



BASIN RECREATION

Fieldhouse Front Desk Re-Design and Build Request for Proposal (RFP)

2024

Submittals Required By: Wednesday 7/5/2024, 5:00pm (MST)

Proposals Submitted To: Matt Wagoner, District Superintendent, Matt@basinrecreation.org

Summary: The District is inviting interested parties to provide proposals for a project to construct our redesigned front desk area at the Fieldhouse recreation facility in Park City, Utah.

The information below is required in the bid submittal to be eligible.

- Must include all aspects of the below scope of work.
- An itemized cost breakdown with a total cost listed with all estimated applicable line items.
 - The bid alternates should be included in a second table.
- Minimum of 3 references.
 - Contact information.
 - Must be of similar scope and size.

Prescribed work should be completed by:

Phase 1

- Function Reception Desk and Code compliance complete **11/1/2024**

Phase 2

- Wayfinding and signage completed by **12/1/2024**

GUIDELINES FOR APPLICANTS

I. Introduction

- a. The Snyderville Basin Special Recreation District (the “District”) is requesting proposals (the “Proposal(s)”) from qualified and motivated companies to remove and construct the re-designed front desk and reception area at the Fieldhouse recreation facility at 1388 Center Drive. Park City, Utah 84098.

II. District Information

- a. Snyderville Basin Recreation, a Special Service District, is located within the unincorporated Snyderville Basin area near Park City in Summit County (the “Basin) and lies thirty (30) miles east of Salt Lake City, Utah. The Basin area has a population of approximately 6,200 people.
- b. The District owns and manages nearly 2,300 acres of open space, has built and/or maintains 170 miles of trails, and works with Summit County and state and local organizations on planning and conservation issues. The District also operates an 87,000-square foot indoor fieldhouse facility, comprised of an indoor turf field, multipurpose gymnasium, cardio machines, and weight rooms, an indoor running track, and an outdoor pool, and serves over 265,000 visitors a year. Additionally, the District owns and operates several outdoor park facilities, which include a bike park, a skate park, groomed cross-country trails, sports facilities, ponds, community areas, and dog parks. Finally, the District manages popular recreation programs, fitness classes, camps, and community events that have grown without pause over the last decade to serve the residents in the Basin and surrounding areas.

III. Background Information

- a. The District has identified the front desk and reception area at the Fieldhouse as an area of improvement. We have contracted the services of AJC Architecture Firm to help design and engineer the plans for the new area.

IV. Scope of Work

- a. The Basin Recreation Fieldhouse Front Desk is one of the highest-traffic areas in the facility and is in need of some functional improvements. The purpose of this proposal is to identify qualified candidates that can help facilitate the replacement of the existing front desk with something more responsive to current operational needs.
- b. The new front desk improvements will take place in the existing Snyderville Basin Special Recreation Districts' 'The Fieldhouse' building in Park City, UT. Construction includes new casework to house check-in monitors and retail shelving, a new reception desk, and updates to the party room. A new opening to the fieldhouse from the party room will ease traffic congestion and building use. The updated reception area will include new flooring and a signage package of high-end construction and high-durability finish levels.
- c. The front desk will be a custom fabrication requiring the skills of both a millwork shop and ideally a team experienced with custom carpentry. The desk will accommodate three employee workstations as well as new electrical outlets and data locations. The lighting above the desk will need to be modified to accommodate the new desk location.
- d. The building will continue to be open to the public and will require a carefully coordinated schedule and phasing plan to allow the facility to maintain operations and minimize security concerns for the staff and public. It is assumed a temporary workstation for check-in will need to be coordinated with the general contractor in a location that allow for secure entry of patrons while allowing a safe perimeter for construction activities. A site walk has been included in the RFP to allow interested parties to walk the space and discuss logistics options with staff.
- e. The plans also call for three bid-add alternates that go beyond the immediate scope of replacing the front desk. The first bid alternate is to add fire-rated doors between the indoor turf field and the “party room.” The second is to add fire-rated glazing to the two new fire-rated doors being added to the party room to improve visual connection to the indoor field. The second is to remove the circular drop ceiling and relocate electrical, mechanical, and fire sprinkler items to the new finished ceiling, which will match the higher ceiling above in both elevation and finish.

