



Request for Proposals

General Plan Update

Due May 29, 2015 at 3:00 p.m.

1. **Introduction.** The City of Taylorsville (the *City*) is requesting proposals (*Proposals* or *Responses*) from qualified proposers (*Proposers*) to provide a comprehensive update of the current Taylorsville General Plan (collectively, the *Services*).

- 1.1. **Intent.** It is the intent of this Request for Proposals (this *Request*) to set forth the minimum acceptable requirements for Responses to this Request.

2. **Background Information.**

- 2.1 As of the 2010 US Census, The City of Taylorsville has a population of 58,657 and is 10.9 square miles. With a population density of 5,415 people per square mile the City has the highest population density in Utah. Although the City currently is approximately 97% built out it is expected to experience significant commercial redevelopment in the foreseeable future.
 - 2.2 The current Taylorsville General Plan was adopted by the City Council in November of 2006 and includes the following chapters:
 1. Introduction
 2. Community Character
 3. Land Use
 4. Transportation
 5. Economic Development
 6. Parks, Recreation, Open Space, and Trails
 7. Neighborhoods and Housing
 8. Implementation

A copy of the current Taylorsville General Plan is available at:
http://www.taylorsvilleut.gov/community_development.planning_zoning.html

- 2.3 Although it is not anticipated that the structure and format of the existing plan will change significantly, it is anticipated that several sections/concepts will be

emphasized, explored and/or enhanced in the new plan, including but not necessarily limited to:

1. Commercial/mixed use redevelopment
2. Transit and transit oriented development
3. Trails
4. Parks and open space
5. Urban design/corridor plans
6. Environment/sensitive lands
7. Senior and affordable housing

A more detailed description of the Services is attached hereto as exhibit A.

Proposal Requirements. One (1) unbound original and four (4) copies of Responses are required to be submitted to Pat Kimbrough as listed below no later than 3:00 p.m. on **Friday, May 29, 2015.** Guidelines for responses are described in exhibit B attached hereto. Any response, modification, or amendment received after the due date and time is late. Proposals must be submitted in sealed envelope and must be signed by an authorized representative of the Proposer and include the following:

3. Responses may modify or be withdrawn prior to the due date and time provided any such request is submitted to Pat Kimbrough as listed below in writing prior to the due date and time. No electronic (facsimile, e-mail, or telegraphic) Responses, request to modify, or request to withdraw will be accepted. Proposals must include the following elements and be signed by an authorized representative of the Proposer:

- 3.1. **Introductory and Executive Summary.** A title page, table of contents/outline, introductory letter expressing an interest in providing the Services and an executive summary. The introductory letter should be addressed to:

Pat Kimbrough
City Administrator's Office
TAYLORSVILLE CITY
2600 West Taylorsville Blvd.
Taylorsville, UT 84129

Include an e-mail address for the primary contact of the Proposer.

- 3.2. **Price.** Describe, in sufficient detail, an all-inclusive fee (not to exceed \$75,000) for the Services, which includes, but are not limited to, all expenses, costs, supplies, etc. Include a detailed specific fee breakdown for each item identified in the scope of work set forth in exhibit "A" and include the hourly rates for all personnel that will provide Services.
- 3.3. **Proposed Approach.** Describe, in sufficient detail, how the Proposer plans to provide the Services, anticipated delivery schedule, and any other relevant information the Proposer believes is important to the City. The description should also include how and to what extent City staff would be utilized in the process.

- 3.4. **References.** Include the name, address, and telephone number of a contact person of at least five entities with which the Proposer has provided similar type Services. The City may contact such references.
 - 3.5. **Experience and Qualifications.** Describe, in sufficient detail, the Proposers experience and qualifications that are relevant with respect to the Services. In addition, provide a list of employees and other consultants who would be involved in completing the Services. Give specific education, training, and certification of key personnel and the extent to which each will involved in completing the services.
 - 3.6. **Action.** Summarize any disciplinary actions and suits by or against the Proposer or related entities during the past three years.
 - 3.7. **Certification.** Complete, sign, and submit the Certification that is attached to this Request for Proposal.
 - 3.8. **Business License.** Include a copy of the Proposer’s current, valid business license.
 - 3.9. **Other Supporting Documents.** Attach any other supporting documents as appendices.
4. **Identification of Anticipated Potential Problems.** Proposals should identify and describe any potential problems with respect to providing the Services.
 5. **Evaluation Criteria and Scoring Process.** All Proposals received will be reviewed by a Selection Committee (defined below). Each evaluation criterion has been given a percentage based on its relative value as a whole. The criteria and each associated percentage are as follows:

<u>Evaluation Criteria</u>	<u>Weight</u>
Experience and Qualifications	30%
Value (price relative to quality of proposal)	30%
Proposed Approach/Schedule	25%
References	15%
Total	100%

6. **Selection.** Discussions may be conducted with Proposers determined by the City to be reasonably susceptible of being selected for the award. In addition, one or more Proposers may be invited to interview. Proposals may be accepted without discussion or interview. The above criteria will be used unless modified in the interview evaluation. A selection committee or individual(s) will be appointed by the City (referred to hereinafter as *Selection Committee*). The Selection Committee reserves the right to modify the interview criteria

during the course of this process. If such modification occurs, each Proposer being interviewed will be notified at least twenty-four (24) hours prior to the interview of the revised criteria. Based on the results of discussions, if any, interviews, if any, and proposal scoring, the Proposers will be rated by the Selection Committee, and such recommendations will be forwarded to the mayor. The mayor will make the final selection. The mayor may select one or more Proposers to provide the Services.

