



# REQUEST FOR QUALIFICATIONS AND REQUEST FOR PROPOSAL

## Spanish Fork River Parkway Trail Design

CITY OF SPANISH FORK, UTAH  
40 SOUTH MAIN STREET  
SPANISH FORK, UTAH 84660

PRE-RFQ SUBMITTAL CONFERENCE: Thursday, June 26, 2007, 2:00 P.M. in the  
Council Chambers, 40 South Main Street, Spanish Fork, Utah.

RFQ-RFP Submittal Deadline: Thursday, July 12, 2007 at 2:00 PM.

June 15, 2007

TO WHOM IT MAY CONCERN:

The City of Spanish Fork, Utah is accepting **Request for Qualifications (RFQ)** and a **Request for Proposals (RFP)** from and Engineering Firms interested in submitting qualifications and proposals to design a segment of trail along the Spanish Fork River.

The City of Spanish Fork will make the RFQ/RFP available to any interested parties at the following address:

City of Spanish Fork Engineering Department  
40 South Main Street Suite 230  
Spanish Fork, UT 4660

The RFQ/RFP is also published on the following website: <http://www.spanishfork.org>  
Interested parties are responsible for monitoring the website for information concerning the RFP/RFQ and any addenda issued.

The City of Spanish Fork will not accept any RFQ/RFP submittal by facsimile, electronic transmission or any method other that stated in the RFQ/RFP.

The City of Spanish Fork reserves the right not to issue a RFQ/RFP and to cancel or modify this solicitation at any time if it deems, in its sole discretion that such measures are in Spanish Fork's best interest.

The City of Spanish Fork looks forward to reviewing your RFQ/RFP submittal ant to working with the selected team in a successful development of this project.

Sincerely,

Chris Thompson, P.E.  
Assistant City Engineer

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## 1. INTRODUCTION

Spanish Fork City is a growing community in South Utah Valley which is planning an aggressive trail system. A portion of the trail system will be adjacent to the Spanish Fork River. The City has received a federal grant to design and acquire easements along the river from Main Street to the Canyon View Park, approximately three miles.

The City has a very comprehensive GIS system with much information available to assist in this project. The City also has standard detail drawings and specifications for the trails included with this proposal.

## 2. BACKGROUND

Spanish Fork City currently has a Trail Master Plan which is included with this RFQ/RFP. A portion of the Trail System shown on the Trail Master Plan will follow the Spanish Fork River from the mouth of Spanish Fork Canyon to Interstate 15 called the Spanish Fork River Parkway. A portion of that Parkway has been constructed and is currently in use. The City has received a grant through NRCS to provide easements and trail design for the next portion of the Parkway which will include the area from the Canyon View Park to Main Street, approximately three miles.

## 3. SCOPE OF PROJECT

Spanish Fork City is accepting proposals from qualified engineering firms to prepare the design and construction documents for this three mile section of trail. The design will include a multi-use trail and bridges as necessary for pedestrian and equestrian use. Some easements will have to be acquired to perform the field work for the design.

The project will not be bid until additional funding becomes available.

## 4. QUALIFICATION CONTENT REQUIREMENTS

The proposal will include the following items:

- Letter of Interest
- Estimate of Proposed fee based on the project as outlined above.
- Identification and resumes of personnel to be directly involved in this project, including principal, project engineer, and design administration staff.
- Experience of the engineering project team members with this type of trail design.
- The engineer's designated project team's record of meeting estimated budgets and schedules for projects of similar scope, budget and schedule.

- The percentage of a full-time commitment each project team member will have to the project.
- A description of the firm's design and project management philosophy and approach to the project.
- Identification of and a description of the project team's approach to design challenges of the assignment.
- References for the project principal, project architect and construction administration staff from recent similar projects. Reference sources to include: key owner personnel, sub-consultants and the contractor's project manager. Please include at least one reference for each person identified as part of the proposed team.
- A list of similar projects completed by the project team.
- Current firm workload and projected workload over the anticipated project schedule.

## 5. ANTICIPATED SCHEDULE

RFP submittal	July 12, 2007
RFP review	July 12-17
Selection of Engineer by City Council	July 17, 2007
Design Completion	October 19, 2007

## 6. PROPOSAL REQUIREMENTS

Proposals must be submitted on hard copies. Twelve (12) copies must be submitted to Spanish Fork City, in care of Chris Thompson, Assistant City Engineer, 40 South Main Street, Spanish Fork, Utah 84660.

Submittals must be received by 2:00 P.M., Thursday, July 12, 2007.

## 7. CRITERIA FOR SELECTION

Proposals will be evaluated and a shortlist established using the following criteria:

- Experience with Trail Design.
- History of effective schedule and budget management for projects of similar scale and budget.
- Qualifications of assigned staff; experience with similar projects; successful teamwork on complex projects.
- Availability of staff to meet the design schedule.
- Work plan identifying staff and schedule
- Experience working effectively with client groups to design and plan similar facilities.

- Evidence of competent design work plan for trail systems.
- The fee schedule is not a selection factor. The City is interested in determining the most qualified firm for this project.

The proposals will be reviewed by the Spanish Fork City staff and some City Council Members who will present their recommendation to the Mayor and City Council.

