

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES ESCALANTE CITY PARK IMPROVEMENTS

Statements of Qualifications are due Friday, October 30, 2026 at 5:00 p.m.

Introduction

Escalante City is requesting Statements of Qualifications (SOQs) from qualified engineering firms with experience providing funding procurement, planning, design, and construction engineering services for community park and recreation improvements. The engineer of record shall be a professional engineer licensed in the State of Utah. Escalante City reserves the right to reject any and all SOQs.

Background

Escalante City intends to select a consultant to provide professional engineering services for the funding procurement, design, and construction of the Escalante City Park Improvements. The project site includes an existing building, which the City plans to remove, and an existing pickleball court. The City plans to redevelop the site as a community park. Anticipated improvements include new playground equipment; a pavilion with tables and benches, designed to accommodate a future kitchen; restrooms; a bike pump track; a dog park; and a walking trail around the park, with potential connections to other community trails. The City prefers low-water landscaping that minimizes lawn areas. The City anticipates removing the existing building, including asbestos abatement, separately from the work under this RFQ. Improvements may be designed and constructed in phases as funding allows.

The City intends to pursue funding from multiple sources, which may include Community Development Block Grant (CDBG) funds administered through the Five County Association of Governments, the Utah Community Parks and Recreation (CPR) grant, the Utah Outdoor Recreation Grant (UORG), the Land and Water Conservation Fund (LWCF), the Recreational Trails Program (RTP), and other available programs. The City intends to submit a CDBG application in the current funding cycle. The City is procuring funding application assistance and design services together through this RFQ. The selected firm may assist with grant applications and also perform the design and construction engineering for the funded improvements.

Scope of Services

At the direction of Escalante City, the selected firm will provide professional engineering services for Escalante City Park Improvements. Services may include, but are not limited to:

- Planning, technical coordination, and engineering design of park improvements, including the playground, pavilion, restrooms, pump track, dog park, trail, and related site amenities.
- Site improvement design, including grading, drainage, utilities, and low-water landscaping.
- Construction engineering and construction management.
- Surveying.
- Funding procurement assistance, including preparing grant applications and supporting materials for CDBG, CPR, UORG, LWCF, RTP, and other applicable funding programs.

- Concept planning, phasing, and cost estimates to support funding applications and phased construction.

SOQ Requirements

Escalante City will evaluate each SOQ using the selection criteria in this RFQ. Each SOQ should include the following:

1. Letter of Interest. Identify the principal-in-charge and the project manager. The project manager will be the firm's representative with full responsibility for the services described in the Scope of Services.
2. Firm Information. Name of the firm, location of the firm's offices, and the office where the majority of the work will be performed. Include the age of the firm and the average number of employees over the past five years.
3. Key Personnel. Education, training, and qualifications of the key personnel to be assigned to this project. Identify any subconsultant firms on the team.
4. Relevant Project Experience. Recent successful projects the firm has completed that are similar in scope and size to this project. Descriptions should demonstrate the firm's technical experience and the proposed personnel's experience with this type of project. Include experience preparing funding applications for, and completing projects funded through CDBG, LWCF, or state recreation grant programs.
5. Familiarity with Escalante City. Projects previously completed for Escalante City and familiarity with Escalante City's processes, standards, and preferences.
6. References. References for the firm and the key personnel identified for this project, including contact information.
7. Communication Plan and Availability. A communication plan describing how the firm will communicate in a timely and effective manner with Escalante City officials, funding agencies, contractors, and other involved parties throughout the project(s). Include the firm's current workload and the availability of the proposed personnel.

Submittal Instructions

SOQs will be received by email to Stephanie Steed, City Recorder, at ssteed@escalanteutah.gov until 5:00 p.m. on Friday, October 30, 2026. Submit a single PDF file. SOQs are limited to five (5) pages. The cover and letter of interest are not included in the page limit.

Questions about this RFQ or the selection process must be submitted in writing to Stephanie Steed, City Recorder, at ssteed@escalanteutah.gov until 5:00 p.m. on Thursday, October 22, 2026. Responses will be provided to all interested firms by addendum posted on the Utah Public Procurement Place (U3P).

Anticipated Selection Schedule

Escalante City anticipates the following schedule. Dates are subject to change.

Milestone	Date
RFQ issued	Wednesday, October 14, 2026
Deadline for questions	Thursday, October 22, 2026
SOQs due	Friday, October 30, 2026 at 5:00 p.m.
Anticipated selection	Tuesday, November 3, 2026 (City Council meeting)

Selection Criteria

Escalante City will use the following criteria to select the most qualified firm for Escalante City Park Improvements:

1. Competence. Competence to perform the services as reflected by technical training and education, engineering experience, and direct experience providing the services outlined in this RFQ. (up to 20 points)
2. Relevant Project Experience. Recent successful projects the firm has completed that are similar in scope and size to this project. Descriptions should demonstrate the firm's technical experience and the proposed personnel's experience with this type of project. (up to 25 points)
3. Familiarity with Escalante City and the Project. Familiarity with Escalante City, its processes, standards, and preferences, the project vision, and key relationships relevant to the project. (up to 30 points)
4. Capacity and Communication. Ability to perform the services in a timely manner as reflected by current workload, the availability of adequate personnel, equipment, and facilities, and the quality of the communication plan. (up to 10 points)
5. References. Evidence of competent funding procurement, planning, design, and construction management services as reflected by references. (up to 15 points)

Total: 100 points

Selection and Negotiation

Upon selection of the most qualified firm (highest score out of 100 total points), Escalante City and the selected firm will enter into contract and fee negotiations. If negotiations with that firm are unsuccessful, Escalante City may end negotiations and begin negotiations with the next most qualified firm.