responsibility of the City to inform consultants that they must submit through BidSync; it is the sole responsibility of the consultant to read through this RFP and follow all conditions.

Once this RFP is released, communication of any kind made regarding this proposal with any City employee or committee member other than through the specified communication detailed in 1.1 is prohibited. Any such contact may disqualify a provider from being awarded this RFP.

Proposal Deadline: **January 14, 2016**
3:00 P.M., Mountain Standard Time

1.3 Previous Studies and Documents

South Jordan City completed a similar study in 2007, resulting in the Parks, Recreation, Trails and Open Space Master Plan. This document can be found on the City's website by using the following link: <http://www.sjc.utah.gov/recreation/masterplan.asp>

1.4 Community Description

South Jordan was settled in 1857 by Alexander and Catherine Lince Beckstead. Like many of the first settlers in the Salt Lake Valley, their first home was a cave dug out of a river bank. These first homes were "a good sized room" (14 ft. sq.) dug into the hill, with large sun-dried adobe bricks on the front wall. Large logs covered with plants, willows, and mud and dirt formed the roof.

South Jordan was primarily a rural farming community when it became incorporated as a town in 1935. In 1960, the population was 1,354, and by 1970 the population had more than doubled to 2,942. Housing gradually started to replace farmland as the population once again more than doubled by 1980 to 7,492 and nearly doubled by 1990 to 13,106. South Jordan's exponential growth since the early 1970s has brought all the challenges and opportunities of growth. The current population is estimated to be 67,007 as of December 1, 2015.

Today, South Jordan's most distinctive and recognizable landmark, visible from miles around, is the LDS Jordan River Temple overlooking the open space and protected green belts of the Jordan River Parkway. Though residential development in the Salt Lake valley has mushroomed, South Jordan is committed to preserving its natural beauty. Along the banks of the Jordan River, South Jordan City is cooperating with other government, non-profit and private groups to set aside a significant area for the wildlife enhancement projects.

2.0 PROPOSAL SUBMITTAL REQUIREMENTS

2.1 General Format of Proposal

The proposal must clearly describe the qualifications of the personnel who will perform the work. It must also contain a specific plan for completing the Scope of Work. It must include a technical approach that demonstrates a well-structured and reasonable work plan. Proposers should refine and/or expand the Scope of Work contained in this RFP to reflect the particular manner in which the work would be performed. Specific tasks that will achieve the stated project goals result in the defined products should be included.

2.2 Content of Proposal

The following information provided is intended and designed to provide those interested in responding sufficient basic information regarding minimum requirements. It is not intended to limit a proposal's content or exclude any relevant or essential data therefrom. Proposers are at liberty and are encouraged to expand upon the specifications to provide support for their service capabilities under any agreement.

The proposal must include the following sections:

Signed Transmittal Letter

This letter will briefly summarize the firm's interest in performing the work and the commitment of key personnel identified in the submittal. It should also provide a summary of the key elements of the qualifications of the firm and its sub-consultants. It should highlight any unique and special qualifications or approaches that the firm wishes to be considered in the evaluation.

Firm Capability

The recent relevant experience of the firm and any proposed sub-consultants must be described. The projects listed should be similar in nature to the Scope of Work included in this Request for Proposals. The description will include the manner in which this project would affect the current and anticipated workload of the firm, any special equipment or other resources that would enhance the ability to perform the work, and internal procedures for maintaining project schedules and quality control. Unique or special qualifications related to the substance of the proposed work should be emphasized.

Staff Qualifications

The staff persons who will comprise the project team must be identified and their assignments and qualifications described. Persons from the principal firm and any sub-consultants should be included. Of particular relevance will be experience on similar projects. An organizational chart showing the relationship of the individuals to each other and to the tasks to be performed should be included. The specific responsibility of each staff member must be identified. Of particular relevance are the qualifications of the project manager and the task leaders of the various disciplines

Project Understanding and Approach

A general description of the firm's understanding of the project must be provided. This description should include a summary of knowledge about South Jordan City, general issues related to the preparation of this type of master plan, specific issues that may apply to South Jordan City and the surrounding region, and special issues or problems that are likely to be announced.

