FI 84A
05/2004
Division of Finance

STATE OF UTAH CONTRACT AMENDMENT

Amendment # 1 (one) to Contract # 061743

TO BE ATTACHED TO AND MADE A PART OF the above numbered contract by and between the State of Utah

550 - Schl & Inst Trust Lands (Agency) Planning and Development (Division), referred to as STATE and

Landmark Design, Inc. (Company Name), referred to as CONTRACTOR.

THE PARTIES AGREE TO AMEND THE CONTRACT AS FOLLOWS:

1. The **contract period** is amended:
   - from: 05/01/2006 (MM/DD/YYYY) (original starting date) - to: 02/01/2007 (MM/DD/YYYY) (new ending date)
2. The **dollar amount** of change to the contract for this amendment is: _____.
3. The **total contract amount** is now changed:
   - from: _____ (current contract amount) - to: _____ (current contract amount +/- amendment amount)
4. Other changes to the contract include:

The contract now reads:

Design and construction Management for Sienna Hills 4 Acre Park and Streetscapes.

The contract is amended to read:

Contract now includes this extension.

5. Effective Date of Amendment: _____ (MM/DD/YYYY)

All other conditions and terms in the original contract remain the same.

IN WITNESS WHEREOF, the parties sign and cause this contract to be executed.

CONTRACTOR

Contractor's Signature

Landmark Design, Inc.
Contractor's Name

President
Title

STATE OF UTAH

Agency Signature

Director, Division of Purchasing

CONTRACT RECEIVED AND PROCESSED BY DIVISION OF FINANCE SEP 11 2006

Director, Division of Finance

Agency Contact for questions during the contract amendment process.

Sue Stewart
Agency Contact

(801) 538-5121
Phone Number

(801) 355-0922
Fax Number

Attach additional forms if necessary

FI 84 08/2005
Division of Finance

Contract # 061743

STATE OF UTAH CONTRACT

1. CONTRACTING PARTIES: This contract is between the following Agency of the State of Utah:

550 - Schl & Inst Trust Lands (Agency Name) Planning and Development (Division) referred to as STATE, and the following

CONTRACTOR Landmark Design, Inc. (Name)

2834 Highland Drive (Address)

Salt Lake City (City) UT (State) 84106 (Zip)

Mark Vlasic (Contact Person) (801) 474-3300 (Phone Number)

87-0447257 (Federal ID#) 122786 -A (Vendor Number) 98852 ~~91873~~-000000 (Commodity Code(s))

LEGAL STATUS OF CONTRACTOR
- ○ Sole Proprietor
- ○ Non-Profit Corporation
- ◉ For-Profit Corporation
- ○ Partnership
- ○ Government Agency

Email markv@ldi-ut.com

2. GENERAL PURPOSE OF CONTRACT:

Design and Construction Management for Sienna Hills 4 Acre Park and Streetscapes

3. PROCUREMENT: This contract is entered into as a result of the procurement process on RX# _____, FY _____, Bid# _____, or a pre-approved sole source authorization (from the Division of Purchasing) # SS _____.

4. CONTRACT PERIOD: Effective date 05/01/2006 (MM/DD/YYYY). Termination date 07/01/2006 (MM/DD/YYYY), unless terminated early or extended in accordance with the terms and conditions of this contract. Renewal options (if any) _____

5. CONTRACT COSTS: CONTRACTOR will be paid a maximum of $60,200.00 for costs authorized by this contract. Additional information regarding costs: N/A

6. ATTACHMENT A: Division of Purchasing's Standard Terms and Conditions.
ATTACHMENT B: Scope of Work.
ATTACHMENT C: _____
Any conflicts between Attachment A and other Attachments will be resolved in favor of Attachment A.

7. DOCUMENTS INCORPORATED INTO THIS CONTRACT BY REFERENCE BUT NOT ATTACHED:
   a. All other governmental laws, regulations, or actions applicable to the goods and/or services authorized by this contract.
   b. Utah State Procurement Code, Procurement Rules, and Contractor's response to Bid # _____, dated _____ (MM/DD/YYYY).

IN WITNESS WHEREOF, the parties sign and cause this contract to be executed.