# Spanish Fork 10' Paved Trail Plan Grant Proposal



1 Inch equals 1,690 Feet

## Legend

- Church Points
- School Points
- Existing Trails
- Auxiliary Trails
- Arterial
- Collector
- Traffic Lane
- Type A
- Type B
- Type C
- Type D
- Type E
- Type F
- Auxiliary
- Proposed 2007 Federal Trails Grant

- Roads**
- Not Paved
- Paved
- Railroad
- County\_SF\_Parcels
- Rivers
- Schools
- Parks**
- Private
- Public
- Mapleton
- Payson
- Salem
- Springville
- Spanish Fork

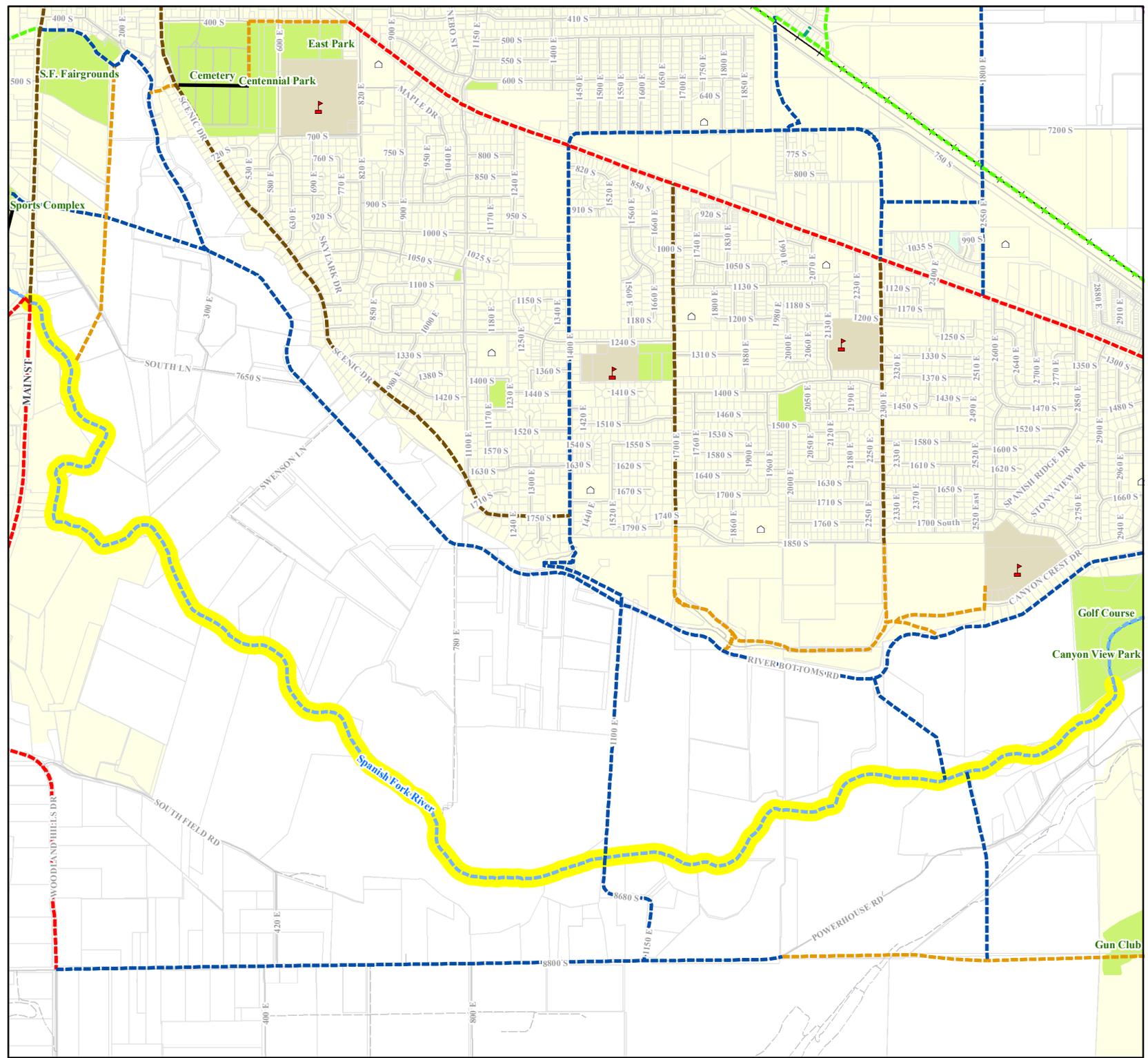
6/14/2007



Geographic Information Systems

Spanish Fork City GIS  
40 South Main Street  
Spanish Fork, UT 84660  
(801) 798-5000

Disclaimer: Spanish Fork City makes no warranty with respect to the accuracy, completeness, or usefulness of these maps. Spanish Fork City assumes no liability for direct, indirect, special, or consequential damages resulting from the use or misuse of these maps or any of the information contained herein. Portions may be copied for incidental uses, but may not be resold.



**39.60.030. Trail Section.**

A. General. A soils investigation shall be performed for all new trails. The results of this investigation and a design of the trail section shall be submitted to and accepted by the City Engineer or his/her designee.

