

REQUEST FOR PROPOSALS

Copperton Metro Township Copperton Park Master Plan



COPPERTON METRO TOWNSHIP

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June 23, 2020

1. General Information

A. Introduction

The Copperton Metro Township (“Copperton”) located in Salt Lake County, Utah, is seeking a consulting arborist (the “Arborist”) to provide professional parks planning consultant services in creating a successful and innovative Community Park Arbor Master Plan (the “Master Plan”) for the Copperton Park.

B. Background

Copperton Park is the central fixture for Copperton. It has a rich history and is a County destination. Known for its large, mature canopy of trees and distinct playground, Copperton Park must be maintained and planned to serve the Copperton community for future generations.

C. Scope of the Project

The Master Plan seeks to design the future of Copperton Park with 5-year, 10-year, and 25-year goals. It must be completed according to the standards and guidelines established by the Copperton Metro Township Council (“Council”).

The Master Plan must include, but is not limited to, the following elements:

- **Action Program** – The Arborist will work with the Council and other applicable Copperton staff to develop an action program to accomplish the 5, 10, and 25-year goals and objectives of the Master Plan. Specific projects that are identified during the planning process should be described with an explanation as to how they will meet the goals and objectives of the Master Plan. Recommendations and strategies for implementation of goals and objectives should also be included.
- **Capital Improvement Schedule** – Create a capital improvement schedule.
- **Irrigation Plan** – Evaluate the current irrigation and recommendations with the ability to execute irrigation plan (including possible drip irrigation and full sprinkler replacement).
- **Park Inventory**
 - a. **Park Description** – Identify the park type, park name, size in acres, and physical condition.
 - b. **Maps** – Develop a comprehensive set of park inventory maps.
- **Preservation Plan** – Create a preservation plan for existing trees and vegetation.
- **Succession Plan** – Create a succession plan for trees to continue large canopy and tree forest in Copperton Park, and include possible ideas for introduction of new vegetation, shrubs, plants, and a variety and diversity of trees.
- **Vegetative Survey** – Identify existing vegetation with estimated lifespan of trees and any issues involved with location, water, soil, diversification, non-native species, pest, disease, or root issues.
- **Weed and Feed / Maintenance Schedule** – Create a weed and feed / maintenance schedule for vegetation and grass.

D. Project Timeline

The following schedule is the anticipated timeline of the project.

- RFP advertised on or before **July 1, 2020**
- Questions due by email on July 15, 2020 at 11:59PM. All questions will be shared with all interested parties.
- Proposals due by July 30, 2020 at 11:59PM
- Presentations to Council by August 14, 2020 at 6:30PM
- Evaluation and Selection on or before August 21, 2020 at 9:00PM
- Final Copperton Park Master Plan due September 27, 2020

II. Qualifications

The qualified applicant must have the following minimum qualifications:

- Preferred: Four-year degree from an accredited college or university in arboriculture or a closely related field, such as urban forestry, horticulture, plant pathology, entomology, forestry, or plant biology.
- Preferred: A board-certified master arborist in good standing with the International Society of Arboriculture or a registered consulting arborist in good standing with the American Society of Consulting Arborists.
- Preferred: International Society of Arboriculture, ISA Certified Arborist.
- Preferred: Tree Risk Assessment Qualification (TRAQ) credential.
- Preferred: ISA Certified Arborist Municipal Specialist.
- Knowledge of:
 - Tree species;
 - Locating, planting, and caring for trees in parks and open space areas;
 - Best practices for tree and limb cutting to ensure the safety of people and property;
- Demonstrated and verifiable skills or experience that would qualify the application to carry out the tasks identified in Section 1(C) of this RFP.

III. Proposal Requirements and Contents

A. Statement of Qualifications

The Council is interested in the experience of the Arborist (and the Arborist's staff, if applicable). In order to be considered, your submittal must include the following information:

- **Identification** – Provide your name, address, telephone number, fax, email, and website address(s).
- **History** – Provide examples of your experience working on similar projects and explain the expertise of your staff (if applicable) in working on similar projects to complete the components included in the Scope of the Plan.
- **References** – A minimum of three (3) arbor plan references including the contact person's name, telephone number, and email address.
- **Subcontractors** – If subcontractors will be used for portions of the project, explain their intended role and experience germane to the project and what percentage of work they will conduct.
- **Submission Contact** – The name, title and signature of the person having the proper authority to submit the proposals. This signature will indicate that the proposals are valid for a period of sixty (60) days from the date of submission.

- **Proposed Budget** – The overall cost to the Copperton including personnel, administrative, travel, supplies, etc.