CONTRACTOR

Contractor's Signature

Landmark Design, Inc.
Contractor's Name

Pres.
Title

STATE OF UTAH

Agency Signature

Director, Division of Purchasing

CONTRACT RECEIVED AND PROCESSED BY DIVISION OF FINANCE MAY - 3 2006

Director, Division of Finance

Sue Stewart	(801) 538-5121	(801) 355-0922	suestewart@utah.gov
Agency Contact	Phone Number	Fax Number	Email

REQUEST FOR PROPOSALS

SCOPE OF WORK

PURPOSE:

The purpose of this scope of work is to prepare Schematic Plans, Preliminary Plans and corresponding Construction Documents and Construction Administration for the proposed Streetscapes and neighborhood entries in Sienna Hills, Washington City, Utah for the Institutional Trust Lands Administration (SITLA), the client. The project includes landscape and irrigation plans for four roadway segments, a round about, and two neighborhood entries. The resulting landscapes should relate to the surrounding, southern Utah desert landscape, be water conserving, and establish a special quality for the image of the Sienna Hills community. There are no hard features, furniture, signage or lighting included in this scope of work. Licensed Landscape Architects are required for this proposal.

The key components of the project are:

1. Preparation of Schematic Streetscape and Neighborhood Entry Plans and establishment of Construction Budget parameters.
2. Preparation of Preliminary Landscape and Irrigation Plans for Streetscapes and Neighborhood Entries with Preliminary Cost Estimates.
3. Coordination and approval of the Preliminary Plans with Washington City officials/agencies and with the client.
4. Prepare Construction Documents, Specifications, Bid Documents and Final Cost Estimates for the proposed streetscapes and entries.
5. Obtain final approvals from Washington City and the client. (the client will coordinate and manage the bidding process)
6. Provide Construction Administration through completion of construction.

WORK PLAN

Task 1 Prepare Schematic Plans and Establish Budget Parameters.

Task 1.1 Hold a start up meeting with the client at the client's office. The purpose of this meeting will be to: (a) finalize and agree upon a work schedule for preparation of the schematic plans, the preliminary plans, and the construction documents; (b) review by the client of the location and context of roadways and entries, and the overall community context and background; (c) gather detail base information on underground utilities, roadway geometry, curb and gutter, walkways, right-of-way lines, trails, surrounding land use, etc.; (d) develop and agree upon the landscape philosophy that should guide the design work of the streetscapes and entries; and (e) visit the site to ensure an understanding of the physical conditions and setting.

Task 1.2 Prepare Two, Alternative, Schematic Streetscape and Entry Plans that include the following:

a. two, color illustrative plans of each roadway segment and each entry that show all landscape elements including trees, shrubs, and groundcovers, at an appropriate

scale on, at least, 18" x 24" sheets. The alternatives should express different ideas, concepts or feelings.

b. a list of alternative, potential plant materials with brief descriptions and photographs that could be utilized in either or both of the alternatives.
c. Schematic Cost Estimates for each alternative that show budget range possibilities based upon plant sizes, plant densities, design and other factors.

Task 1.3 Hold review/work session with the client in the client's office:
a. present and analyze the Alternative, Schematic Plans and potential budget ranges.
b. establish design and budget consensus for the development of Preliminary Plans.

TASK 1 WORK PRODUCTS

Five "hard" copies of the Schematic Plan Documents on 18" x 24" paper.

Task 2 Prepare Preliminary Plans and Preliminary Cost Estimates.

Task 2.1 Prepare the Preliminary Plan documents that include the following:
a. a color, illustrative landscape plan of each road segment and each entry that show all landscape elements including trees, shrubs, and groundcovers at an appropriate scale on, at least, a 24" x 36" sheet.
b. a preliminary planting plan showing all plant material locations with at least common name labels. List potential alternative plants when appropriate.
c. a preliminary plant schedule indicating plant names, quantities and sizes.
d. an irrigation zone map that indicates connection points, valve box locations, service lines, and each irrigation zone.
e. a Preliminary Plan Cost Estimate for each road segment and each entry that includes a breakdown of landscape and irrigation items plus contingencies.

TASK 2 WORK PRODUCTS

Five "hard" copies of the Preliminary Plan Documents on 24" x 36" paper and five copies of the cost estimates on 8 /12" x 11" paper.