The proposed approaches for dealing with the tasks and issues of the project must be described. The objectives, major tasks and products described in the Scope of Work in this RFP should be used as the basis for this description. Specific methods of achieving these objectives and tasks to be performed should be described. A tentative schedule indicating the duration and relationships of the tasks, key events, and major deliverables must be included. Priorities for achieving the project goals of the Scope of Work should be included in the proposal.

The consultant will be expected to work closely with City staff in the completion of the required work. The City staff will contribute to the completion of the task described in the Scope of Work. The proposal should include a description of the assumptions made concerning the nature and extent of the City staff contribution.

Person Hours and Cost

A cost proposal to complete the proposed tasks must be provided. This cost proposal will include hourly billing rates for each professional title, a distribution of hours by task, and reimbursable direct expenses. Overhead rates should be shown. Unit costs for providing staff support to public meetings should be described. Pricing will remain in effect until the completion of the project. Any services that have been omitted from this specification that are clearly necessary for completing the work shall be considered a requirement although not directly specified or called for in this proposal. Proposal prices will remain in effect for up to 1-year or until project is completed.

Availability/Location of Key Staff

The location of the offices where the work will be performed should be specified. Of particular relevance are the locations of the project manager and other key members of the project team. Availability of key staff persons at strategic times during the study must be assured.

Resumes

Detailed resumes of key staff members may be included to supplement the description of staff qualifications. These resumes may not exceed one page for each person.

Sample Products and Past Experience

The consultant shall provide examples of sample products and describe past experience with similar projects with their proposals.

3.0 EVALUATION CRITERIA

Proposals will be evaluated by a selection committee. Each section of the proposal will be scored based upon a weighted scale as indicated below. The City may require a presentation/oral interview of the short-listed firms.

Firm Capability (20%)

Of particular importance is the relevant experience of the firm and its sub-consultants. The successful completion of similar projects in other locations will receive favorable evaluation. It is essential that the employees who have this experience be assigned to the project. The proposal should provide the assurance that the qualified personnel will be available. This requirement will apply to all sub-consultants as well as to the principal firm. It is also essential that the proposal demonstrate an ability of the firm to develop and maintain the project budget and schedule. Specific management procedures in these areas should be described. The firm's quality control program should be described and its successful use on other projects documented.

Staff Qualifications (25%)

Each key member of the project team must be identified and his or her qualifications described. The specific assignment of each key staff member must be identified. The qualifications of the project manager should be highlighted. The description of the project manager should identify major projects completed, unique or innovative accomplishments, the time commitment and availability through completion of the project, and the office location from which he or she will work. Similar information should be provided for key discipline leaders. The manner in which the team will be managed in a cohesive manner to complete the work should be summarized. The ability of the consultant staff to work together and with City staff should be demonstrated.

Project Understanding and Approach (30%)

The proposal must demonstrate a thorough understanding of the nature and scope of the project. Major issues and tasks should be thoroughly described. The Scope of Work contained in this RFP provides the general direction for the work. The proposal should elaborate on this information and provide a detailed description of the manner in which the work will proceed. The use of innovative techniques based on experience from other projects should be included. The evaluation will also consider the manner in which the following items are described: identification of special problems that may be encountered; relationships and relative importance of the project issues; approaches for dealing with all issues and tasks; priorities among the various tasks; and realistic timing and scheduling.

Availability/Location of Key Staff (15%)

Consideration will be given to the availability of key staff at strategic times during the study. Factors to be evaluated include convenience of communication between City staff and the consultant team and the availability of the consultant staff for agency coordination activities and public meetings.

Cost (10%)

Consideration will be given to the cost of the proposal.

4.0 SCOPE OF WORK

This Scope of Work summarizes the tasks, and the required products of the project. The description of the task is included to clarify the nature of the work that is expected to be performed by the selected consultants. Proposers are urged to use this information as the basis for preparing their detailed approach to the work.

4.1 Statement of Intent

The Parks, Recreation, Community Arts, Trails and Open Space Plan are intending to create a comprehensive plan that will incorporate community goals and objectives, and formulate implementation strategies. The plan will serve as a decision making tool to assist in providing direction for effective and equitable planning and development of parks, recreation and trail facilities for South Jordan City. South Jordan City desires to enter into a contractual agreement with a qualified and responsible planning/landscape architect consultant that can complement City resources in accomplishing project goals.

