



City of Taylorsville, Utah

Request for Statement of Qualifications for Professional Services

Commercial Center Master Planning and Revitalization Studies

Issued: Wednesday January 11, 2019

Statement of Qualifications Due: Thursday January 31, 2019, 2:00 PM MST

INTRODUCTION AND DESCRIPTION OF PROJECT

OVERVIEW

The City of Taylorsville, Utah (the “City”) is soliciting Statements of Qualifications from qualified individuals, firms, or teams of consultants (the “Respondent(s)”) with demonstrated experience in land use planning, small area design and programming, retail development, transportation planning, market analysis and related technical issues to review the City’s current major retail and commercial centers and to produce an implementable vision, plan, and study (the “Project.”)

The outcome of the Project will be a clear, insightful, visual and engaging plan for overall commercial redevelopment in the City and visual plans and fiscally viable options for each individual area. This request for Statements of Qualifications (“SOQ”) seeks to identify potential Respondents for the services described herein. Respondents that respond to this SOQ and which are determined by the City to be sufficiently qualified may be deemed eligible and invited to give a presentation and/or submit a more detailed proposal for these services. All Respondents to this SOQ are subject to instructions communicated in this document and are cautioned to completely review the entire SOQ and follow instructions carefully. The City reserves the right to reject any or all SOQs and to waive technicalities and informalities at the City’s sole discretion. The City may reject a submitted statement of qualifications if the City determines that the vendor is not responsible or responsive, is in violation of applicable state statutes, has engaged in unethical conduct, receives a performance rating below the satisfactory performance threshold specified in the SOQ, or does not meet the mandatory minimum requirements, evaluation criteria, or applicable score thresholds stated in the SOQ.

GENERAL INFORMATION

The City was incorporated in 1996 as Utah’s Centennial City and is the most densely populated City in Utah with a current population of about 60,433. Taylorsville is a true suburban community with nearly one-third of its residents commuting to Salt Lake City for work each day. About 35% of the existing housing stock is multi-family with the majority of the housing being single family and a couple of large senior housing communities. Taylorsville is nearly built out with very little open space or green fields to develop. Work has started on a new 72,000 square foot Mid-Valley Regional Performing Arts Center (“PAC”) to be located next to Taylorsville City Hall. Likewise, the EA for the Midvalley Bus Rapid Transit Line (“BRT”) on 4700 South that connects the light rail station to the light rail and commuter rail stations in Murray and West Valley will be done in February of 2019. The City is just 20 minutes from the Salt Lake International Airport. The City is completely surrounded by the cities of West Jordan, West Valley, Murray, and Kearns Township.

Prior to 1996, the City was an unincorporated area in Salt Lake County and subject to the County’s land use, zoning, and approvals. Development approvals and construction followed standard design and development standards of the 1940s through 1980s. The City incorporated to control its future, to be more creative, and to be responsive to its residents. As with all west-side cities and communities in Salt Lake County, residential construction has been fast-paced and pronounced throughout the last four decades and has included mostly basic homes and neighborhoods. People enjoy living in Taylorsville due to quality of services, transportation

systems, convenient access to all parts of the county, parks, and lower cost of government. The City contracts with several groups to provide basic services including police, fire, parks, sanitation, animal control, and engineering.

The City is currently working on the following updates and plans:

- General Plan update
- City Center landscape and use planning in conjunction with the PAC
- Review and updating of Transit Oriented Development (“TOD”) section of the city code and visioning for TOD along the new BRT route
- Traffic and pedestrian improvement studies on the main transportation corridors on 4700 South, 5400 South, and Redwood Road
- Site-specific safety improvements at several intersections
- Conversion of 6200 South and 4700 South and Bangerter Highway from intersections to interchanges
- Final design and engineering of the BRT route and system

The major commercial areas in the City were built in the 1970s through 1990s. They are aged, underutilized, and lack vision. Some property owners are reticent to invest in their properties, while others have invested in their centers. At one point, the core commercial centers on 5400 South and Redwood Road were 60% vacant. New owners secured two of the properties, demolished structures and constructed several new buildings. However, the reconstruction of these centers is based on outdated footprints and plans from the 1970s and 1980s. New vision, vitality and anchors need to be identified for these centers as lifestyles, transportation, workstyles, housing options, retail trends, and shopping habits evolve.

