



**Request for Proposals
VISION DOCUMENT AND SMALL AREA MASTER PLAN FOR THE
VICINITY OF 5400 SOUTH AND REDWOOD ROAD**

Due Date: April 21, 2014 at 3:00 p.m.

1. Introduction. The City of Taylorsville, (the “City”), is requesting proposals (“Proposals” or “Responses”) from qualified consultants (“Proposers”) to provide vision documents and master planning services (the “Services”) for a Vision Document and Small Area Master Plan (the “Plan”) for the vicinity of 5400 South and Redwood Road. The creation of the Plan is being done in conjunction with Salt Lake County pursuant to an inter-local cooperative agreement between the City and Salt Lake County and is more fully described below.

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 and Detailed Description of Services. It is anticipated that the Small Area Master Plan portion of the Plan will be adopted as an addendum to the Taylorsville General Plan to help guide future development within the vicinity of the subject site. More detailed background information and detailed description of the Services is described in exhibit “A”: Project and Development Objectives; exhibit “B”: Map of Study Area; and exhibit “C”: Services.

3. Proposal Requirements. Four (4) bound and one (1) unbound original copies, and a searchable electronic copy of the Response are required to be submitted to Patricia Kimbrough, at the address listed below, no later than 3:00 p.m. on April 21, 2014. Guidelines for Responses are described in exhibit “D”: Guidelines. Any response, modification, or amendment received after the due date and time is late. No late response, modification, or amendment will be accepted. Proposals must be submitted in a sealed envelope and must be signed by an authorized representative of the Proposer and include the following:

3.1. Introductory Letter. An introductory letter expressing an interest in providing the Services should be included. The introductory letter should be addressed to:

Patricia 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. Qualifications. Describe, in sufficient detail, the Proposer's key personnel (including a brief resume) and Proposer's experience, qualifications and technical support that are relevant to the Services and produce the Deliverables identified in exhibit "C". Proposer's team members will be expected to include expertise in the following areas:

- Land use planning including mixed-use planning, transit-oriented and pedestrian- oriented development, place making, regional open air retail centers, form based codes, and planning for the performing arts;
- Architectural design standards, landscape architecture, and urban design;
- Real estate development, real estate market analysis, and pro forma analysis;
- Transportation planning, parking management, traffic analysis and place based street design;
- Civil engineering including storm water management and infrastructure design; and
- Project management and community involvement; and

3.3. Full Service. Describe, in sufficient detail, all the Services proposed to be provided, making specific reference to any portion of the Services not included in the Proposal, and any portion of the Services proposed to be provided by subcontractors and/or any additional services proposed to be provided and the cost of such additional services, if any.

3.4. Schedule and Cost. A detail of the proposed schedule to provide the Services and an all-inclusive cost, including fully loaded hourly cost of labor, equipment, materials for the Services, and subcontractors' markup, which includes a commitment and an affirmative statement that all the proposals made in the Responses shall remain valid for a period of 120 days after the due date of the Responses.

3.5. References. Include the name, address, and contact person of at least three government agencies with which the Proposer has provided similar type Services. It is the intent of the City to contact such references to assess the level of satisfaction with the services rendered to the listed references.

3.6. Lawsuits. List all lawsuits and complaints filed against Proposer within the past three years.

3.7 Certification. Please complete, sign, and submit the attached Certification with respect to conflicts.

4. **Identification of Anticipated Potential Problems.** Proposals should identify and describe any potential problems with respect to providing the Equipment and Services to the City of Taylorsville.

5. **Evaluation Criteria and Scoring Process.** A Review Panel (referred to hereinafter as “*Review Panel*”) will review all Proposals received. Each evaluation criterion has been given a percentage based on its relative value. The criteria and each associated percentage are as follows:

<u>Evaluation Criteria</u>	<u>Weight</u>
Qualifications	50%
References	20%
Schedule and Cost	<u>30%</u>
Total	100%

6. **Selection.** Interviews 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 make presentations. However, Proposals may be accepted without discussion or interview. It is the intent of the City to use the above criteria in the evaluation of all proposals; however, the City reserves the right to modify the above criteria as deemed appropriate by the Review Panel. 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 Review Panel.

