

REQUEST FOR QUALIFICATIONS

Springville, Utah

Comprehensive Update to General Plan

RFQ 2023-10

Issued: November 20, 2023

Due: January 16, 2024 – 5:00 PM MST

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SUMMARY

RFQ TITLE	Comprehensive Update to Springville General Plan RFQ 2023-10
DEADLINE FOR SUBMISSIONS	January 16, 2023 – 5:00 PM MST
SUBMIT TO:	Electronically via Scquest: Or Hand deliver or mail an electronic media copy in a sealed envelope to: Springville Finance Department Attn: Bruce Riddle 110 S Main Springville, UT 84663 Submissions will not be accepted via email
LABELING	All submissions must be clearly labeled. Proposer’s Name and Address TITLE: Comprehensive Update to Springville General Plan
DIRECT ALL INQUIRIES TO:	Carla Wiese, Economic Development Specialist/Planner Community Development Email: cwiese@springville.org (preferred) Phone: 801-491-7839 Office Hours: M-F 8:00 AM to 5:00 PM
FORMAT OF SUBMITTALS	Electronic submittal through Scquest or mail or hand delivery as listed above.

Purpose of RFQ

Springville, Utah’s Art City, seeks qualified consultant firms to provide their qualifications for updating Springville’s General or Comprehensive Plan and a corresponding comprehensive zoning code update.

The City intends to procure a professional team or multiple teams to assist in the following elements of the planning process.

1. Public Engagement

2. Quantitative research and analysis, including economics, land use, demographics, and transportation.
3. Plan drafting
4. Plan design and communication
5. Adoption

Additionally, the City plans to complete a City-wide zoning code overhaul and calibration, potentially including objective design standards, as a follow-up process. The entire General Plan process will be conducted in anticipation of this step, and responding firms should have experience in code writing and calibration so that the regulatory implications of each general plan provision are well considered during plan drafting.

Responding firms are invited to submit qualifications as teams addressing the full scope of services above or as individual firms handling specific process elements. The city may contract with one or more firms or groups to complete the specified work.

At the close of the Request for Qualifications, the City will select a short list of respondents to solicit additional information, interviews, and specific proposals.

The updated General Plan will guide future land use, housing, infrastructure, transportation, and economic development. The desired outcome is to have a General Plan that will direct future planning efforts and effectively communicate the City's priorities and intentions to any reader.

Springville City intends to employ the American Planning Association's Comprehensive Plan Standards for Sustaining Places and apply a systems approach in place of the traditional comprehensive planning model, which addresses topics such as land use and transportation as stand-alone elements.

Additionally, the City intends to explore and clarify the plan's scope through a robust public engagement process to allow the planning framework to evolve and solidify. From the beginning of the process, we want to understand the interests of our citizens, businesses, and other stakeholders.

Background: Springville City

Concurrent Planning Efforts

Springville City has made concerted efforts to ensure that planning efforts keep pace with the changing world and that policies align with the city's vision and identity. The General Plan is the keystone of all planning endeavors and provides a holistic framework for City leaders and staff as they fulfill their role as stewards of the public trust. The following plans have recently been adopted or are in process.

- Parks, Recreation, and Trails Master Plan
- Lakeside Community Plan (Lakeside Landing Special District Overlay)
- Active Transportation Plan
- 1600 South Area Plan
- Reframing Downtown: The Downtown Main Street Corridor Plan
- The Springville FrontRunner (Commuter Rail) Station Area Plan
- Arts Master Plan
- North Main Street Plan

- Transportation Plan

The General Plan should not duplicate the work of other planning efforts, but the integration of planning efforts is crucial to the success of each and all. Consultants will need to address the coordination of efforts and information gathered so that the result is a holistic framework to guide the future of Springville City.

Plan Structure and Coordination with Existing Plans

Springville City utilizes citizen boards to provide feedback on specific topics to our elected officials, administration, and staff. To further the goal of applying a systems approach to the planning process, the General Plan should address the focus areas of each citizen board when developing the required and optional elements of the General Plan. The city services under the purview of each of the boards are listed below. These services should be addressed as part of the systems approach and coordinated with existing master plans.