The following guidelines shall be used as a minimum requirement for trail cross sections. They should be used unless the soils investigation indicates they are not adequate. Any variations from these standards must be approved by the City Engineer or his/her designee. All trail materials shall be placed according to City standards.

1. Engineered Fill. Compacted engineered fill shall be placed in all areas where fills are required to meet grade or the requirements of the soils investigation.
2. Untreated Base Course. 6 inches of compacted untreated base course shall be placed under the surface course of all trails.
3. Bituminous Surface Course. 2 1/2 inches of bituminous surface course shall be placed across 10 feet of the trail section.
4. Limestone Crusher Fines. 2 1/2 inches of limestone crusher fines shall be placed along the edges of the trails according to the standard drawings to the top of the bituminous surface course.

B. Survey. Both sides of a trail shall be laid out by a survey and approved by the City before construction. Lath shall be placed at 100 foot intervals and at bends and obstacles the trail comes near.

C. Weed Abatement. All weeds shall be sprayed and killed with Roundup or an approved equivalent one week before any work may be performed.

D. Geotextile Silt Fence. An APWA 02075 silt fence shall be installed along the limits of the trail construction at hillsides and river embankments.

E. Sub-grade. The sub-grade shall be grubbed of all trees, bushes and other organic matter. Sub-grade shall be graded to meet the following A.D.A. requirements for walkways:

1. Maximum Slope. Sub-grade shall not have a slope greater than 8.33%.
2. Maximum Run for Steep Slopes. For slopes between 5.00% and 6.25% the maximum run shall be 40 feet.  
For slopes between 6.25% and 8.33% the maximum run shall be 30 feet.

F. Weed Barrier. Weed barrier geotextile shall meet the requirements and specifications of APWA 02075.

G. Limestone Crusher Fines. The compacted limestone crusher fines shall meet the following gradation:

LIMESTONE CRUSHER FINES GRADATION

Sieve	Passing
3/8 inch	100%
No. 4	70 to 90%
No. 10	30 to 70%
No. 40	5 to 30%
No. 200	5 to 15%

H. Clean-up. Upon completion of the trail section all windrows, survey and construction debris shall be removed from along the edges of the trail.

DRAWN CMT  
 DESIGN CMT  
 CHECK RJH  
 DATE 9/22/06

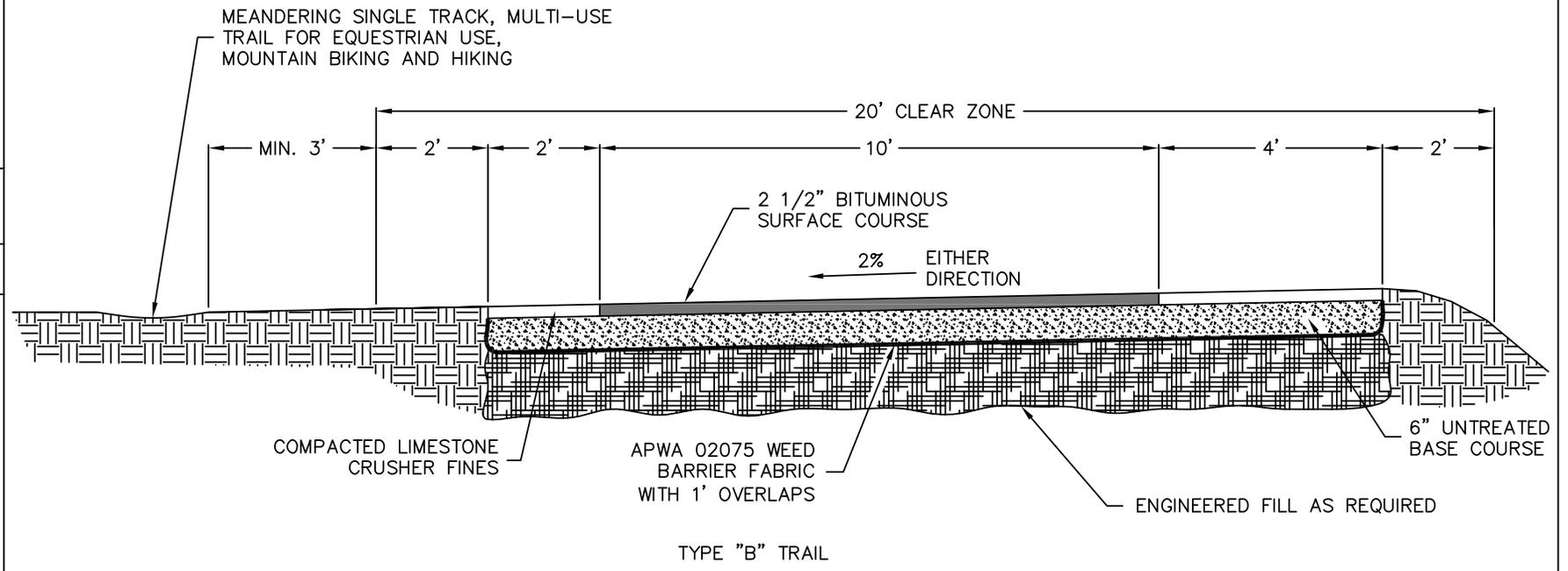
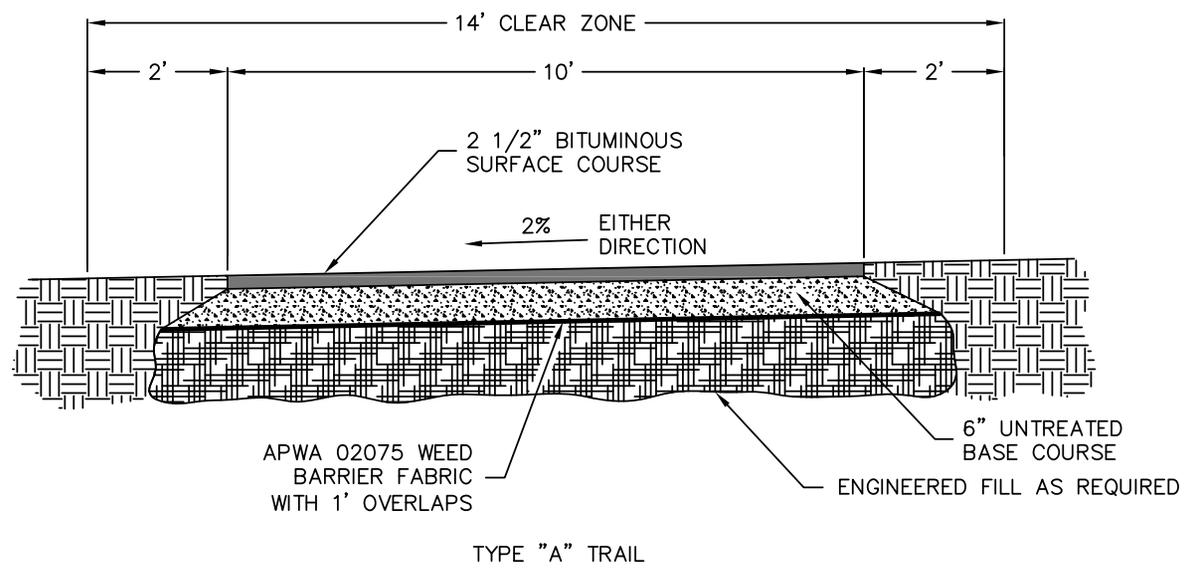