Task 3 Coordination and facilitation of Preliminary Plan approvals

Task 2.1 Hold a Preliminary Plan review meeting with the client and Washington City at the client's office. Present the Preliminary Plan documents and record the comments.

Task 2.2 Provide a memo to the client and Washington City summarizing the comments made in the review meeting and the resulting changes that will be made to the streetscape and entry designs.

Task 2.3 Coordinate and facilitate any further review process that is required through the City of Washington for Preliminary Plan Approvals.

TASK 3 WORK PRODUCTS

Summary Memo and Preliminary Plan Approvals from the Client and Washington City.

Task 4 ***Prepare Construction Drawings, Specifications, Bid Documents, Final Cost Estimates and obtain Final Approvals.***

Task 4.1 Prepare Construction Drawings that include at least the following:

a. Cover Sheet with required and necessary information for bidders and contractors
b. Layout and Dimension Plan(s) that locates, references and/or dimensions all hardscape, architectural elements and underground utilities.
c. Grading Plan(s) showing one foot existing and proposed contours, spot elevations in necessary locations, drainage facilities, notes and references. A final estimate of cut and fill quantities.
d. Planting Plans for each road segment and each entry showing all plant material locations with quantities and names, and an accompanying Plant Schedule with information necessary for bidding, buying and planting.
e. Irrigation Plans for each road segment and each entry that indicates the layout and location of all irrigation equipment and accompanying Irrigation Schedules with all information necessary for bidding, buying and installation.
f. Landscape and Irrigation Construction Details for all aspects of planting and installation.

Task 4.2 Prepare and assemble Construction Specifications for purchasing, assembling, constructing, installing, testing, maintaining, etc. all landscape and irrigation elements of the proposed streetscapes and entries.

Task 4.3 Prepare and assemble Bidding Documents required for the requesting of bids to construct the proposed Sienna Hills Streetscapes and Neighborhood Entries in Sienna Hills in the City of Washington, Utah, a publicly funded construction project.

Task 4.4 Prepare a Final Cost Estimate that includes a breakdown of each landscape and irrigation element in the project plus contingencies.

Task 4.5 Obtain final approvals from client and Washington City.

a. final review session with client and Washington in clients office.
b. facilitate, and coordinate the final approval process through Washington City agencies.

Task 4.6 Make final revisions to Construction Documents based upon review comments. (Please note that the client will manage and facilitate the bidding process)

TASK 4 WORK PRODUCTS

Ten bound copies of Construction Drawings on 24" x 36" paper, ten bound copies of Construction Specifications on 8 ½" x 11" paper; ten bound copies of Bidding Documents on 8 ½" x 11" paper; and ten copies of the Final Cost Estimate on 8 ½" x 11" paper.

Task 5 ***Construction Administration***

Task 5.1 The client will provide day to day inspections and will respond to the more simple issues. However, the consultant must respond to clarification issues, change orders, and will be expected for possible plant material selection and tagging, plant staking, system testing for irrigation, and a final punch list for construction completion.

TASK 4 WORK PRODUCTS

Change Orders as needed, plant tagging, written clarifications, system testing, plant staking, final punch list.

GENERAL INFORMATION REQUIRED FOR PROPOSAL

Include project examples of past experience including similar projects with location information, project scope and size, construction costs, estimated costs, client names and contact information.

The proposal should identify the project manager/contact person and key members of the staff who will be assigned to work on the project. Resumes of each person should be included.

PROPOSAL SCHEDULE

Within the body of the proposal include a preliminary schedule with target dates for delivery of key items. The client needs completion of construction documents by mid June 2006. All other schedule dates should hinge around this date.

PROPOSAL FEES

Provide a lump sum fee for Tasks 1, 2, 3 and 4. Include your method of arriving at the lump sum as well as the hourly rate schedule for the assigned personnel. Provide a separate lump sum or fee method for Task 4.

PROPOSAL DUE DATE

Proposals must be received in the SITLA office (see address below) no later that 4:00 P.M., April 14, 2006. Notice of award will be made no later than 12:00 Noon, April 19, 2006.

For your information and help in preparing this proposal a copy of the Schematic Concept Plan is attached. It should be noted that the firm that designed the schematic plan will not be submitting a proposal for this work.