TAYLORSVILLE – A 20/20 VISION

Taylorsville’s Mayor and City Council are keenly focused on the future. They are working to bring sharpness and clarity to the direction of the City - a perfect 20/20 vision for Taylorsville. Mayor Kristie Overson has said, “We want everyone to come together and not only define what they want for Taylorsville but work to implement that vision. There is so much happening here. My hope is to continue to build on all of the city’s successes in making our city even stronger.”

Mayor Overson, City Council members, City administrators and staff met at the end of last year to hone that vision. The goal is to implement priorities of the City’s elected and appointed leaders based on the input and feedback of their constituents. Efforts include bringing new businesses and housing to the City and plans for prime development locations, transportation, and land use. Toward that end, the 20/20 vision depends on collaboration and involvement.

“We have been working with key stakeholders, as well as elected officials and government colleagues with shared constituencies, to maximize resources in meeting these goals,” Mayor Overson said. “Our vision focuses on new business and economic growth taking place across the City, as well as development opportunities and projects on the horizon.”

GENERAL SCOPE OF WORK

This SOQ is the first stage of a multi-stage Request for Proposals (“RFP”) process. Participation in other stages of this process will be limited to qualified Respondents. Selected qualified Respondents will be required to participate in a subsequent Request for Proposals. The Respondent selected from the RFP shall be able to deliver the following services for the Project. If sub-consultants are anticipated to be used for any portion of the work, the sub-consultants shall be identified and pertinent information related to their aspect of the team and function shall be included. See Exhibit A for core commercial areas for the study.

The study shall address the following:

- Site inventory and analysis of existing site conditions
- Scenario planning including, preliminary redevelopment plans and land use options
- Real estate market analysis for each planning scenario and various land uses, including a high level fiscal impact analysis
- Review of retail in the Taylorsville area, including space demand, site utilization, financial viability of proposed changes, and market overviews.
- Concept designs and layouts for the commercial centers
- Evaluate land use changes and the proper density and intensity needed.
- **How does it affect land use?**
 - A focal point of this plan and study is the relationship of land use, housing options, and transportation. As the nature of retail and shopping patterns evolve, the questions to be addressed include:
 - How much physical retail space is needed?
 - Are big box stores an anchor to the center or is it residential density?
 - Which centers should be redeveloped as commercial?
 - Which centers should become true mixed use with the composition of retail, entertainment, office, services, and multiple types of residential?
 - What type of residential units should be developed in the identified commercial centers and at what density?

Final products and deliverables:

Deliverables include, but are not limited to, the following:

- Concept proposals
- Small area plans
- Designs for the centers to maximize transportation connections and land use
- Recommendations for future transportation integration
- Fiscal evaluations of options

Additional Elements:

The scope of study can also be expanded to include:

- General plan elements update
- Transit oriented development ordinance updates
- Transit oriented development corridor study

- Evaluation of additional areas of the city as identified on Exhibit B for land use changes and planning

SUBMITTAL REQUIREMENTS

Respondents shall include the information listed below in their SOQ submittal and shall submit it in the format described below.

1. **Coversheet:** List in the SOQ the name of Respondent’s firm, and the name, address, telephone number, and email address of a contact person for questions concerning the proposal submitted.
2. **Qualifications & Experience of the Firm:** Provide a brief history and organization of the firm, the legal entity that will enter into the professional service agreement (“PSA”), the location of the office where the work will be performed, and the name and title of the person that is authorized to enter into a PSA (must be an officer, partner, or member of the firm).

