



City of Holladay

REQUEST FOR PROPOSALS (RFP) for SPRING LANE PARK ADAPTIVE RE-USE PLAN

Date of Issue: November 14, 2023

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1. Introduction

The City of Holladay (“City”) is seeking qualified architectural firms or teams (“Proposer”) to prepare and complete an Adaptive Re-Use Plan (the “Project”) for the potential conversion of the former site of Spring Lane Elementary School owned by Granite School District and located at 5315 S 1700 E, Holladay, UT 84117 into a City-leased and operated public park. The Project will primarily include a site assessment, public engagement, possible analysis of revenue-producing uses, draft plan, final plan, project budget, and implementation strategy.

2. Deadline for Proposal Submission

Proposers must digitally submit their proposal by **Friday, December 15, 2023 at 12:00 p.m. Noon MST**. Only submissions by email will be accepted. Send your proposal by email in a single PDF, that includes the complete proposal of all required information and documents, to hsmith@cityofholladay.com with the email subject “Proposal for Spring Lane.” Proposals will not be publicly opened or read. No proposal will be accepted after the closing date and time.

3. Projected Schedule for the RFP Process (subject to change)

<u>Activity</u>	<u>Date</u>
RFP Issued	Tuesday, November 14, 2023
Virtual Pre-proposal Meeting	Thursday, November 30, 2023 at 1:00 p.m. MST
Final Day to Submit Questions	Friday, December 8, 2023
Proposal Deadline	Friday, December 15, 2023 at 12:00 p.m. MST
Committee Review	December 18-29, 2023
Interviews	January 8-12, 2024
Contract Negotiation	January 16-26, 2024
Notice to Proceed	January 29, 2024
Conceptual Options	April 25, 2024
Final Project Deadline	May 30, 2024

4. RFP Contact

Interested parties should only coordinate with the named RFP contact and refrain from communicating with other City staff or officials regarding this Project. The RFP contact is:

Holly Smith, Assistant City Manager
City of Holladay
4580 South 2300 East
Holladay, UT 84117
Telephone: 801-272-9450, ext. 118
Email: hsmith@cityofholladay.com

5. Pre-Proposal Meeting and Question Submission

Interested Proposers are invited to attend a virtual, pre-proposal meeting on Thursday, November 30, 2023 at 1:00 p.m. MST. To register for the virtual meeting, visit <http://cityofholladay.com/government/rfps/>.

Interested parties are also encouraged to independently visit Spring Lane Elementary in person, at your

convenience; staff are unable to meet individually with Proposers for this purpose.

All questions must be submitted no later than December 8, 2023, in writing via email to hsmith@cityofholladay.com. The question period will open concurrently with the release of the RFP. Answers to all questions received will be posted on Utah's Public Procurement Place website (sciquest), purchasing.utah.gov/currentbids and the City's website, <http://cityofholladay.com/government/rfps/>.

6. Addenda

Any addendums to the RFP will be made on Utah's Public Procurement Place website (sciquest), purchasing.utah.gov/currentbids and the City's website, <http://cityofholladay.com/government/rfps/>.

7. Project Background

In Spring 2023, the Granite School District (GSD) Board voted to close Spring Lane Elementary. GSD supports the possibility for the City to lease the property for the development of a public park for an initial term of 25-years, with three additional 5-year extensions. At this time, GSD is not interested in selling the property to the City. The City continues to explore the lease terms, such as maintenance, site access, site uses, and demolition of a portion or all of the building, with GSD. The preparation of the Adaptive Re-Use Plan will provide more details to help with these discussions and assist the Holladay City Council with their decision to pursue the lease opportunity.

This Project will focus on preparing a Spring Lane Park Adaptive Re-Use Plan to reimagine the 12.2-acre property as a public park. The City is interested in exploring the addition of new facilities or activities that are complimentary to the surrounding neighborhood and potentially reusing a portion or all of the existing grounds, building, facilities, parking lots, and other site resources, to meet the Holladay City Council and resident priorities within the City's financial constraints.

8. Funding and Payment

Payments to the Proposer will be made as each phase of the Project is completed and accepted by the Project Manager in writing. The amount of payment for each phase will be identified in the contract based on the Proposer's estimate for the scope of work and each phase as negotiated.