SPANISH FORK CITY  
 40 SOUTH MAIN STREET  
 SPANISH FORK, UT 84660  
 (801) 798-5000

REVISION	DATE	BY

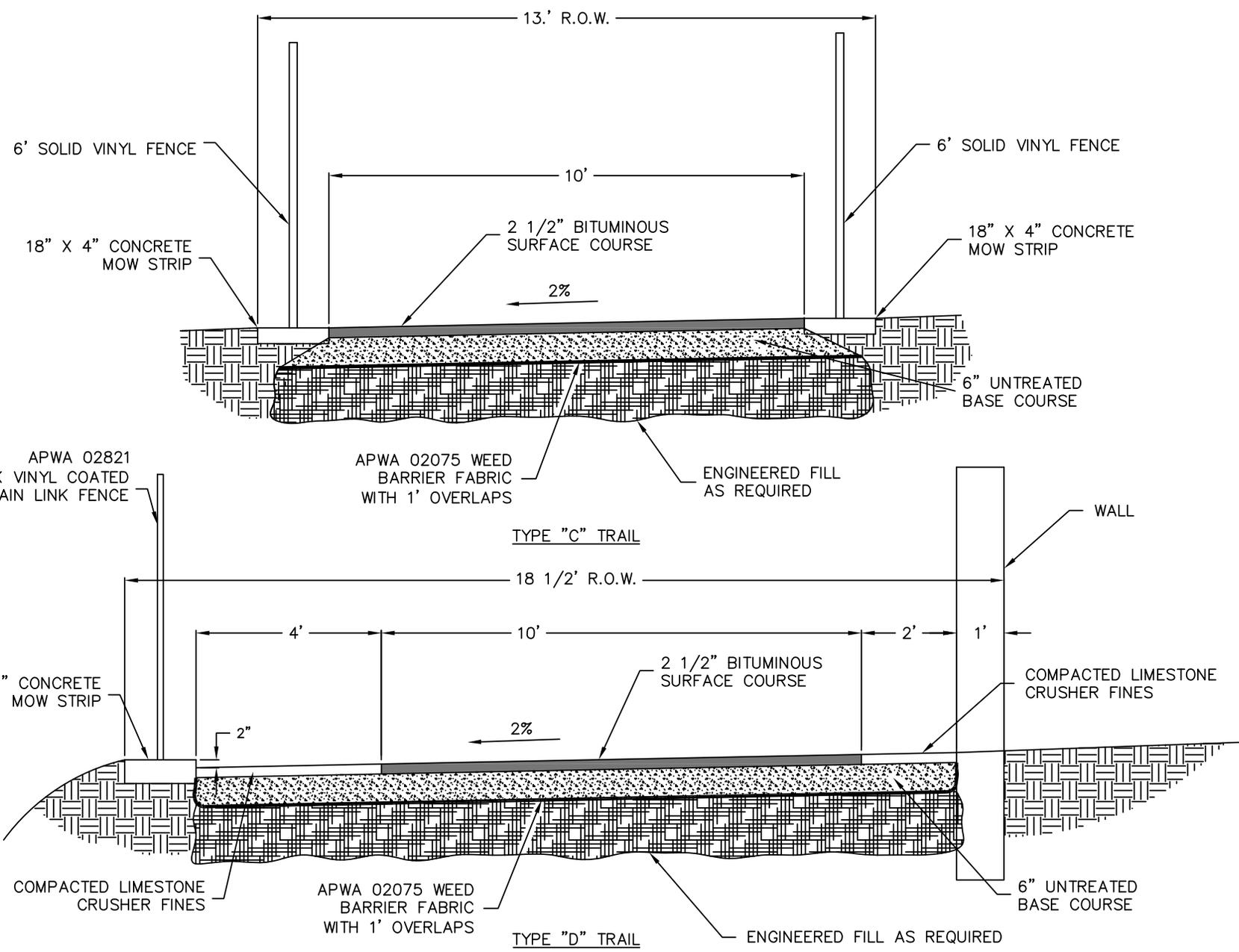
STANDARD DRAWING  
 SPANISH FORK TRAIL  
 DETAILS

