



## UNIVERSITY PARK CITY COUNCIL AGENDA MEMO

**Meeting Date:**  
6/17/2025

**Item Type:**  
Action Item

**Subject:**        **Reject All Offers for RFP# 2025-07 – Shrub & Ground Cover Installation – Snider Plaza**

**Prepared By:** Elizabeth Anderson, Purchasing Manager

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### **Background:**

The paving and drainage portion of the Snider Plaza Surface Improvements Phase 1 project is almost finished. Staff expects that the work will be substantially complete by October 2025. The final portion of this improvement project will involve the installation of ten (10) mature Live Oak trees, seventy (70) medium size trees of various species, and various smaller plants for shrubs and groundcover. Space Between Design is the landscape architecture firm with whom the City has been partnering for the Snider Plaza improvements. This firm has developed the drawings and specifications for this final phase of the work.

Staff divided the landscape scope of work into three solicitations before issuing Requests for Proposals:

- Transplant of Large Trees – the ten (10) - 10-inch caliper Live Oaks must be selected, transported, installed and monitored under the purview of a licensed arborist.
- Transplant of Medium Street Trees – Acquisition, transport and installation of seventy (70) medium size trees will require skill, efficiency and manpower.
- Shrubs and Ground Cover – Selection, transport and installation of these smaller items can be completed by a reputable groundskeeping firm.

**This agenda item covers the package for the shrubs and ground cover. Staff is recommending that Council reject all offers and allow staff to adjust the Scope of Work and re-advertise the Request for Proposal.**

Staff posted RFP# 2025-07 in April and received two (2) responses in May:

- Bare Roots Landscape Design, Inc.
- SRH Landscapes LLC

Both were complete proposals; however, there was a large disparity in pricing and estimated project length between the two proposals. Staff felt that some of the maintenance requirements were not as clearly defined as they should be in the RFP. The solicitation included a landscape maintenance plan for one (1) year, but Staff would also like to get pricing for a three (3) to five (5) year maintenance plan from respondents. In addition, Staff will review the plant palette with the Landscape Architect to potentially provide more woody shrubs and perennial plants to the

landscape plan. This would create a landscape that is green year-round, and the shrubs would provide protection for the new trees if a motorist drives over a curb.

If Council agrees to reject all proposals tonight, Staff will adjust the Scope of Work and issue a new RFP in July.

**Fiscal Impact:**

- ☐ Not Applicable
- ☐ Budget Amendment Required
- ☐ Proposed Revenue
- ☒ Proposed Expenditure

Funding Source: Capital Improvement Budget

**Master Plan Goal:**

Please check the associated Theme and provide the corresponding action item number.



	Theme	Action Item(s)
<input checked="" type="checkbox"/>	Affirming Sense of Place	3.1
<input checked="" type="checkbox"/>	Assuring Connectivity	2.1, 3.2, 4.1
<input type="checkbox"/>	Innovative Governance	
<input type="checkbox"/>	Technological Integration	
<input type="checkbox"/>	Preparing for the Future	
<input type="checkbox"/>	Not Applicable	

**Recommendation:**

Staff recommends that Council reject all offers for RFP 2025-07 for Shrubs and Groundcover in Snider Plaza, and re-issue the RFP in July with a revised scope of work.

**Committee Review (optional):**

**Attachments:**