9. Scope of Work

The information listed below is intended to provide interested Proposers with a preliminary scope of work, but is not meant to limit a potential contract for services or exclude any relevant or essential data, tasks, or Project steps. The City and the selected Proposer will finalize the scope of work during the contract negotiation period. The proposed Project is anticipated to include the following.

9.1 Coordination with the Project Team. The Proposer will provide regular updates and opportunities for coordination with the City's Project Team at all phases of the Project. The City will identify one of its employees to serve as their Project Manager and the Proposer should identify a Project Manager to serve as their team's representative. These individuals will be the primary points of contact to ensure the project stays on scope, time and budget.

9.2 Site Assessment. The Proposer will evaluate the existing conditions of the Spring Lane property, including but not limited to the grounds, building, playgrounds, sports facilities, parking lots, asphalt, sidewalks, irrigation systems and other site resources. Efforts should identify notable maintenance issues and provide an assessment of the potential reuse of resources in part or full. The Proposer should also verify property lines, existing access easements with The Church

of Jesus Christ of Latter-Day Saints, utility locations (blue stake the property, survey the marks and compare with existing records), and other physical site characteristics that are pertinent to creating a Master Plan. The Proposer will compile the records, information, and key findings of the site assessment in written form along with related visual exhibits and maps.

9.3 Public Engagement. The Proposer will provide opportunities for public feedback on the Project, including the engagement of and gathering of comments from:

- 9.3.1** (1) adjacent residents/neighboring property owners;
- 9.3.2** (2) key stakeholders, like Granite School District, Impact Soccer that currently has a contract with GSD to use the Spring Lane Elementary School property for games and practices, and other groups; and
- 9.3.3** (3) general public on the draft plan.

In-person open house events are not required nor desired. The Proposer will use an appropriate engagement tool for each group, collect and analyze the feedback received, and summarize key findings for consideration of the Project. These elements will be documented in written form with related tables, charts, and other visuals.

9.4 City Council Presentations. It is anticipated that the Proposer will present to the Holladay City Council three times during the Project to obtain feedback and policy direction.

- 9.4.1** Receive initial City Council direction on Project criteria, specifically the park facility and revenue-generating uses they would support. (Recommended to conduct in early February in conjunction with the Project kick-off.)
- 9.4.2** Present primary resident/neighboring property owner and stakeholder feedback and conceptual options to the City Council to receive their guidance. (Potentially at the May 2, 2024 City Council meeting; council packet items are due by April 25, 2024.)
- 9.4.3** Present final plan to the City Council. (Potentially at the June 6, 2024 City Council meeting; Council packet items are due by May 30, 2024.)

9.5 Analysis of Revenue-Generating Uses. (Note: Please exclude this item from your proposal's lump sum project budget and provide an hourly rate for financial modeling services.) Before beginning this task, the Proposer will meet with the City Council to obtain clarity on the initial, supported revenue generating-uses. See item 9.4.1. The Spring Lane property is zoned "Public Zone", which includes allowable land uses that may provide an opportunity for the public park to include a potential revenue generating element. This may help offset park development and/or ongoing maintenance and operations cost. As directed by the City Council, the Proposer will evaluate uses, considering how much revenue would be generated and elements like neighborhood and site compatibility, site capacity, traffic impacts, ease of access, available parking, hours of operation, and other considerations. The City Council may or may not elect to include a revenue-generating use in the Project. (Please reference the "List of Public Zone Allowable Uses" attachment to this RFP.)

9.6 Draft Plan. The Proposer will develop recommendations and prioritizations of activities and spaces that would benefit the facility and community needs at the Spring Lane Project site. The feedback gathered from adjacent neighbors and stakeholders may contribute ideas for this purpose. All recommendations should include national trends along with sizing and space

allocations. The menu of compatible options will be presented to the City Council for review and guidance. After receiving feedback on the options, a draft plan will be prepared for general public, City Council, and staff review and comment.

9.7 Final Adaptive Re-Use Plan. Considering feedback received on the conceptual plan, the Proposer will finalize the plan and produce quality graphic representations and renderings based on the programming recommendations. If applicable for building reuse, show floor plan layouts and circulation patterns in relationship to existing facility spaces and exterior building elevations and massing that demonstrates building appearance. The Proposer will make certain that the plan's design complies with City zoning and code standards.

9.8 Preliminary Project Budget and Implementation Strategy. The Proposer will develop a preliminary Project budget with an estimate of probable costs for construction and high-level ongoing maintenance, and include, if applicable, any revenue-generating uses. The Project budget should consider potential phasing and an initial 25-year lease term with three additional 5-year extensions. The City is particularly interested in understanding different funding scenarios, how soon park development funds could be paid off or raised, and how the City's investment could be quantified over the life of the lease.

10. Submission Requirements

Proposals are due by Friday, December 15, 2023 at 12:00 p.m. MST. The Proposer must submit a digital proposal in PDF format, including all required information and supplementary materials, which should not exceed twenty (20), 8.5"x11", single-sided pages. The cover page, table of contents, tab sheets, and appendix are included in the page count. Please number the proposal's pages and include a table of contents. The Proposer must address and clearly label all items indicated in this section within their proposal in the order as outlined below. Following these instructions will assist the Selection Committee in evaluating the proposal.

It is the Proposer's sole responsibility to read and interpret this RFP and the written instructions contained herein. Responses to the RFP that are not received prior to the time and date specified will be considered late. The City reserves the right to reject any late, incomplete, or irregular response and reserves the right to waive any non-material irregularity in responses.

10.1 Letter of Interest/Executive Summary. Provide an overview of how your firm will approach the Project. Include a statement that the Proposer has read and understands this RFP and accepts the written instructions. Identify the Proposer's primary point of contact for the RFP that is responsible for disseminating information to the Proposer team; include the person's name, direct phone number, email address, and mailing address. Provide a list of any current lawsuits, liens, and outstanding financial liabilities for your firm or a statement that none exists. Include a statement of acknowledgment of addendums to the RFP, if applicable, and a signature of an officer authorized to bind the Proposer's firm contractually.

10.2 Relevant Experience and References. Provide detailed relevant experience for at least three (3) projects of similar scope with comparable size and complexity. For each example, share a brief description of the project, the total budget (including all elements), the date the project was completed, whether the project came in on time and on budget, and any other pertinent information.

Include three references with the name of the client, the contact person, current phone number and email address.

10.3 Qualifications and Project Team. Provide a brief summary of your firm, the scope, and the nature of services routinely provided by your firm. Identify the type of business (corporation, partnership, sole proprietor, etc.) under which your firm operates, the date the business started, and the license number to do business in the State you are located. Explain your firm's greatest strengths and how those strengths would serve the City's objectives and this Project.

Provide an organizational chart showing the level of responsibility of all major participants of the Proposer's team and subcontractors/consultants (if applicable) that will provide services to complete the Project. Detail if your Project team has worked together on past projects. Include brief resumes of the key Team members who will be directly involved in the overall service. By listing individuals, the Proposer is making a commitment to use those personnel. If the Proposer is selected for the Project, the City must be notified of any changes to the personnel indicated. The Proposer is responsible for verifying the qualification and validity of licenses or permits for any outsourced work to subcontractors/consultants.

10.4 Project Approach and Schedule. Describe how you will approach the scope of work and tasks to be completed from Section 9 of this RFP, including, but not limited to, the methodology that will be used, expected deliverables, and expectations of support by City staff.

Propose a time schedule stating when the key tasks of your proposal would be completed, including schedules for the key phases and how you will meet the May 30, 2024 target completion date of the Project. Indicated the schedule for regular contact with the City's Project Manager and Project Team, including meetings, City Council presentations, and other client review milestones.

10.5 Project Budget. The proposal must include an estimated budget for each phase of the Project. Describe what methods and tools you will use to keep the Project on budget and on time. The proposal must include a proposed payment schedule for the execution of the agreement and completion of each phase. Proposer should include the firm's fee structure, including an hourly rate for each team member the Proposer plans to utilize in the completion of the services and an estimate of how many person-hours are assumed in the fee.

11. Selection Process and Criteria

The City will make every effort to ensure that all proposals are treated fairly and equally throughout the selection process. The City will form a Selection Committee to review the submitted proposals and provide recommendations. The main Committee tasks will include:

- **Identifying a Short-list of Finalists.** The Selection Committee will score and rank the written proposals to determine a shortlist of finalists.
- **Conducting Interviews to Recommend a First and Second-Ranked Proposer.** The City will notify the Proposer if selected for the shortlist and may ask them to participate in an interview. The City may select a first-ranked and second-ranked Proposer.

- Negotiating with First-Ranked Proposer. The first-ranked Proposer will be given a defined period of time to negotiate and execute a service agreement with the City. In the event that exclusive negotiations are conducted and an agreement is not reached, the City reserves the right to enter into negotiations with the next highest-ranked Proposer without the need to repeat the formal solicitation process.

Selection Criteria

The following weighted criteria will be used in evaluating the responses received.

- Project Approach and Schedule (20%) – Proposed project approach must meet the scope, requirements, and needs included herein and be presented in a clear and organized manner.
- Project Budget (35%) – Proposals will be evaluated on the value and cost of their services based on the work to be performed in accordance with the scope of this project. Hours committed by senior personnel and hourly rates will be considered.
- Relevant Experience and References (25%) – Proposals will be evaluated on the experience of their firm. Proposers will be evaluated on examples of their prior relevant work and successful exhibits.
- Qualifications and Project Team (20%) – Proposers must provide descriptions and documentation of the technical expertise of their firm and team members.

12. Special Conditions for Proposals

12.1 All information submitted to the City by the Proposer will be binding upon the Proposer.

12.2 All responses, including attachments, supplementary materials, and addenda shall become the property of the City at the time of submission and will not be returned to the Proposer. Information contained in the responses will be available to the public upon inquiry or GRAMA request immediately following the execution of a written agreement with the selected Proposer by the City.

12.3 The City reserves the right to negotiate changes in the terms of services with the selected Proposer as may be required.

12.4 The City reserves the right to withdraw or suspend the RFP.

12.5 The City reserves the right to reject any or all responses received. Furthermore, the City shall have the right to waive any informality or technical defect in responses received when in the best interest of the City.

Exhibit A: Spring Lane Neighborhood Demographics



City of Holladay

Spring Lane Elementary

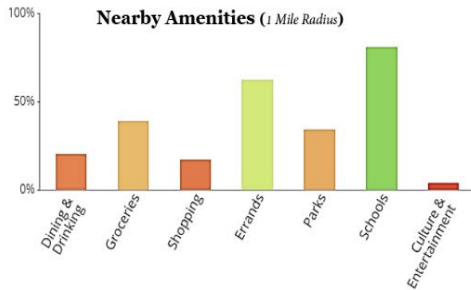
5315 South 1700 East
Holladay, Utah, 84106



About this Location

Commute to [Downtown Holladay](#)

6 min 30 min 13 min 41 min



Statistics & Ratings

32 /100

Walk score

Most errands require a car

1.6 miles

Library Access

35 minutes walk to the nearest public library

\$72,385

Median HH Income

ACS 5-Year estimate at Census Tract level (2021)

28 /100

Transit score

A few nearby public transportation options

0.5 miles

Transit Access

Within 10 minute walking radius of 3 bus stops/a major bus route

2.94

Av. Family Size

ACS 5-Year estimate at Census Tract level (2021)

35 /100

Bike score

Minimal bike infrastructure

0.8 miles

Nearest Schools

3 - 20 minute walking radius of (3) three schools

33.6%

Junior Population

Percentage of population aged Under 18

0.8 miles

Park Access

15 - 20 minutes walk to the nearest parks

0.2 miles

Nearest Rec. Center

Less than 5 minute walk to the nearest recreational center

29.1%

Senior Population

Percentage of population aged 65 and older

Exhibit B: List of Public Zone Allowable Uses

PRIMARY USES

Agriculture
Recreation, commercial, outdoor
Cemetery
Charter school
Education facility, public
Public use
Quasi-public use
Public parking

ACCESSORY USES

(Includes accessory buildings and uses customarily incidental to a permitted or conditional use.)

Alcoholic beverage retail sales
 On premises banquet and catering
 On premises beer retailer
 Restaurant – beer only
 Restaurant – full service
 Restaurant – limited service
 Single event permit
Flea market/farmers' market
Mobile food trailer (By contract with a public entity only.)
Mobile food truck (By contract with a public entity only.)
Resource recycling collection (See section 13.76.750 of the City code has more details.)
Seasonal sales (Section 13.76.250 of the City Code has more details.)
Temporary buildings incidental to construction and living quarters for security (See section 13.76.250 of the City Code has more details.)
Temporary sales/use (See section 13.76.250 of the City Code has more details.)