V. **Budget**

- a. The proposal must include a cost breakdown, with optional add-on items identified. Offers made in accordance with this RFP must be good and firm for a period of ninety (90) days from the date of proposal opening to the date of contract execution.

VI. **Proposal Requirements**

- a. **Summary Statement** – Provide a brief statement that summarizes your qualifications in relation to the unique and general requirements of this project.
- b. **Proposed Project Team Organization/Performance on Past Projects** – Define the proposed project team and identify the lead person for the project. Please indicate if a third party will participate in the project. Provide information on at least three (3) similar type/sized projects that demonstrate your ability to accomplish a project of this scope and size. Provide a reference for each project listed above including contact information.
- c. **Project Timeline** – Identify how your team will approach the schedule of the project and key critical path milestones. The ideal construction time frame has been identified in the RFP for reference to assess construction timelines and logistics.
- d. **Approach to Phasing** – The project will remain operational and will need to manage public access and staff operations. Please identify your proposed approach to phasing the project and access through the space as well as the potential downtime required for specific construction items.
- e. **Bid Amount**– Include all fees and costs for this project. All bid information must be submitted as a separate document from the proposal (in a sealed envelope) to allow for an independent analysis of bids.
- f. **Statement on Immigration Status** - Pursuant to Utah Code Annotated 63G-11-103, The District is prohibited from entering into any contract for the performance of services with any successful proposer who does not provide The District with proof of registration and participation in a federally approved immigration status verification system. Failure to provide the required proof may be grounds for rejection of a successful proposal.
- g. **License** - All bidders must be properly licensed to conduct business in the State of Utah. All bidders shall provide evidence that the firm is licensed to do business in the State of Utah with their bid. Proof of all applicable professional licenses is required.

VII. Evaluation and Criteria Process

- a. Proposals will be evaluated according to the following criteria:
 - i. Cost
 - ii. Project Timeline
 - iii. Approach to Phasing
 - iv. Past Experience

VIII. Inquires

- a. All questions regarding this RFP should only be submitted via email to:
 - i. Matt Wagoner, District Superintendent
 - 1. matt@basinrecreation.org
- b. Questions must be received no later than Thursday, 6/27/2024, 12:00 pm (MST).
- c. Responses to requests for explanations and questions shall be made in the form of an addendum and posted to the District's procurement webpage on Tuesday, 7/2/2024, 5:00 pm (MST) and can be found here:
 - i. <https://www.basinrecreation.org/about/district-information/procurement/>
- d. Any other information and/or supplemental instructions shall be in the form of a written addendum and posted on the same site. The addenda issued to bidders shall become part of the Contract Documents and all proposals shall include the work described in the addenda.
- e. In order to maintain the fair and equitable treatment of everyone, bidders shall not unduly contact or offer gifts or gratuities to the District, any Board member, employee or agent of the District, users, or selection committee members in an effort to influence the selection process or in a manner that gives the appearance of influencing the selection process. This prohibition applies before the RFP is issued as the project is developed and extends through the award of a contract. Failure to comply with this requirement may result in a disqualification in the selection process. Bidders should be aware that selection committee members will be required to certify that they have not been contacted by any of the bidders in an attempt to influence the selection process.

IX. Submission Instructions

- a. Any proposal not received before the date and time specified shall not be accepted.
- b. All proposals must be submitted via email.

X. Timeline

Item	Date/Time
RFP Posted to Basin Recreations Procurement Webpage	Thursday, 6/20/2024, 5:00pm (MST)
All Questions About Bid From Prospectives Submitted	Thursday, 6/27/2024, 12:00pm (MST)
All Answers From Questions Submitted to the Procurement Webpage	Tuesday, 7/2/2024, 5:00pm (MST)
Proposals Due	Friday, 7/5/2024, 5:00pm (MST)
Proposals Reviewed And Results Posted	Friday, 7/12/2024, 5:00pm (MST)