

**CITY OF HOLLADAY
4580 S 2300 E
HOLLADAY, UT 84117
August 2026**

REQUEST FOR PROPOSAL

This is a formal solicitation for proposals which will be reviewed privately to determine that the functional requirements of the City of Holladay are met. The city is seeking proposals from landscape architectural consultants. An award will be made after the appropriate approvals are received. Interviews may be conducted to assist with the final selection.

PROJECT TITLE: **Spring Lane Park – Landscape Architect**

INSTRUCTIONS:

*Proposals must be received no later than **5:00 PM, Tuesday, Sept 8, 2026** by electronic pdf via email at jbunch@holladayUT.gov. Proposals received after the deadline shall not be considered.

* Any inquiries are to be sent to Jared Bunch via email at jbunch@holladayUT.gov. Questions will be received until **12:00 p.m. on Thursday, September 3, 2026.**

*Proposals will be scored based on the criteria set forth later in this document. The City of Holladay reserves the right to negotiate proposals prior to final award.

*The Proposal Response Cover Sheet must be signed by a company representative authorized to bind the Offeror contractually.

The right is reserved to reject any or all proposals, to waive any informality or technicality or to accept proposals deemed in the best interest of the City of Holladay.

AGREEMENT

The successful Consultant will enter into an agreement using the EJCDC template E-520 Short Form of Agreement Between Owner and Engineer for Professional Services.

The successful Consultant will be required to sign a License and Indemnification Agreement with MHTN Architects prior to receiving AutoCAD files prepared by them for the Bridging Document.

Proposals submitted in response to this RFP are subject to the Utah Government Records Access and Management Act (GRAMA). Any information claimed to be protected shall be clearly identified by the proposer.



CITY OF HOLLADAY, UTAH

SPRING LANE PARK – LANDSCAPE ARCHITECT REQUEST FOR PROPOSAL

City of Holladay (the "City") is soliciting competitive proposals from landscape architectural consultants to perform project management role for the design of a new public park called Spring Lane Park. The selected "Consultant" shall complete the work described in the Scope of Work.

PROJECT OVERVIEW

The City recently entered into an agreement with the Granite School District to construct a new city park on the site of the former Spring Lane Elementary School property located at 5315 S Woodcrest Drive. The site is approximately 12.2 acres. The school building and playground equipment have been demolished.

A Bridging Document has been prepared "to convey the design intent, program requirements, and performance criteria for the Spring Lane Park project". The Bridging Document provides approximate size and location of various amenities, landscaping, parking, etc. A survey has been completed and will be available in a Civil3D file.

The landscape architect team is to include an electrical engineer to prepare electrical drawings for site lighting, power outlets, and stubs to the design-build areas.

The city's engineering group will prepare stamped civil drawings for the demo, utility, and grading plans.

The following amenities will be procured as design-build: 1) Pickleball courts; 2) Playground and site furnishings; 3) Pavillion, restroom and storage structures. The landscape architect is to assist with sizing the amenities and preparing the design-build bid documents.

It has been determined by the city's Technical Review Committee that an environmental study is not required.

There is a cross-use access agreement with the church property on the north side to access Spring Lane. The agreement also allows for overflow parking in the church parking lot.

SCHEDULE

Award design: September 2026.

Execute contract: September 2026

Preliminary Design: December 2026

Final Design: January 2027

Bidding: February 2027

LOCATION

The project site is at 5315 S Woodcrest Drive, Holladay, UT.



OJECTIVES

The objectives of the project are to provide an extremely well thought out landscape design for the park, creating a cohesive aesthetic in the amenities, directing/managing the overall vision, design, and functionality of the park as listed in Section 1.4 Project Goals in the Bridging Document. Considerable time and effort have been put forth to prepare the Bridging Document and is to be considered as a guiding document. For clarification, the status for each of the following amenities is as follows:

1. **Pickleball Courts:** The number of pickleball courts is to be four (4). The location is to be centered where shown on the Bridging Document.
2. **Dog Park:** The dog park is to be located where shown on the Bridging Document. The size and shape can be adjusted, but should generally conform to the Bridging Document.
3. **Play Fields and Turf:** The play field locations are to be generally located where shown Bridging Document. The sizes are to match. The turf is in poor condition and infested with morning glory and other bindweeds. A weed and dormant seed eradication strategy will need to be implemented.
4. **Pathways:** There is to be a concrete pathway along the perimeter of the park and low impact trail (designed for runners) that will be along three sides. Design and mark a circumference route that has a 0.5 mile (2,640 ft) length for walkers and runners to easily keep track of their distance.
5. **Pavillion:** A pavilion with the location and size that generally matches the Bridging Document.
6. **Maintenance Structure and Restroom:** A structure with the location and size that generally matches the Bridging Document.
7. **Playground:** The playground location that generally matches to the Bridging Document. The size of the playground rubberized surface in the Bridging Document may be too large and should be reviewed.
8. **Plaza:** The plaza and surrounding hardscapes are intended to display public art and allow for small event space. Additional design consideration and options for this area are required.
9. **Northeast Corner:** The northeast corner has been a place holder for future amenities. Review moving the rock climbing walls out of the playground to this area or work with city staff to see if this would be a suitable pump track location for younger ages. The programming of this area is to factor in proximity distance to adjacent single family residential dwellings.
10. **Landscaping:** The landscaping is a major focus of this park and should include trees that create a canopy over much of the perimeter trail, provide shade in the dog park, beautify the plaza, and bring in a unique selection of vegetation that can be used as a demonstration of desert landscaping, diversity, sustainability, supportive of pollinators and birds, and color variety. Ground cover is to be carefully selected for weed control, heat control, waterwise, survivability, flowering schedules, and beauty.
11. **Turf:** The turf is in poor condition and infested with morning glory and other bindweeds. A weed and dormant seed eradication strategy will need to be implemented.
12. **Parking Lot & Stormwater Management:** The parking lot size will match the Bridging Document. The landscaping and parking stall layout will be modified to meet city code. Landscaped islands are to be designed to capture and infiltrate stormwater runoff.
13. **Site Furnishings:** Suitable seating, tables, fountains, fencing, and other park furnishings that complement the city's character.