SCALE  
 N/A  
 STANDARD  
 31 OF 63



- NOTES:
1. ALL TREES, SHRUBS AND OTHER VEGETATION SHALL BE REMOVED FROM THE CLEAR ZONE.
  2. CITY SHALL INSPECT EACH BASE COURSE OR FABRIC LAYER BEFORE COVERING.
  3. ALL WEEDS SHALL BE SPRAYED AND KILLED WITH ROUNDUP OR AN APPROVED EQUIVALENT ONE WEEK BEFORE ANY WORK MAY BE PERFORMED, AND WITHIN 3 WEEKS OF THE PLACEMENT OF UNTREATED BASE COURSE.

DRAWN	BRB	 SPANISH FORK CITY 40 SOUTH MAIN STREET SPANISH FORK, UT 84660 (801) 798-5000	REVISION	DATE	BY	STANDARD DRAWING TYPE C & D TRAIL SECTIONS	SCALE
DESIGN	CMT						N/A
CHECK	RJH						STANDARD 31B OF 63
DATE	3/27/06						



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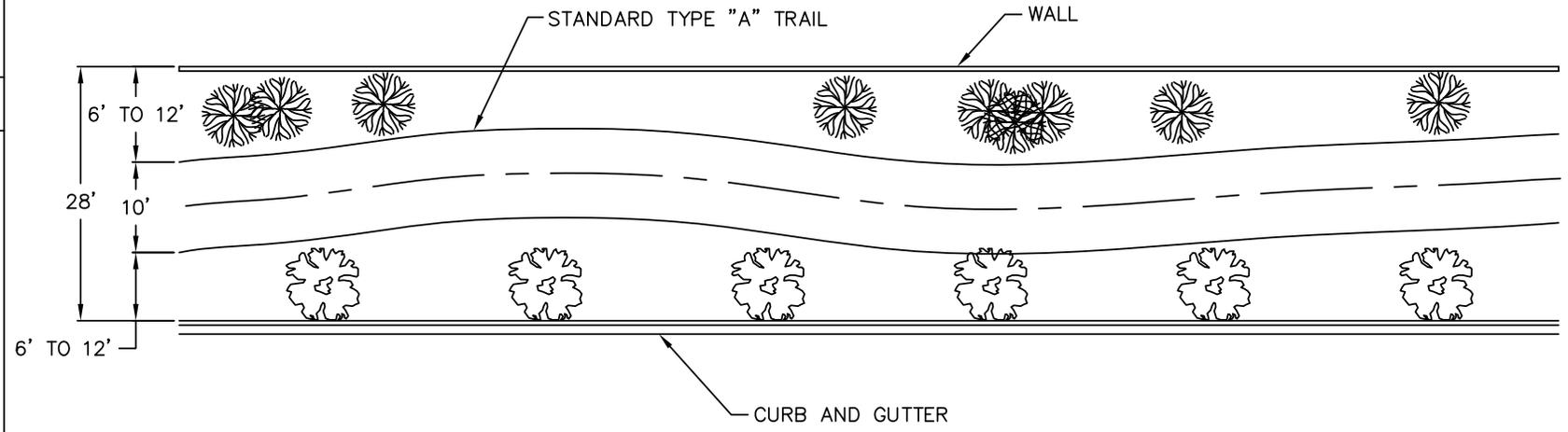
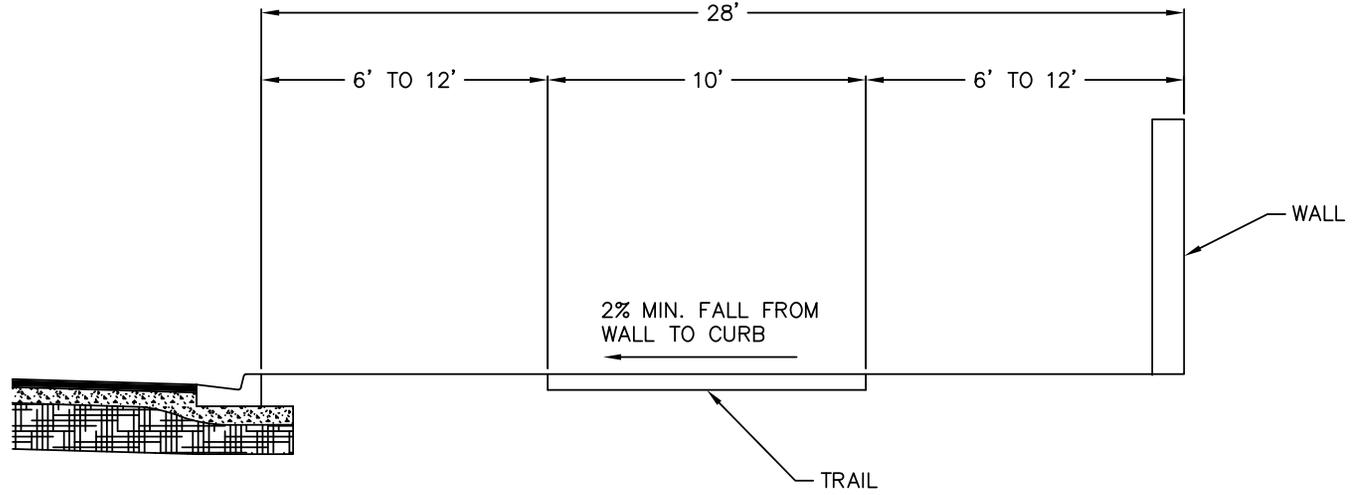
DRAWN	BKD
DESIGN	CMT
CHECK	RJH
DATE	11/23/04