4.2 Project Goals

- A. Translate community vision into a realistic, strategic and comprehensive planning tool, identify the value and importance that parks, trails, open space, recreation, and community arts play in each resident's personal life, community vitality, and their potential for improving the quality of life in general.
- B. Update, formulate and integrate a plan process identifying recreation opportunities, recreation areas, historic areas, population characteristics, demand for recreation, community arts, urban recreation, special user groups, private recreation, open space preservation, environmental quality, trails, needs and requirements, park classes and development standards document(s), creating an organized framework for accomplishing planning objectives.
- C. Articulate appropriate development policies, properly timing the availability of services and infrastructure to accommodate new parks, recreation, and trails facilities.
- D. Prepare a parks, recreation facility, community arts, trails and open space plan to guide future impact fee updates, acquisition and development decisions.
- E. Meet state and local statutory requirements the general comprehensive and strategic planning. Follow the standards and guidelines used by the National Recreation and Parks Association.

4.3 Plan Area

The Parks, Recreation, Community Arts, Trails and Open Space Master Plan Area will include the existing incorporated boundaries within South Jordan City [see map].

4.4 Specific Task Requirements

Task 1: Community Participation Requirements

City's Role: To review and provide a summary of the work elements and recommendations of the South Jordan City's General Plan. The City shall work in concert with the consultant in developing a community needs and preference survey identifying City resident attitudes and opinions in regards to parks, recreation, community arts and trails facilities and programs in South Jordan City. The City shall be responsible for coordinating the consultant's work with various governmental departments and agencies, appointed boards, City committees, community groups, Chamber of Commerce, land owners, land developers, business and future development interests within the parks, recreation, community arts, trails and open space plan area that may be affected, scheduling all community meetings, providing adequate notice, and arranging facilities.

Consultant's Role: To facilitate active community participation. The consultant shall take the lead and work in concert with the City in developing and administering a community needs and preference survey identifying City resident attitudes and opinions in regards to parks, recreation, community arts, trails and open space, and facilities and programs in South Jordan City. The consultant shall be present and prepared, as appropriate, to facilitate all public meetings and/or citizen participation workshops concerning the parks, recreation, community arts and trails plan. This task should be structured to extract concerns and opinions from all interest groups having to do with the parks, recreation, community arts, trails and open space. In addition, a minimum of 3 town meetings will be held to present the draft plan and solicit public comment prior to formal public hearings.

Task 2: Inventory and Evaluation of Existing and Proposed Facilities

City's Role: To complete an inventory of existing parks (including park acreage, improvements to each park, any additional planned improvements – broken down by individual park), proposed parks, undeveloped park land, recreation facilities (detailing each facility in the community, including age and amount of land on which the facility is located), trails (details should include linear feet or miles) by type of trail surface, along with maps showing related structures/facilities – including bridges, underpasses, parking lots, etc – trailheads, shared/joint use of facilities with other communities, evaluation of level of usage, open space, public school grounds, private facilities, public facilities and recreation programs within the planning area. The City shall also compile and synthesize all relevant reports, studies and other background data.

The City will compile relevant community demographic information which will include but not be limited to existing development within the City - both residential and commercial and discuss growth trends, again including both residential and commercial development plans within the City. The City intends to complete the task within thirty (30) days of notice to proceed. In addition, the City shall review the consultant's analysis and provide technical assistance as necessary.

Consultant's Role: To analyze all inventory data. Tabulate and prepare relevant maps, charts and matrixes. The consultants shall identify and map existing, proposed and undeveloped parks, recreation, and trails facilities within the parks, recreation, community arts, trails and open space area, analyzing existing uses and conditions. Assess the adequacy of our existing facilities in meeting current and projected needs. To ensure uniformity and consistency in the data collection process, a standardized definition should be given for each type of recreational facility including public school grounds and private facilities. Recreational uses and facilities shall be identified and classified into distinct areas. Once the needs assessment and analysis is complete, each area shall be further distinguished by its existing and desired future character.