7. **General Information**. The City reserves the right to reject any and all Responses. The City reserves the right to amend, modify, or waive any requirement set forth in this Request. Response to this Request is at the Proposer's sole risk and expense. All Proposers must comply with applicable federal, state, and local laws and regulations. Except for written responses provided by the contact person described below, the City has not authorized anyone to make any representations regarding the subject matter of this Request. All requests for clarification or additional information regarding this Request must be submitted in writing to the contact person described below no later than May 29, 2015 at 3:00 p.m. The contact person will endeavor to respond to such request for clarification or additional information and if the contact person deems, in his sole and absolute discretion, that such response is of general applicability. His response, if any, will be posted on the City's website at www.taylorsvilleut.gov (which constitutes a written response). Entities responding to this Request are encouraged to review such website frequently. The City anticipates selecting one or more of the responding Proposers, but there is no guaranty that any responding Proposer will be selected. Responses will be placed in the public domain and become public records subject to examination and review by any interested parties in accordance with the Government Record Excess Management Act (UTAH CODE ANN. ' 63-2-101, *et seq.*). All materials submitted in response to this Request will become the property of the City and will be managed in accordance with the Government Record Access Management Act.
8. **Terms of Contract**. The successful Consultant will be required to enter into a written agreement with the City to provide the Services. If the selected Proposer and the City attorneys office are unable to negotiate an acceptable agreement, then such Proposal shall be deemed withdrawn and another Proposer(s) will be selected by the mayor and negotiation will continue with such other Proposer(s) until an acceptable agreement is completed.
9. **Contact Person**. For further information or for American with Disabilities Act (ADA) accommodation, contact Mark McGrath, Community Development Director (801) 963-5400, 2600 West Taylorsville Boulevard, Taylorsville, UT 84129.

Exhibit A

[Services]

Scope of Services:

The City of Taylorsville seeks a consultant team that has extensive experience in preparing comprehensive general plans and significant skills in working with the general public, project stakeholders, and elected/appointed officials. The final planning process and scope of the project is expected to be finalized with the selected consultant team; however the following tasks are considered essential to the overall general plan update process:

1. **Review Existing Plan and Current Conditions.** Review the current General Plan with City staff to help develop a full understanding of the project and to identify key issues and previous accomplishments.
2. **Public Outreach and Citizen Participation.** Public participation should involve a wide cross-section of residents, property owners, business owners, and other interested parties in a format conducive to transparency and widespread involvement.
 - 2.1 It is anticipated that a Steering Committee will be formed to help guide the General Plan update process. The Steering Committee will meet regularly throughout the planning process to help provide leadership and oversight of the process.
 - 2.2 It is also anticipated that the consultant team will provide an outreach strategy for the general public to ensure and encourage participation of residents.
 - 2.3 The public outreach and citizen participation strategy employed by the consultant team shall satisfy all required City and State regulations for public involvement.
3. **Conduct Research and Analysis.** Conduct research and analysis as appropriate and necessary for the formulation of the updated General Plan. Research and analysis includes, but is not necessarily limited to:
 - 3.1 Review of current Taylorsville development codes, plans, and development standards.
 - 3.2 Review of regional plans, demographics, development/market trends, transportation systems, housing trends, open spaces/trails, etc.
 - 3.3 Interviews or meetings with city staff, elected/appointed officials, and members of the development community to help identify current issues, problems, opportunities, etc.
 - 3.4 Interviews with key personnel from other applicable governmental agencies such as the Utah Department of Transportation (UDOT), Wasatch Front Regional Council (WFRC), Utah Transit Authority (UTA), Taylorsville Bennion Improvement District, Granite School District, Salt Lake County, etc.
4. **Coordination Meetings.** Conduct periodic coordination meetings with City staff to review progress and discuss issues.
5. **Formulate Initial Draft Plan.** Complete an initial draft of the General Plan update consistent with the input from the public, steering committee, staff, and research/analysis identified above.
6. **Approval Process.** Coordinate with city staff the General Plan approval process with the Taylorsville Planning Commission and Taylorsville City Council consistent with current State law. The successful applicant will, at a minimum, participate in presentations of

the proposed plan to both the Planning Commission and City Council.

7. **Formulate Final Draft Plan.** Based on input from the Taylorsville Planning Commission, formulate a final draft code for presentation to the Taylorsville City Council.
8. **Final Plan.** Based on input from the City Council, advance the draft document into the officially adopted Taylorsville General Plan.

Exhibit B

[Guidelines]

Number Responses sequentially on the upper right hand corner of the cover.

Color is allowed.

8-1/2" x 11" page sizes.

Paginate pages.

One (1) inch margins (exceptions: Consultant Name/Logo and Page Headers/Footers may be within the margin).

Size 12 Font.

Except for unbound copy, bind Responses on left side.

Provide tabs for each section of the Response.

Front and back cover pages.

CERTIFICATION

The undersigned Proposer certifies that it has not:

1. Provided an illegal gift or payoff to a City offer or employee or former City offer or employee or his or her relative or business entity;
2. Retained any person to solicit or secure this contract upon an agreement or understanding for commission, percentage, brokerage, or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; or
3. Knowingly influenced and hereby promised that it will not knowingly influence a City officer or an employee of former City offer or employee to break and applicable ethical standard or rules.

The undersigned Proposer certifies that:

1. The Proposal is made in good faith.
2. The Proposal is made in conformity with the specifications and qualifications contained in the Request.

Name of the Proposer: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

Web Address: _____

Email Address: _____

Date Signed and Submitted: _____