SCOPE OF WORK

The scope of work is to include the following:

Task 1: Refine the Site Plan

Review the existing documents. Meet with city staff to understand the work completed to date and the decision making process that went into the Bridging Document. Refine the site plan and propose changes to best meet city objectives. Include the city's changes to the parking lot. Submit to the city and make iterative changes to finalize the layout and selected amenities.

Task 2: Preliminary Plans

Develop the Site Plan to a 40% preliminary design with cover, notes, site, landscape, irrigation, and detail sheets. Submit to city staff for review and comment.

The city's engineering group will prepare the civil plans for the demo, grading, utility, and detail sheets. Civil plans will include all concrete flatwork, roadbase, and parking lot striping, signage, and curbing.

Task 3: Draft Final Plans

Develop the plans from Preliminary to Draft Final. Submit landscape plans to city staff for permit review. Submit landscaping schedule of bid quantities and specifications for bidding. A cost construction cost estimate for work shown on the landscape plans. Address comments.

City engineering will submit to SLCPU, Mt. Olympus Improvement District and RMP for utility permit review. City engineering will prepare bid documents for civil construction to bid separately.

Task 4: Bid Documents

Finalize the Draft Final plans, quantities and specifications for bidding. Respond to and address questions during the bid period.

Task 5: Design Build Procurement

Lead stakeholders in developing the vision and defining the scope of work and budget needed for each of the design-build contracts for: 1) Pickleball courts; 2) Playground and site furnishings; 3) Pavillion, restroom and storage structures. Prepare design-build procurement documents. Respond to and address questions during the bid periods.

City staff will include members of the City's management team from various departments and others as directed. The Consultant shall coordinate with City engineering staff to ensure compatibility between civil and landscape design documents. Final responsibility for landscape architectural plans remains with the Consultant.

A construction inspection proposal will be requested when that stage of the project approaches.

The Consultant shall provide final electronic files in AutoCAD, PDF, and any native landscape design formats used in preparation of the project. All plans, specifications, reports, drawings, electronic files, and other work products prepared under this agreement shall become the property of the City upon payment for services rendered.



PROPOSAL CONTENT AND SCORING

Proposals will be scored with the following criteria:

RELEVANT PROJECT AND TEAM EXPERIENCE (40%)

Each key member of the project team must be identified and their 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 similar projects completed. List availability of each key member to work on the project. List a minimum of three references.

WORK APPROACH (25%)

Provide a description of the work approach, including any unique capabilities that would offer an advantage for this project. Provide a project schedule.

PROJECT VISION (25%)

Provide a narrative and any images (optional) on proposed refined changes. Specific areas of interest are in the Plaza, the Northeast Corner, and Landscaping (objectives 8, 9, & 10).

FEE (10%)

Submit a cost plus max (time and materials not to exceed) fee to complete each task with a breakdown of labor hours, billing rates, and reimbursement expenses. The proposed fee for completing this project must include all costs associated with the performance of the services specified, including materials, supervision, labor, and related costs. Mid-project rate fee increases or other charges will not be allowed.

Submittals shall contain no more than ten (10) 8.5" x 11" single sided pages, excluding the proposal cover response form and resumes. Resumes should be placed in the proposal appendix. A cover page and cover letter, if included, will count toward the page count limit.

Fees and Rates stated shall be firm for the full term of this Agreement.

The City reserves the right to modify the scope of services prior to contract award and negotiate appropriate fee adjustments.

AVAILABLE DOCUMENTS

Enclosed documents include the following:

1. Proposal Response Cover Form
2. Spring Lane Park - Bridging Document
3. DRAFT Civil Engineering Sheets for Demo, Utility, and parking lot Grading



Proposal Response Cover Form

TO: City of Holladay
Atten: Jared Bunch, PE
jbunch@holladayUT.gov

The undersigned, having carefully read and considered the Request for Proposal to provide services for the **Spring Lane Park – Landscape Architect** project, does hereby offer to perform such services on behalf of the City in the manner described and subject to the terms and conditions set forth in the attached proposal. Services will be performed at the rates set forth in said proposal.

OFFEROR

Company Name: _____

BY: _____
(Signature of authorized representative) (Please Print or Type Name)

PRINCIPAL OFFICE ADDRESS:

Street Address _____

City _____

State _____ Zip Code _____

Telephone _____

Email Address _____