Utility Board

- Transportation
- Culinary Water
- Pressure Irrigation
- Wastewater Collection and Treatment
- Storm Drain
- Solid Waste
- Utility Board Master plans are available for review at <https://www.springville.org/public-works/engineering/master-plans/>

Parks, Arts, and Recreation Board

- Parks and Recreation
- Springville Museum of Art ([Mission Statement](#))
- Public Arts

Community Board

- Community Services (library, senior citizens, [public safety](#), code enforcement)
- Community Identity
- Economic Development
- Environment

Essential Elements

Land Use

Survey and analysis of current and future land use and land use patterns. Research should include an inventory of existing and future land uses and development patterns. Also to be studied are the impacts of development patterns/land use on water conservation, infrastructure, and public safety. While all of Springville is dealing with pressure to develop, particular areas have specific needs and will need to be considered on a small area scale. These areas are:

- East side of the I-15 corridor from 400 South to north city limit. (focus north of Hobble Creek.)
- SR 51 to US 89 from 800 S to the south city limit.

Housing

Recent legislative amendments to state requirements must be incorporated into the General Plan's Moderate-Income Housing (MIH) element. The MIH element must accurately assess needs and identify solutions and barriers.

The housing element should also evaluate the current and future supply of missing middle housing. This element should further assess the feasibility of permitting the next increment of development across the city to allow the city's housing stock to respond quickly and dynamically to the market.

Transportation

Springville seeks a transportation element that evaluates mobility solutions for all travel modes. Springville's existing transportation master plan is undergoing a mid-cycle update and can be found at <https://www.springville.org/public-works/engineering/master-plans/>. The transportation element will shape the evolution of Springville's roadway functional classification standards and encourage holistic evaluation of the function of each facility in its context. Travel Demand Management (TDM) best practices will be tailored to meet Springville's unique needs and characteristics and facilitate the efficient use of existing infrastructure. TDM should also guide land use decisions and parking management by analyzing the connection between land use and transportation. Concurrent planning efforts, including the Springville Station Area Plan and Main Street Corridor Study, should be integrated into the transportation analysis, and recommendations should encourage supportive land use, environmental stewardship, air quality, housing, and employment. The next comprehensive update of the transportation plan is anticipated to use the General Plan Transportation and Circulation Element as a policy framework and address TDM strategies directly.

This section will explore a framework for context-sensitive street and intersection typologies to improve mobility and safety in existing neighborhoods, facilitate mobility and safety in developing neighborhoods, and provide more granular descriptive classifications than traditional terminology (i.e., arterial, collector, local).

Water Use and Preservation

Per 2022 amendments to the Utah Land Use Development and Management Act, water use and conservation will be a required element in the General Plan update. The consultant team must demonstrate familiarity and understanding of these provisions and the ability to accurately identify strategies and policies necessary for the City to comply. Springville's Culinary Water and Pressure Irrigation master plans were adopted in 2020 and can be found at <https://www.springville.org/public-works/engineering/master-plans/>

Additional Elements

Discretionary elements of the General Plan to be included are

- Urban Design
- Economic Development
- General Plan Level Analysis of and Policy Recommendations for Public Facilities and Services

- Library
- Wastewater Collection and Treatment
- Storm Drain
- Solid waste
- Power
- Parks and Recreation
- General Plan Level Analysis of and Policy Recommendations for Arts and Culture
 - Springville Museum of Art
 - Public Arts

Demonstrated ability to provide analysis, including opportunities and strategies for implementation, will be integral to each of these elements.

Submittal Requirements

All submittals shall identify which process elements the respondent proposes to complete.