Please address proposals and questions to:
Kyle Pasley
School and Institutional Trust Lands Administration
2303 North Coral Canyon Blvd., Suite 100-A
Washington, Utah 84780

Phone:
435-652-2950

Email:
kylepasley@utah.gov

REQUEST FOR PROPOSALS

SCOPE OF WORK

PURPOSE:

The purpose of this scope of work is to prepare a Preliminary Plan and corresponding Construction Documents and provide Construction Administration for a proposed, four acre park in Sienna Hills, Washington City, Utah for the Institutional Trust Lands Administration (SITLA), the client. The Preliminary Plan and Construction Documents will be based on a Schematic Concept Plan prepared previously. The Schematic Concept Plan will be the general basis for the design of the Preliminary Plan but may be modified based upon more in-depth analysis and more detailed design; comments from Washington City; comments from SITLA; and design considerations of the consultant. Licensed Landscape Architects and Licensed Architects are required for this proposal.

The key components of the project are:

1. Preparation of a Preliminary Plan and Preliminary Cost Estimate of the proposed park based upon the existing Schematic Concept Plan.

2. Coordination and approval of the Preliminary Plan with Washington City officials and with client.

3. Prepare Construction Documents, Specifications, Bid Documents and Final Cost Estimates.

4. Obtain final approvals from Washington City and the client. (the client will coordinate and manage the bidding process)

5. Provide Construction Administration through completion of construction.

WORK PLAN

Task 1 Prepare Preliminary Plan and Preliminary Cost Estimate.

Task 1.1 Hold a start up meeting with the client at the client's office. The purpose of this meeting will be to: (a) finalize and agree upon a work schedule for preparation of the preliminary plan and the construction documents; (b) review of park context and background by the client and an overview of client philosophy of sustainable design; (c) gathering of detail information on utilities, roads, property lines, trails, surrounding land use, etc.; (d) analyze and agree upon *conceptual* changes that should be made to the Schematic Concept Plan; (e) develop and agree upon a program of elements and activities that should be included in the design of the park; and (f) visit the site to ensure an understanding of the physical conditions and setting.

Task 1.2 Prepare the Preliminary Plan documents that includes the following:

a. an illustrative plan that shows all hardscape and softscape elements including trees, shrubs, groundcovers, roadways, parking, trails, walkways, paving types, walls, seats, play facilities, building structures, fountains, lighting and any other program elements rendered in color, at an appropriate scale on, at least, a 24" x 36" sheet.
b. a preliminary grading plan showing two foot existing and proposed contours, an estimate of cut and fill quantities and special drainage facilities needed. Spot elevations are not necessary.

c. a preliminary planting plan showing all plant material locations with at least common names. List alternative plants when appropriate.
d. an irrigation zone map that indicates connection points, valve box locations, service lines, and each irrigation zone.
e. preliminary details for only unique or special site features.
f. floor plans, elevations and unique or special details of each architectural structure included in the project.
g. a Preliminary Plan Cost Estimate that includes a breakdown of each element/structure in the project plus contingencies.

TASK 1 WORK PRODUCTS

Five "hard" copies of the Preliminary Plan Documents on 24" x 36" paper.

Task 2 Coordination and facilitation of Preliminary Plan approval

Task 2.1 Hold a Preliminary Plan review meeting with the client and Washington City at the client's office. Present the Preliminary Plan documents and record comments.

Task 2.2 Provide a memo to the client and Washington City summarizing the comments made in the review meeting and the resulting changes that will be made to the park design.

Task 2.3 Coordinate and facilitate any further review process that is required through the City of Washington for Preliminary Plan Approval.

TASK 2 WORK PRODUCTS

Summary Memo and Preliminary Plan Approval from the Client and Washington City.

Task 3 Prepare Construction Drawings, Specifications, Bid Documents, Final Cost Estimates and Final Approvals.