Provide a narrative of Respondent’s prior experience and qualifications as it pertains to the above scope of work and provide a list of projects with similar scopes.

3. **Project Team:** Provide a list of the project team members (including the office location where they currently work) that you propose to use and identify the responsibility of each team member. List any sub-consultant firms that will support your firm. All sub consultant employees that may be on the team are not required to be listed, but Respondent shall list their supervisor. Provide a brief resume for each person listing specific similar project experience, educational experience, and licensure/certifications. List their specialty or role on the team and their office locations.
4. **Project Management:** Demonstrate Respondent’s project management, approach to the project, including public outreach, stakeholder participation or engagement plan, and quality control methods that will be employed by Respondent. This section shall also include an organizational chart with each team member (including sub-consultant supervisors) and their roles with responsibilities.
5. **Capacity and Response Capability:** Provide a statement of Respondent’s current workload and capacity to meet the project schedules.
6. **References:** Provide the name, address, and telephone number of at least three (3) references familiar with the quality of work performed by Respondent of similar nature as contained in the above Scope of Work. By submission of the references, Respondent is authorizing the City to contact these references.
7. **Legal, Safety, Insurance, and Financial:** Provide documentation of any history of litigation during the past ten years that Respondent has been involved in that is associated with project performance or professional liability. Also provide a short

statement of any safety problems that Respondent may have encountered in projects designed or inspected by Respondent. Also, please include a statement or other information to describe the Respondent's general financial standing and current insurance coverage.

8. **Other Supporting Data:** Include a maximum two (2) page summary of the firm's submittal and any other information you feel to be relevant to the selection of your firm that would make the firm uniquely qualified to perform the Study. Please include any experience with grants and projects with multiple funding sources. Also include information regarding DBE, HUD, and MBE qualifications, if any.

The SOQ shall not exceed thirty (30) pages, including the cover, back page, letters of introduction, and table of contents. Clear, external binder pages shall not be included in the page count. Font size shall be no smaller than ten (10).

EVALUATION CRITERIA

Statements of Qualifications will be evaluated based on the categories and weighting set forth below:

1. **Qualifications of the Firm, Project Manager and Project Team (50%)**
The qualifications of the firm, project manager, and project team to provide the requested services as outlined in the General Scope of Work. Preference shall be afforded to Respondents that clearly identify the project manager and team personnel that will be assigned to the project, and that adequately demonstrate sound project management and quality control methods employed by the team.
2. **Project Approach (45%)**
 - a. Approach to planning, organizing, and project management, including communication procedures, approach to problem solving, quality control, innovation, and other similar factors.
 - b. General summary of how the Study would be performed.
 - c. Project schedule, including capacity to meet the project schedule.
 - d. Public outreach, stakeholder participation or engagement plan, and quality control methods that will be employed by Respondent.
3. **Project Summary (5%)**
Summary of Respondent's SOQ and any additional information that makes the firm uniquely qualified to perform the Study.

SELECTION PROCESS

This SOQ provides information necessary to prepare and submit qualifications for consideration and ranking by the City. City staff will analyze and evaluate the SOQ. The selection committee will rank the Respondents in order of the most qualified, based on demonstrated competence and qualifications to perform the services and then make a determination as to whether or not an informal meeting will be required of the top-ranking Respondents. Upon authorization,

and following the RFP process, City staff will select a final Respondent and request a contract for review and execution. Further refinement of terms, scope and price may be done as part of the contract review and approval process. By submitting its statement of qualifications in response to this SOQ, Respondent accepts the evaluation process as outlined in the above section, acknowledges, and accepts that determination of the “most qualified” Respondent may require subjective judgments by the City.

All questions regarding this SOQ must be directed by e-mail to: Wayne Harper, Economic Development Director, with cc to Mark McGrath and Jen Andrus no later than 2:00 pm on Wednesday, January 23, 2019.

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