7. **General Information.** 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 April 14, 2014 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/government.rfps.html (which constitutes a written response). Entities responding to this Request are encouraged to review this website frequently. The City anticipates selecting one 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 Records Access Management Act (UTAH CODE ANN. § 63G-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 Records Access Management Act.

8. Special Matters. All Services performed pursuant to this Proposal shall comply with all applicable laws, ordinance, rules, regulations, and applicable standards of performance, including, but not limited to, status verification system requirement for contractors of Utah Code Ann. § 63G-11-103.

9. Terms of Contract. The successful Proposer will be required to enter into a written agreement with the City to provide the Services. If the selected Proposer and the City are unable to negotiate an acceptable agreement, then another Proposer(s) may be selected and negotiation will continue with such other Proposer(s) until an acceptable agreement is completed.

10. Contact Person. For further information or for American with Disabilities Act (ADA) accommodation, contact Mark McGrath, Community Development Director, mmcgrath@taylorsvilleut.gov, (801) 963-5400, 2600 West Taylorsville Boulevard, Taylorsville, UT 84129.

Exhibit “A”

BACKGROUND AND PROJECT OBJECTIVES

- 1. Project Overview.** The proposed study area is an important commercial hub within the City of Taylorsville located at the intersection of three major regional transportation corridors (Redwood Road, 5400 South, and Interstate 215). The City of Taylorsville seeks to bring this area back to its once prominent, vibrant and dominant regional commercial position by creating a progressive redevelopment strategy. Included in the strategy and as a specific component and Task 6 of the plan is analyzing the inclusion of and attracting a regional performing arts center and related businesses. Central to the plan is the requirement to present recommendations, actions, and plans to attract the right mix of attractive, vibrant and destination retail tenants within a mixed use setting that focuses on high levels of urban design and carefully blended land uses, including unique or place making public spaces.

This intersection has been “Main and Main” or the commercial heart of the community. Once an active center, it has fallen into disrepair and has seen the flight or closure of many businesses. It is imperative, and the city council’s prime goal, to renovate and revitalize this study area.

The purpose of this planning effort is to provide a vision document for future redevelopment in the area that will incorporate existing individual properties and land uses into a comprehensive and unified plan that integrates a reborn destination retail, entertainment or mixed use development with needed walkability, architectural quality, transit, streetscape, and site design

- 1.1.Study area.** The study area is the general vicinity of Redwood Road (1500 West to 1900 West) from approximately 5300 South to the I-215 interchange (approximately 5800 South) excluding Taylorsville High School (see the map that is attached as exhibit “B”) The study area consists of approximately 210 acres.

- 1.2.Current Land Use and Transportation Characteristics.** Land uses in the study area consist of a combination of retail/restaurant; high density residential; hotel; and office uses. The largest current land use category within the study area is regional commercial retail comprising about 2/3 of the study area. The majority of structures within the area were constructed between the early 1980s and mid-1990s. Very little new construction has taken place since the 1990s with the notable exception of the Walmart located at the southeast corner of the 5400 South Redwood Road intersection. Current zoning matches existing land uses.

Several existing transportation features within the study area combine to make transportation, circulation, access, and parking a key issue in the vicinity, including:

- a continuous flow intersection (CFI) at the corner of Redwood Road and 5400 South,
- existing traffic and traffic congestion (Redwood Road: 62,300 ADT and 5400 South: 39,800 ADT),

- the freeway interchange at I-215 and Redwood Road,
- existing and programmed future transit improvements on Redwood Road, and
- internal circulation improvements on private properties.