The consultant will define current level of service and level of service desired assuming build-out conditions. This should include the various park categories (ie. regional, community, neighborhood, and mini parks etc.), and should also include a division (whether specified by the City or recommended by the Consultant) by system vs. project improvements. The consultant will define developed park land vs. unimproved park land (open space) and determine methods of achieving desired level of service.

Task 3: Needs Assessment and Analysis

City's Role: To compile all existing and relevant data and maps within thirty (30) days of notice to proceed. The City shall work in concert with the consultant in developing a community needs and preference survey identifying City resident attitudes and opinions in regards to recreation facilities and programs in South Jordan City. The City shall also review consultant's analysis and provide technical assistance as necessary.

Consultant's Role: To take the lead and work in concert with the City in developing and administering a community needs and preference survey identifying City resident attitudes and opinions in regards to parks, trails, recreation facilities and programs in South Jordan City. To analyze all compiled data collected through the community needs and preference survey, and to tabulate and prepare relevant maps, charts and matrixes. Project the necessary space and facility requirements for each class and type of park. Deficiencies or excesses, as the case may be, should be extended for the present. Other parks contiguous to neighborhood planning areas, which might otherwise offset deficiencies, and school open space figures should be listed separately and not factored into the needs assessment.

Task 4: Environmental Analysis

City's Role: To compile all existing and relevant data and base maps within thirty (30) days of notice to proceed. The City shall also review consultant's analysis and provide technical assistance necessary.

Consultant's Role: To analyze all compiled environmental data, tabulate and prepare relevant maps, charts, and matrixes. The consultant shall identify and map environmental characteristics and constraints and shall include but not be limited to: fault lines, wetlands, storm drainage, soils, erosion and propensity for slope failures, water table, and water quality. Environmental sustainability shall be identified within each character area and classified. Classification should include recreation suitability, restricted activity, unique natural areas and preservation zones.

Task 5: Trail System Analysis

City's Role: To compile existing relevant data and maps within thirty (30) days of notice to proceed. The City shall also review consultant's analysis and provide technical assistance as required.

Consultant's Role:

To analyze, by type of trail, trails and trailheads, shared or joint use of facilities to include private and public entities, evaluation of level of usage, existing and compiled trails data (including details such as linear feet or miles by type of trail surface). Analysis will include tabulation of data and relevant maps showing related structures and facilities including bridges, underpasses, parking lots, etc. The consultant shall identify and map trail systems within the Parks, Recreation and Trails Plan Area, including existing and proposed trails and how they may connect to other jurisdictions and various public recreational areas. The consultant shall identify the types of use most appropriate for the existing and proposed trails. These categories might include, but are not limited to safety, access to open space and parks, logistics (right of way, established facilities, construction concerns, future development, etc.) circulation and opportunities for loop trails and likelihood of use. The consultant shall consider the part the many canal roads located throughout the City may play in the trails master plan.

Task 6: Park Acquisition, Construction and Maintenance Cost

City's Role. To assist consultant in development of schedule for park acquisition, construction and maintenance costs.

Consultant's Role: To provide specific cost estimates on potential park acquisitions, construction and maintenance. The consultant shall also provide cost estimates for possible updates or remodels of existing facilities.

Task 7: Operation and Management Plan

City's Role. To assist consultant in development of an operation and management plan.

Consultant's Role: To provide a specific plan for carrying out the policies and recommendations of the Parks, Recreation, Community Arts, Trails and Open Space Master Plan through institutional means. The consultant shall also provide recommendations for organizational structure and guidelines for delivery of parks, recreation, community arts, trails and open space services and describe core service functions, how each is to operate, and the impact of master plan implementation.

Task 8: Goals, Objectives and Policies Development

City's Role: To assist consultant in goals, objectives and policies development.

Consultant's Role: To prepare specific goals, objectives and policies that will integrate the recommendations from the previous sections into a plan of action. At a minimum, the action plan shall address growth, funding and proposed cost, cite appropriate mechanisms to control the nature, timing and location of development for top priority facility projects, and relate the effectiveness of existing regulatory tools to implement policies. Existing recreational programs and services shall also be analyzed for their effectiveness in accomplishing each action plan, and incorporated as appropriate.