Task 3.1 Prepare Construction Drawings that include at least the following:
a. Cover Sheet with required and necessary information for bidders and contractors
b. Layout and Dimension Plan(s) that locates, references and/or dimensions all hardscape, architectural elements and underground utilities.
c. Grading Plan(s) showing one foot existing and proposed contours, spot elevations in necessary locations, drainage facilities, notes and references. A final estimate of cut and fill quantities.
d. Planting Plan(s) showing all plant material locations with quantities and names, and an accompanying Plant Schedule with information necessary for bidding, buying and planting.
e. Irrigation Plan(s) that indicates the layout and location of all irrigation equipment and an accompanying Irrigation Schedule with all information necessary for bidding, buying and installation.
f. Site Development Construction Details for all hard feature elements, grading, drainage, planting, and irrigation.
g. Complete Architectural Drawings of all building structures including floor plans, elevations, sections, details, and schedules.

Task 3.2 Prepare and assemble Construction Specifications for purchasing, assembling, constructing, installing, testing, maintaining, etc. all elements of the proposed Sienna Hills Park.

Task 3.3 Prepare and assemble Bidding Documents required for the requesting of bids to construct the proposed Sienna Hills Park in Sienna Hills in the City of Washington, Utah, a publicly funded construction project.

Task 3.4 Prepare a Final Cost Estimate that includes a breakdown of each element/structure in the project plus contingencies.

Task 3.5 Obtain final approvals from client and Washington City.
a. final review session with client and Washington in clients office.
b. facilitate, and coordinate final approval process through Washington City agencies.

Task 3.6 Make final revisions to Construction Documents based upon review comments. (Please note that the client will manage and facilitate the bidding process)

TASK 3 WORK PRODUCTS

Ten bound copies of Construction Drawings on 24" x 36" paper, ten bound copies of Construction Specifications on 8 ½" x 11" paper; ten bound copies of Bidding Documents on 8 ½" x 11" paper; and ten copies of the Final Cost Estimate on 8 ½" x 11" paper.

Task 4 Construction Administration

Task 4.1 The client will provide day to day inspections and will respond to the more simple issues. However, the consultant must respond to clarification issues, change orders, and will be expected for periodic inspections, plant staking, system testing for irrigation, and a final punch list for construction completion.

TASK 4 WORK PRODUCTS

Change Orders as needed, written clarifications, system testing, plant staking, final punch list.

GENERAL INFORMATION REQUIRED FOR PROPOSAL

Include project examples of past experience including similar projects with location information, size, construction costs, estimated costs, key program elements, client names and contact information, and sub-consultants.

The proposal should identify the project manager/contact person and key members of the staff who will be assigned to work on the project and detailed information on any sub-consultants that are to be included. Resumes of each person should be included.

061743

PROPOSAL SCHEDULE

Within the body of the proposal include a preliminary schedule with target dates for delivery of key items. The client needs completion of construction documents by mid June 2006. All other schedule dates should hinge around this date.

PROPOSAL FEES

Provide a lump sum fee for Tasks 1, 2, and 3. Include your method of arriving at the lump sum as well as the hourly rate schedule for the assigned personnel. Provide a separate lump sum or fee method for Task 4.

PROPOSAL DUE DATE

Proposals must be received in the SITLA office (see address below) no later that 4:00 P.M., April 14, 2006. Notice of award will be made no later than 12:00 Noon, April 19, 2006.

For your information and help in preparing this proposal a copy of the Schematic Concept Plan is attached. It should be noted that the firm that designed the schematic plan will not be submitting a proposal for this work.

Please address proposals and questions to:
Kyle Pasley
School and Institutional Trust Lands Administration
2303 North Coral Canyon Blvd., Suite 100-A
Washington, Utah 84780

Phone:
435-652-2950

Email:
kylepasley@utah.gov

Procurement Form

Project: MPI13-01.0	Project Manager: Curt Gordon

Short Job Description: Design Plans and Construction Management for Sienna Hills 4 Acre Park and Streetscapes.

☐ **Under $2,000 No bids required**

☐ **Sole Source**: Attach director's finding

☐ **$2,000 - $20,000 Two telephone bids**

Provider	Date	Bid Amount	Chosen

Comments: (if the lowest bid is not chosen attach director's finding)

☒ **Over $20,000: Written RFP and at least three written responses**
Construction projects over $50,000 require consultation with Division of Purchasing and performance and payment bonds.

Provider	Date	Amount	Chosen
Landmark Design, Inc.	4/14/2006	$60,200	YES
Land Architects	4/14/2006	No Bid Entered	NO
Northland Design	4/14/2006	No Bid Entered	NO

Comments: