



3200 WEST 300 NORTH
WEST POINT, UTAH 84015
PH: 801-776-0970
www.westpointcity.org

WEST POINT CITY MUNICIPAL CORPORATION

REQUEST FOR PROPOSAL FOR LANDSCAPE ARCHITECTURE SERVICES

Date Issued: April 21, 2025

Project Title: Landscape Architecture Services for West Point City

Introduction: West Point City is seeking proposals from qualified landscape architecture firms to provide professional services aimed at the design and enhancement of city parks and public spaces within West Point. The selected firm will work closely with the municipality to design, plan, and manage various public spaces and projects aimed at enhancing the community's beauty and desirability. This is intended to be an ongoing service for a 3-year period with the option to renew for an additional 2 years.

Project Overview: West Point City is planning several landscape projects, including but not limited to:

- Park and recreational area developments
- Streetscape enhancements
- City Hall landscaping
- Gateway monument and landscape designing

Scope of Work: The selected firm will be responsible for the following:

- **Conceptual Design:** Developing creative and practical design concepts.
- **Detailed Design and Documentation:** Preparing detailed plans, drawings, and specifications for construction.
- **Cost Estimation:** Providing accurate cost estimates for proposed designs.

- **Project Management:** Overseeing the implementation of designs, ensuring projects are completed on time and within budget.
- **Coordination with Other Professionals:** Collaborating with engineers, urban planners, and other professionals as needed.

Proposal Requirements: Interested firms should submit a proposal including the following components:

- **Company Profile:** A brief history of the firm, including the size, structure, and location of offices.
- **Relevant Experience:** A detailed description of at least three projects completed within the last five years, including client references.
- **Team Qualifications:** Resumes of key personnel who will be assigned to projects, highlighting their relevant experience and roles.
- **Design Approach:** A brief statement of the firm's approach to landscape architecture.
- **Project Management:** A description of the firm's project management process, including quality control measures.
- **Fee Structure:** Current Rate Schedule

Evaluation Criteria: Proposals will be evaluated based on the following criteria:

- **Experience and Expertise:** Depth of experience with similar municipal projects.
- **Design Innovation and Creativity:** Ability to create innovative and functional designs.
- **Project Management Skills:** Demonstrated ability to manage projects effectively and meet deadlines.
- **Sustainability Practices:** Commitment to sustainable and environmentally responsible design practices.
- **References:** Quality of references from previous clients.
- **Fee Schedule:** Comparison and evaluation of current fee schedule.

Submission Deadline: Proposals must be submitted by May 16, 2025.

Submission Instructions: Please submit your proposals to rharvey@westpointutah.gov or mail them to:

West Point City
3200 W 300 N
West Point City, UT 84015

Inquiries and Submission of Proposals: Questions concerning the RFP and submission of proposals shall be directed to:

Ryan Harvey, Administrative Services Director

Email: rh Harvey@westpointutah.gov

Phone: 801-614-5359

The Administrative Services Director, Ryan Harvey, shall be the contact for any and all aspects of this RFP.

The proposals will be evaluated by West Point City Staff, and a decision is anticipated to be made by May 30, 2025.

Public Information: All submitted proposals and information included therein or attached thereto will become public record in accordance with government records regulations ("GRAMA") unless otherwise designated by the applicant pursuant to UCA Section 63G-2-309, as amended.

Responses to Questions: A proposing firm may submit written questions in order to clarify any matters relating to this RFP. The proposer's question and the City's answer will become public record and will be shared with all proposing firms to which the RFP has been sent.

Right to Reject: The City reserves the right to reject any or all proposals, to waive any non-material irregularities or informalities in any RFP, and to accept or reject any item or combination of items.

Execution of Agreement: If a firm does not execute an agreement within thirty (30) business days after being notified of selection, the City may give notice to the firm of the City's intent to select the next most qualified proposing firm or call for new proposals, whichever the City deems most appropriate.

Thank you for your interest in enhancing the parks of West Point City! We look forward to your proposals.