**Spanish Fork**  
 SPANISH FORK CITY  
 40 SOUTH MAIN STREET  
 SPANISH FORK, UT 84660  
 (801) 798-5000

REVISION	DATE	BY

STANDARD DRAWING  
 TRAIL LAYOUT ALONG  
 ARTERIAL STREETS

SCALE  
 NONE  
 STANDARD  
 32 OF 63



- NOTES:
1. TREES SHALL BE SPACED AT 20 TO 30 FOOT INTERVALS ALONG CURB NEXT TO STREET AS DIRECTED BY CITY ENGINEER.
  2. ALL OTHER TREES AND SHRUBS AS APPROVED BY CITY ENGINEER.

DRAWN BKO  
 DESIGN CMT  
 CHECK RJH  
 DATE 11/18/05



SPANISH FORK CITY  
 40 SOUTH MAIN STREET  
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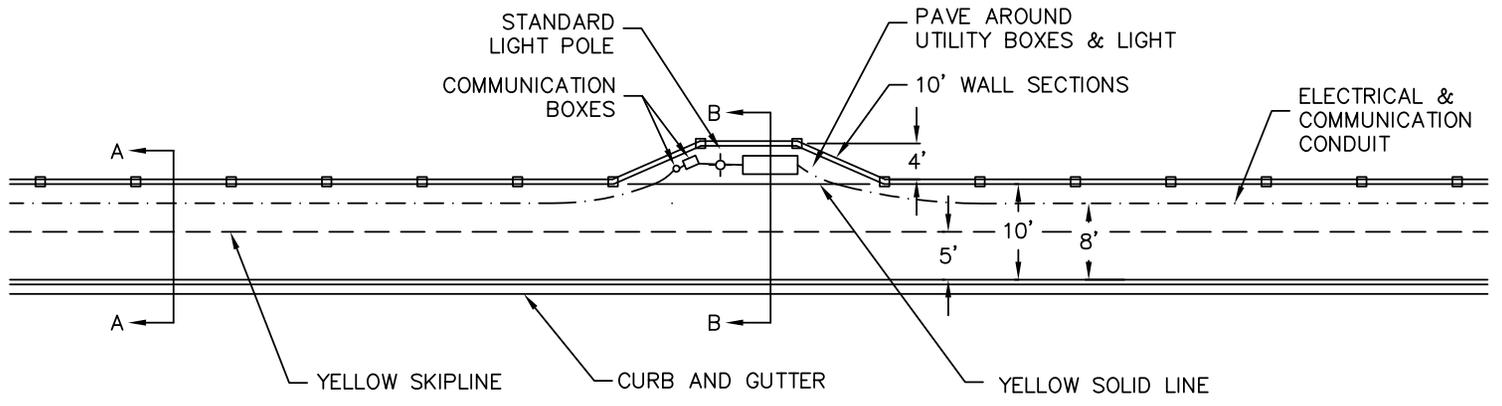
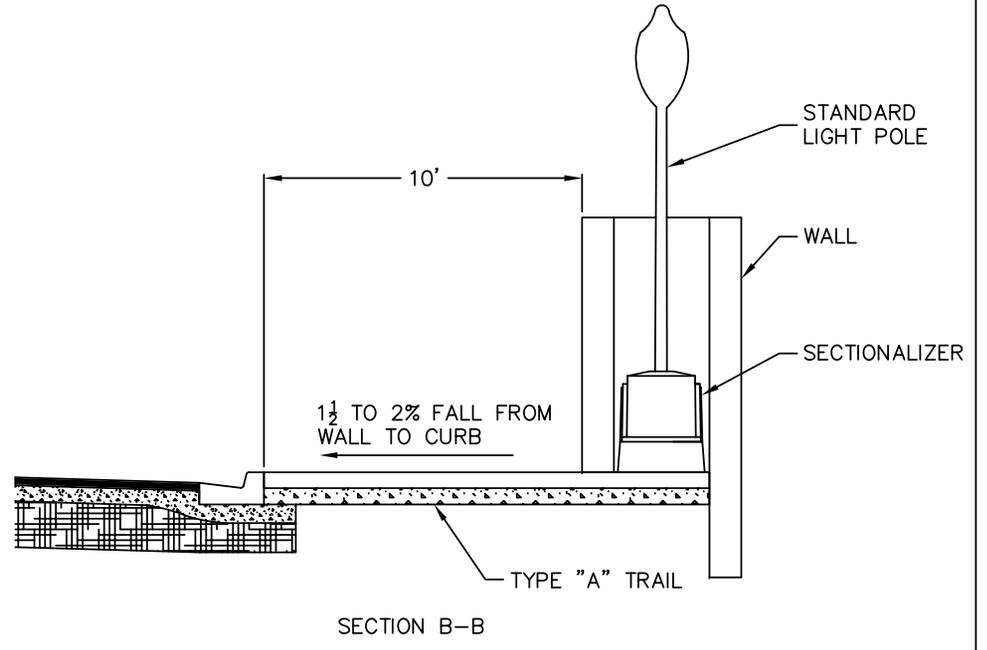
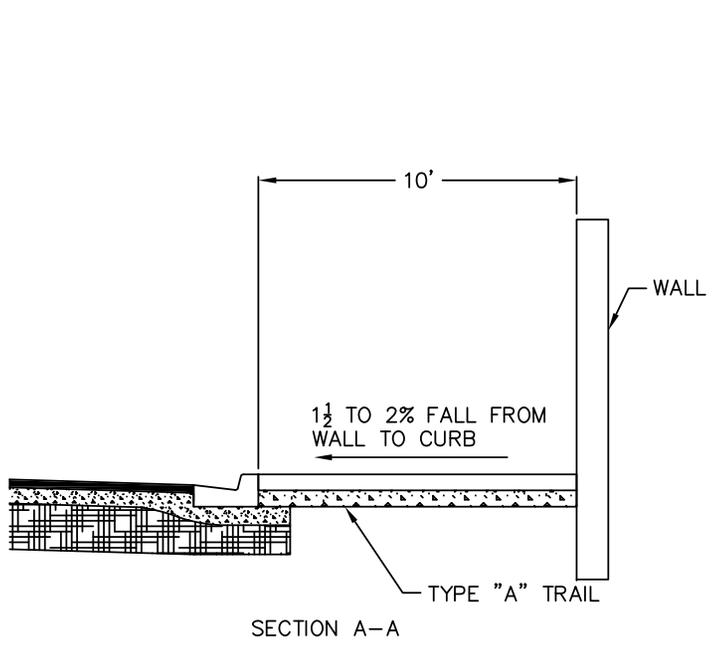
REVISION