B. Inquiries

Questions concerning this request for proposals should be submitted to:

Copperton Metro Township
Attention: Kathleen Bailey, Treasurer
kathleenbailey@coppertonutah.org

C. Submittal Delivery

To be considered, proposals must be emailed to:

Copperton Metro Township
Attention: Kathleen Bailey, Treasurer
kathleenbailey@coppertonutah.org

Proposals must be received no later than July 30, 2020 at 11:59PM. Copperton assumes no responsibility for delayed or undelivered emailed submittals. Proposals which are not emailed to Copperton by the above specified time and date will not be considered. If you do not receive an email confirming receipt, please text Councilmember Bailey at (801) 971-0841.

D. Preparation of Qualifications/Proposals

- Failure to Read. Failure to read the Request for Proposals and these instructions will be at the offeror's own risk.
- Cost of Developing Qualifications/Proposals. All costs related to the preparation of the qualifications/proposals and any related activities are the sole responsibility of the offeror. Copperton assumes no liability for any costs incurred by offerors throughout the entire selection process, including prior to selection and issuance of a contract.

E. Confidentiality

All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the offeror that is submitted to Copperton, as part of the proposal or otherwise may be considered public information under applicable law, including but not limited to the Government Records Access and Management Act, Title 63G, Chapter 2, Utah Code Annotated ("GRAMA"). Copperton generally considers proposals and all accompanying material to be public and subject to disclosure.

Any material considered by the offeror to be proprietary must be accompanied by a written claim of confidentiality and a concise written statement of reasons supporting the claim. Blanket claims that the entire RFP is confidential will be denied. Copperton cannot guarantee that any information will be held confidential. Under Section 63G-2-309 of GRAMA, if the offeror makes a claim of confidentiality, Copperton, upon receipt of a request for disclosure, will determine whether the material should be classified as public or protected, and will notify the offeror of such determination. The offeror is entitled under GRAMA to appeal an adverse determination. Copperton is not obligated to notify the offeror of a request, and will not consider a claim of

confidentiality, unless the offeror's claim of confidentiality is made in a timely basis and in accordance with GRAMA.

IV. Proposal Selection

A. Qualification/Proposal Information

- Qualifications. All qualifications must remain valid for at least ninety (90) days from the date of submission. Copperton reserves the right to consider modifications to any qualifications received at any time before the award is made, if such action is in the best interest of Copperton.
- Oral Presentations. Those who submit proposals will be required to make oral presentations to allow firms to clarify their proposals, as well as provide a forum for discussion.
- Weighted Scoring: Proposals will be evaluated pursuant to the following weighted decision matrix:

Criteria	Weighting
Education and Certifications	5
Experience	5
Cost	5
Oral Presentation	5
TOTAL	20

- Discussions with Offerors. Copperton reserves the right to enter into discussions with the offeror(s) determined to be reasonably susceptible of being selected for award, or to enter into exclusive discussions with the offeror whose proposal is deemed most advantageous, whichever is in Copperton's best interest, for the purpose of negotiation. If exclusive negotiations are conducted and an agreement is not reached, Copperton reserves the right to enter into negotiations with the next highest ranked offeror without the need to repeat the formal solicitation process.
- Equal Opportunity. Copperton will make every effort to ensure that all offerors are treated fairly and equally throughout the entire advertisement, review, and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information. Township's policy, subject to federal, State, and local procurement laws, is to provide reasonable attempts to support Township's businesses by purchasing goods and services through local vendors and service providers.
- Proposal Ownership. All proposals, including attachments, supplementary materials, addenda, etc., shall become the property of Copperton and will not be returned to the offeror.

- Final Authorization. The Council intends to eventually contract with the person whose proposal is deemed most advantageous in experience, qualifications, price and other factors considered in accordance with the weighted decision matrix described above. Copperton does not necessarily intend to award a contract solely on the basis of any response made to this request or otherwise pay for any information solicited or obtained during the RFP process. Final authorization of an accepted bid will be provided by the Copperton Metro Council after they have had an opportunity to review the recommendations. It is expected that the winning bidder will be selected on or before August 21, 2020.
- Rejection of Proposals. Copperton reserves the right to reject any or all proposals received and disqualify incomplete or late proposals. Proposals lacking required information will not be considered. Furthermore, Copperton shall have the right to waive any informality or technicality in proposals received when in the best interest of Copperton. No proposal shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears to Copperton for any obligation. Offerors may be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in this RFP.
- Copperton's Best Interest. Copperton reserves the right to take any steps deemed necessary to act in Copperton's best interest.
- Proposal Term. Proposals shall be good for six (6) months from submittal deadline.
- Reservation of Rights. Copperton reserves the right to cancel or modify the terms of this RFP and/or the project at any time and for any reason preceding contract award and reserves the right to accept or reject any or all proposals submitted pursuant to this request for proposals. Copperton will provide respondents written notice of any cancellation and/or modification. Furthermore, Copperton shall have the right to waive any informality or technicality in proposals received when in the best interest of Copperton.