Task 9: Plan Adoption

City's Role: To coordinate presentation of the plan to the community through various appointed committees, boards, etc.

Consultant's Role: To present the completed plan for adoption to the City's Planning Commission and City Council. The consultant shall coordinate its efforts with other City retained consultants, as may be necessary to ensure consistency between planning efforts (i.e., General Plan Update).

5.0 Product

- A. The original and 20 copies of the adopted plan.
- B. The original and 20 copies of an 11" x 17' four (4) color process plan map, containing an executive summary of the adopted plan.
- C. The originals of all tables, charts, maps, illustrations, and other graphics included in the adopted plan.
- D. The complete adopted plan text, compatible with the latest version of Microsoft Word.
- E. All geographic data in a digital format compatible and coordinated with the City's Geographic Information System (GIS). GIS data shall be provided in geodatabase feature classes, or shapefiles. The City's coordinate system is NAD 83 StatePlane US feet Utah Central. Product acceptance will occur once full compatibility with City's GIS is confirmed.
- F. The consultant shall submit all completed products within 5 months of notice to proceed.

6.0 INSURANCE REQUIREMENTS

6.1 Insurance Requirement for Parties contracting with South Jordan City

Contracting party shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the contracting party, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contracting party's proposal.

A. Minimum Limits of Insurance

Contracting party shall maintain limits no less than:

1. **Professional Liability:** \$1,000,000 combined single limit per occurrence
2. **Automobile Liability:** \$1,000,000 per occurrence. "Any Auto" coverage is required.
3. **Workers Compensation and Employers Liability:** Workers' compensation statutory limits as required by the Workers Compensation Act of the State of Utah and Employers liability limits at a minimum of \$100,000 per occurrence.
4. **Valuable Papers:** In an amount no less than \$30,000

B. Deductibles and Self-Insured Retentions

Any deductibles or self-insurance retention exceeding 5% limit of policy must be declared to and approved by South Jordan City. At the option of South Jordan City, either the insurer may be required to reduce or eliminate such deductibles or self-insured retentions, as respects South Jordan City, its officers, officials, and employees; or the contracting party, may be required to procure a bond guaranteeing payment of losses and related investigations, claim distribution and defense expenses.

C. Notice of Incidents or Accident

Contracting party shall agree to disclose to South Jordan City all incidents or occurrences of accident, injury and/or property damage covered by the insurance policy or policies.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain the following provisions:

1. General Liability and Automobile Liability Coverages

- A. South Jordan City, its officers, officials, employees and volunteers are to be covered as an additional insured as respects to liability arising out of activities performed by or on behalf of the contracting party; products and completed operations of the contracting party; premises owned, leased hired or borrowed by the contracting party. The coverage shall contain no special limitations on the scope of protection afforded to South Jordan City, its officers, officials, employees or volunteers.
- B. The contracting party's insurance coverage shall be a primary insurance as respects to South Jordan City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by South Jordan City, its officers, officials, employees or volunteers shall be in excess of the contracting party's insurance and shall not contribute with it.
- C. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to South Jordan City, its officers, officials, employees and volunteers.
- D. The contracting party's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability.

2. Workers Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against South Jordan City, its officers, officials, employees and volunteers for losses arising from work performed by the contracting party for South Jordan City.

3. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to South Jordan City.

E. Acceptability of Insurers

Insurance and bonds are to be placed with insurers admitted in the State of Utah with a Bests' rating of no less than A-, IX and in the limits as listed in this document, unless approved by the City's Risk Manager.

F. Verification of Coverage

Contracting party shall furnish South Jordan City with certificates of insurance and with original endorsements effecting coverage requirement by this clause. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be furnished to and accepted by South Jordan City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, with all endorsements, at any time.

G. Subcontractors

Contracting party shall include all subcontractors as an insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

7.0 Protected Information

- A. All bids are subject to the Government Records Access and Management Act (GRAMA) Utah Code Ann., Subsection § 63G-2-101 et seq.
- B. If Bidder believes any information should be held confidential for business reasons, Bidder must submit a written claim of business confidentiality for that particular information and include a specific statement of the reasons supporting the claim pursuant to Utah Code Ann. § 63G-2-305(2)(c).