2. Project Objectives. Tasks and deliverables for this planning effort are more fully described in exhibit “C”. However the City has the following stated objectives in terms of the final product for this study:

2.1 Carefully blended mix of land uses. The Plan shall illustrate a desirable and appropriate mix of uses within the study area. Although it is envisioned that there will be a degree of mixed uses, based on the strategic location of the study area, retail, arts, and entertainment are projected to be the dominant land uses. In addition, the study should specifically consider and address the following uses:

- Restaurant
- Office
- Residential, including recommended densities
- Mixed use locations (i.e. multi-use structures)
- Public Spaces

2.2 Urban Design. Urban design shall play a significant role in the redevelopment strategy. Creating a place of lasting value is the fundamental principle of this planning process. Specifically the plan should address:

- Building placement
- Streetscape quality
- Walkability
- Building form and orientation
- View corridors
- Consideration for the public realm (i.e. public streets, sidewalks, etc.)

2.3 Transportation, Circulation, Access and Parking. The transportation, circulation, access and parking element of the project should address, at a minimum, the following:

- Internal access and circulation providing desirable building locations with necessary visibility and access.
- Appropriate access for properties directly adjacent to and near the CFI
- Attainment of the full potential of the adjacent freeway interchange
- Potential future transit (BRT, Enhanced Bus, etc.)
- Access management and transportation efficiency on Redwood Road and 5400 South

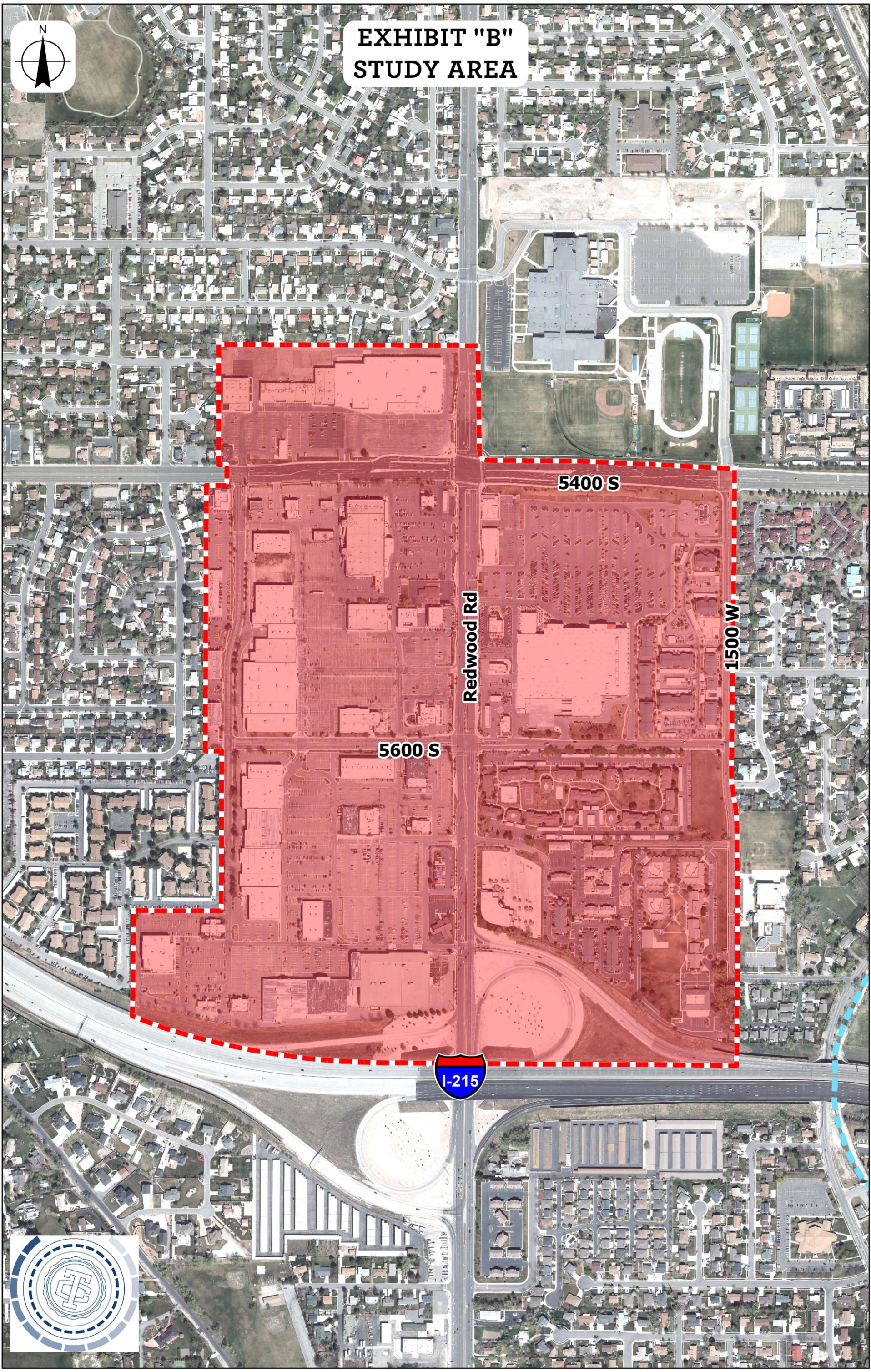
2.4 Implementation. Above all, it is important that the established vision for this study area be implementable and sustainable, having its foundation in current and future trends in commercial and entertainment development and buy-in from land and business owner and stakeholders