DATE

BY

STANDARD DRAWING  
 CURB SIDE TRAIL LAYOUT

SCALE NONE  
 STANDARD 32B OF 63



NOTE:  
 1. THIS TRAIL LAYOUT MAY ONLY BE USED WHEN AUTHORIZED BY THE CITY ENGINEER.

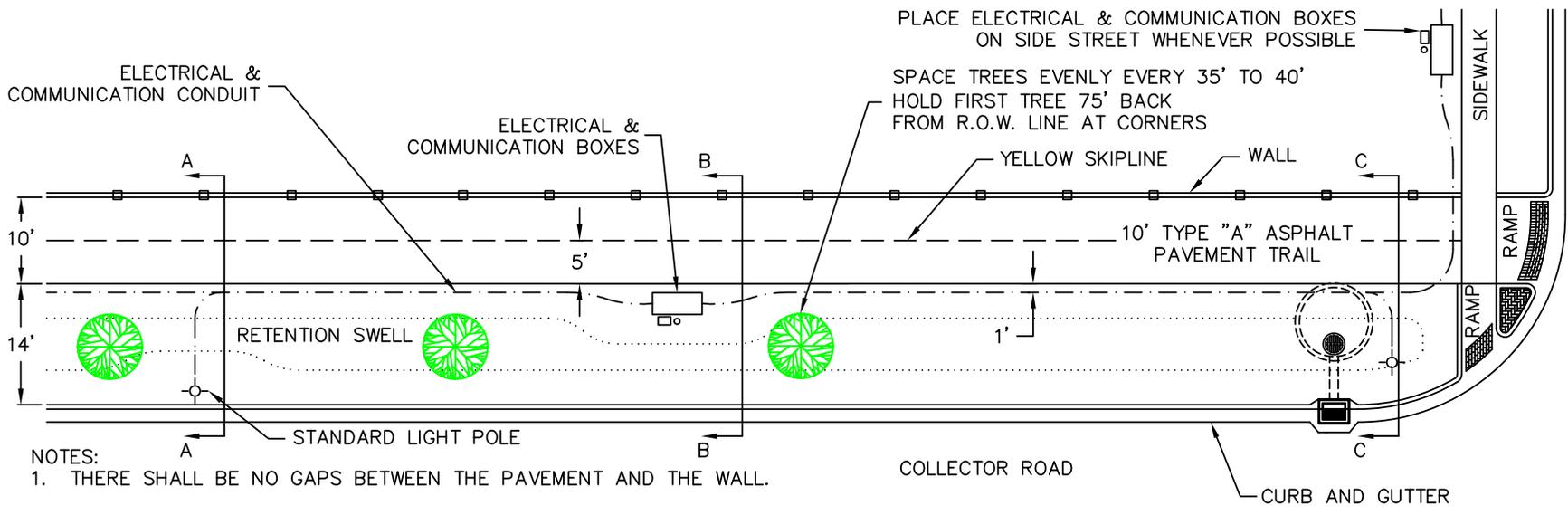
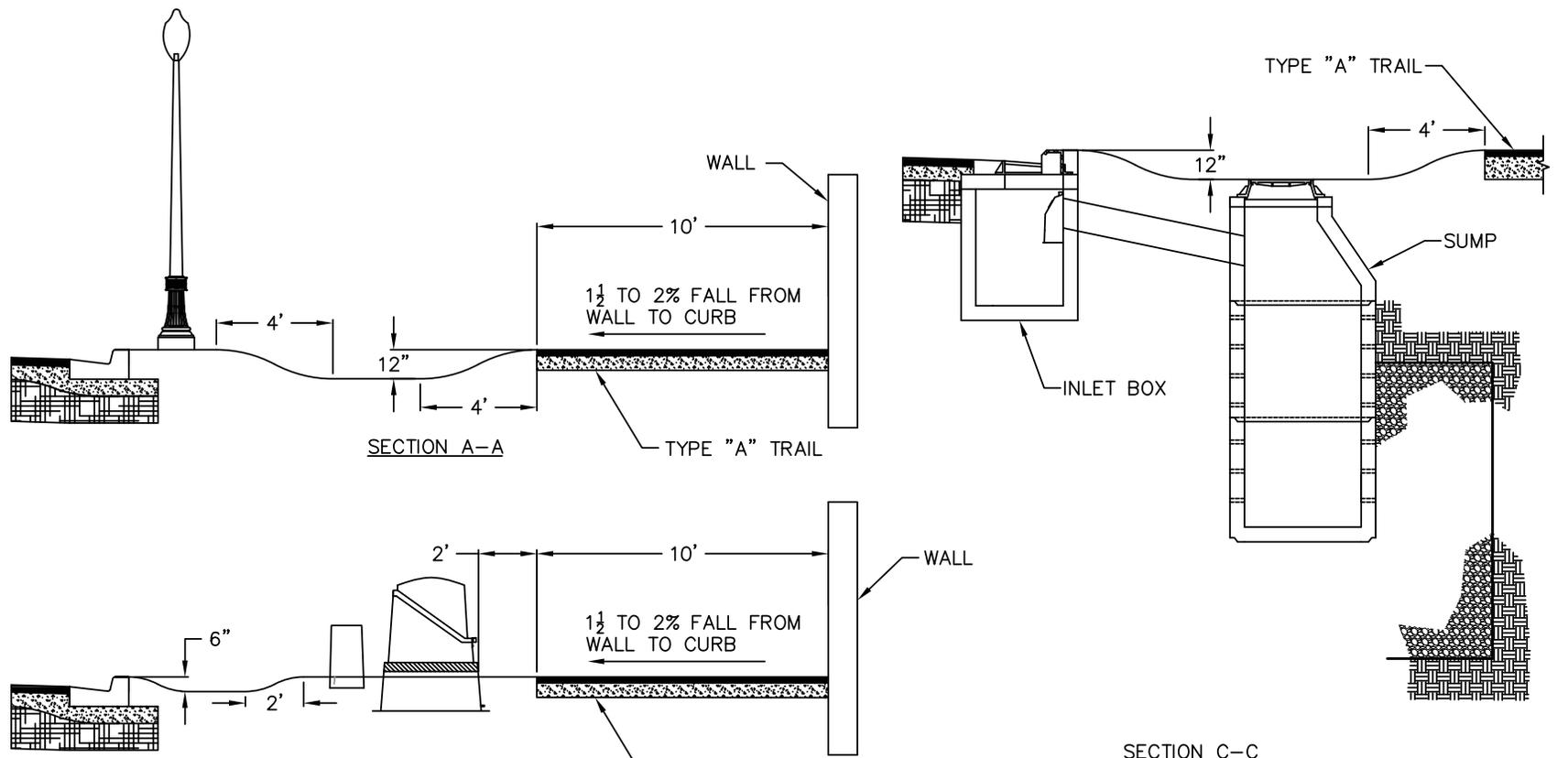
DRAWN BRB  
 DESIGN CMT  
 CHECK RJJ  
 DATE 3/27/06

**Spanish Fork**  
 SPANISH FORK CITY  
 40 SOUTH MAIN STREET  
 SPANISH FORK, UT 84660  
 (801) 798-5000

REVISION	DATE	BY

STANDARD DRAWING  
 TRAIL LAYOUT ALONG  
 COLLECTOR STREETS

SCALE  
 NONE  
 STANDARD  
 32C OF 63



PLACE ELECTRICAL & COMMUNICATION BOXES ON SIDE STREET WHENEVER POSSIBLE  
 SPACE TREES EVENLY EVERY 35' TO 40'  
 HOLD FIRST TREE 75' BACK FROM R.O.W. LINE AT CORNERS