1. Public Engagement
2. Quantitative research and analysis, including economic, land use, demographic, and transportation.
3. Plan drafting
4. Plan design and communication

Each submittal shall include examples of other projects that demonstrate experience in the proposed process elements in comparable communities and have the information in the order listed below within the indicated page limits. Although the comprehensive code update and calibration will be procured separately, firms should have experience in code writing and calibration so that the regulatory implications of the general plan are well considered during plan drafting.

Cover Include project name, respondent name, and date

Section 1 Cover Letter – Introductory cover letter identifying:

- the lead firm,
- contact information for the proposed project manager,
- which process elements the respondent proposes to complete,
- a statement that the respondent has reviewed this RFQ, including a list of each specific addendum that the City may subsequently issue (2 pages max)

Section 2 Team Organization – Overview of the team organization indicating the lead firm and lead individual for each component of the work (2 pages max)

Section 3 Summary of Qualifications – Statement of project understanding and summary of qualifications and approach to perform the work and meet the City’s goals based on the team’s skills and experiences (4 pages max)

Section 4 Relevant Experience – Descriptions of no more than five projects that are comparable to each of the respondent’s selected process elements and other aspects relevant to this project. Each description should generally include the following (2 pages max per project):

- Name, location, and description of the type of project, including project size
- The members of the proposed consulting team that were involved and the services they performed
- Project process and project management methods
- Project timeline, planned vs. actual
- At least one reference with contact information

Section 5 Firm Descriptions – Description of each participating firm such as history, services offered/general experiences, number of employees, location of offices (2 pages max per firm)

Section 6 Resumes – Resumes for the key project personnel shown on the chart contained in Section 2, including the location of the primary office to which they are assigned (2-page max per individual)

Format Requirements of Submittals

Proposals will be submitted electronically through Sciquest, or an electronic copy may be hand-delivered or mailed to the address listed in the summary table at the beginning of this document. The City reserves the right to reject submittals that fail to contain all required information or follow the instructions in this RFQ.

Consideration of Qualified Submittals

Proposals will be reviewed by the qualifications review committee, including the Mayor, City Administrator, the Community Development Director, and the Economic Development Specialist/Planner. The committee will make the final shortlist selection.

When selecting the shortlist, the City and Committee will consider responses, interviews, general qualifications, project history, and any other information included in this RFQ.

The shortlisted respondents will then be invited to submit cost proposals for the project.

Addenda and Clarifications of Proposals

Any addenda to this RFQ will be posted on the City's website and at [Sciquest](#). All respondents are responsible for checking the website regularly for any addenda and shall acknowledge each addendum by number in the cover letter to be included in Section 1 of the submittal. Failure to receive or acknowledge an addendum may result in the rejection of the submittal.

During the evaluation of qualifications, the City reserves the right to contact a proposer to request additional information to clarify RFQ responses, reject proposals that contain errors, or waive disqualifying errors at its sole discretion.

Evaluation Criteria

Consultant Team: 40%

- a) Years and types of experience in the field
- b) Diversity of services provided, including planning, public engagement, project management, etc.
- c) Ability to complete the project within the desired timeline
- d) Professional and project references

Experience to successfully undertake this project: 60%

- a) Experience with similar general/comprehensive plan processes
- b) Experience with managing a public engagement process
- c) Experience with data collection and evaluation
- d) Capability to provide the required essential elements of the general plan
- e) Proven capacity to deliver the project requirements on time and within budget
- f) Demonstrated experience and understanding of statutory requirements, including 2022 legislative changes to General Plan requirements for Moderate Income Housing and Water Conservation elements.
- g) Overall ability to deliver a general plan that is concise, illustrative, and action-oriented.
- h) Evaluation of previous plans. Are they implementable and conceived with the community's regulatory framework in mind?

Pre-Submittal Conference

The city will hold a pre-submittal conference via online conferencing. The specific online platform and an invitation to log in will be emailed to interested persons in advance. Before the pre-submittal conference, please email Heather Goins at hgoins@springville.org to RSVP and to receive the online conference link. The conference will include a brief presentation by the City and a question-and-answer session. Attendance is optional but strongly recommended.