2.5 Inter-local Agreement Requirements. The following items are detailed in the inter-local agreement between Taylorsville City and Salt Lake County for mutual support and elements of the study and are included in the scope of services “Services”. Salt Lake County will also provide technical support and staff time for the project.

- Create a Vision Document for the Center Point Development Area that illustrates and provides a narrative of the vision and defines urban design standards, including but not limited to architectural style, streetscape design, building scale, and building orientation
- Analyze current and future market conditions and trends in the Center Point Development Area
- Evaluate current zoning in the Center Point Development Area and proposing any zoning changes necessary to facilitate the land use and urban design outlined in the Vision Document
- Plan and develop the Center Point Development Area as a potential Transit Oriented Development (TOD) site
- Assist with scenario planning by utilizing the tools the County developed through the HUD sustainability grant.



**EXHIBIT "B"
STUDY AREA**



5400 S

Redwood Rd

1500 W

5600 S



Exhibit “C”
SERVICES

Tasks and Deliverables:

Task 1: Work Plan and Project Management. Consultant team will meet with City Staff to refine the project schedule and work plan.

Deliverable: Detailed project scope, schedule for meetings, research steps, and future deliverables.

Task 2: Baseline Analysis, kick-off stakeholders meeting and Survey of Existing Conditions. Collect primary data, create block and parcel inventory, hold an initial kick-off meeting with principal stakeholders from the city, county and property owners, interview property owners, key community stakeholders and key business owners and managers, conduct market analysis, and review approved, conceptual and proposed projects within the study area, including:

- Proposed regional cultural arts facility and application
- Redwood Road Streetscape and Access Management Plan
- Redwood Road Transit Feasibility Study
- Center Point Community Development Area (CDA)
- Redevelopment, re-tenanting or renovation plans and timeframes of land owners

Deliverable: One or more technical memoranda including baseline evaluation, data analysis, and market assessment for the study area.

Task 3: Concept Designs and Alternatives Analysis. Consultant team will develop two or more preliminary sketch concept alternatives for review and direction by City Staff.

Deliverable: Multiple potential development options, preliminary estimated development budgets, and preliminary pro forma analysis for each scenario.

Task 4: Complete Vision Document and Small Area Master Plan. Based on the preferred alternative from Task 3, complete (1) vision document for the area and (2) a detailed small area plan including but not necessarily limited to the following:

- Proposed land use plan, including
 - i. Detailed recommendations to create optimal locations for a regional performing arts center, anchor retail, and other complementary land uses.
 - ii. Proposed zoning amendments

- iii. Recommendations for land use, retail, entertainment and public spaces if the performing arts center is not located in the study area
- Proposed transportation/circulation plan that takes into consideration:
 - i. Existing public streets
 - ii. Potential new public or private streets (internal circulation)
 - iii. Potential expanded transit on Redwood Road and linkages to this area
 - iv. Pedestrian and bicycle facilities
- Proposed basic architectural design standards, including:
 - i. Recommendations for materials, colors, fenestration, etc. that would provide architectural harmony and compatibility within the study area while minimizing limits on architectural expression and creativity
- Proposed urban design standards, including:
 - i. Streetscape design standards
 - ii. Landscaping and street trees
 - iii. Building form, scale, height, massing, location, and orientation
 - iv. Public art, plazas, water features, playgrounds, and other common areas and public spaces
 - v. Signage
- Proposed parking strategy (location, quantity, access, design)
- Program of recommended implementation measures including estimated costs
- Presentation quality illustrative site plan, illustrating:
 - i. General layout of the proposed redevelopment scheme
 - ii. Proposed locations for key land uses, specifically for a regional performing arts center and anchor retail facilities
 - iii. Proposed locations for complementary land uses, such as restaurant, small medium and large format retail, office, residential, mixed use structures, etc.
 - iv. Proposed locations for parking, roads, access points, etc.
 - v. Common spaces, plazas, green spaces, etc.
 - vi. Urban design principles
- Ensure that the Vision document and Small Area Master Plan meet the criteria of the inter-local agreement including:
 - (i) Create a Vision Document for the Center Point Development Area that

illustrates and provides a narrative of the vision and defines urban design standards, including but not limited to architectural style, streetscape design, building scale, and building orientation;

(ii) Analyze current and future market conditions and trends in the Center Point Development Area

(iii) Evaluate current zoning in the Center Point Development Area and proposing any zoning changes necessary to facilitate the land use and urban design outlined in the Vision Document and;

(iv) Plan and develop the Center Point Development Area as a potential Transit Oriented Development (TOD) site.

Deliverables: (1) *Vision document* illustrating the redevelopment strategy for the study area, including the elements articulated above and (2) *Small area master plan* that can be considered for adoption as an addendum to the Taylorsville General Plan.

Task 5: Stakeholder and Community Open House. Conduct a community open house to:

- Receive public input on the draft proposed Plan

Deliverable: Meeting announcement and agenda; PowerPoint and/or presentation boards for public meeting; meeting summary including information and input collected.

Task 6: Family Center North Initial Plan. By June 24, 2014, draft and present an initial document and plan containing initial recommendations, site plan, findings and concepts for the west side of Redwood Road. This plan will specifically address siting and supporting amenities and businesses for the Salt Lake County Mid-Valley Regional Performing Arts Center.

Presentation quality illustrative site plan, illustrating:

- General layout of the proposed redevelopment scheme
- Proposed locations for key land uses, specifically for a regional performing arts center and anchor retail facilities
- Proposed locations for complementary land uses, such a restaurant, small medium and large format retail, office, residential, mixed use structures, etc.
- Proposed locations for parking, roads, access points, etc.
- Common spaces, plazas, green spaces, etc.
- Urban design principles
- Integration with existing buildings and uses

Deliverable: Presentation materials, write-up and site plan to be included with the city's performing arts application.

Exhibit “D”

GUIDELINES FOR RESPONSES

Submit Responses in a sealed envelope or package. Sealed envelope or package must clearly state: “Vision Document and Small Area Master Plan for the Vicinity of 5400 South and Redwood Road.”

Proposals shall include materials and responses that completely address to all of the elements, sections and exhibits of this RFP.

The format for the Proposal is as follows:

1. Color is allowed.
2. 8-1/2” x 11” page sizes.
3. Paginate pages.
4. One (1) inch margins (exceptions: Consultant Name/Logo and Page Headers/Footers may be within the margin).
5. Size 12 Font.
6. Except for unbound copy, bind Responses on left side.
7. Provide tabs for each section of the Response.
8. Front and back cover pages.
9. Not to exceed 50 sheets of paper, double sided (copy of general contractor license, signed acknowledgments, introduction letter, and representation not counted towards 50-page limit).

CERTIFICATION

The undersigned Proposer certifies that it has not:

1. Provided an illegal gift or payoff to a City officer or employee or former City officer 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 officer or employee to break any 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: _____