

CLEARFIELD CITY CORPORATION

REQUEST FOR QUALIFICATIONS



DOWNTOWN CLEARFIELD FORM-BASED CODE UPDATE

PROJECT SUMMARY	
Location	Clearfield City, Utah
Work Discipline	Ordinance Writing and Formatting
Municipal Contacts	
Primary Contact	Brad McIlrath, Senior Planner
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Secondary Contact	Spencer W. Brimley, Community Development Director
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Instructions	
Date of Request	February 12, 2019
Submission Deadline	February 28, 2019, 2:30 p.m.
Anticipated Completion Date for Work	June 30, 2019
Submittal Instructions	Electronic submittal required. Proposals will be received electronically at the office of the City Recorder, of Clearfield as submitted by each proposer through Sciquest until 2:30 p.m. on February 28, 2019. RFQs will not be accepted after that time. Prior to submitting a proposal, proposers MUST register at Sciquest .

DOWNTOWN CLEARFIELD FORM-BASED CODE (FBC) SCOPE OF WORK

BACKGROUND

The *Downtown Clearfield Form-Based Code* was adopted in June 2018 as the result of a multi-year visioning effort to identify and create a “Downtown” in Clearfield City. The creation of a form-based code to guide development of the downtown area was recommended in the *Creating Downtown Clearfield Small Area Plan*, which was completed in 2016 and added as an exhibit to the City’s General Plan. Along with a market analysis completed in 2015, the small area plan provided the vision for the downtown area. As such, additional visioning is not necessary as part of this scope of work. Please refer to the General Plan located on the Clearfield City website to familiarize your group with the downtown vision, plan and objectives. Since the adoption of the plan, Clearfield City staff fine-tuned this tool for redevelopment and identified necessary revisions needed for the plan to be most effective in accomplishing the agreed upon vision for the downtown area. Due to limited time and resources, Clearfield City is requesting assistance from qualified professionals to aide in this effort.

PROJECT VISION & OVERVIEW

As stated above, the vision for the downtown area has been established through the *Creating Downtown Clearfield Small Area Plan*. Qualified applicants are expected to be familiar with established vision and its implications on the creation and revision of the FBC. Clearfield City has a vision to create a vibrant and walkable downtown along the State/Main Street (SR-126) and 700 South (SR-193) corridors. Revisions to the FBC include, but are not limited to the following:

- Clear identification of street types and streetscape design for each street type, including identification of areas needed for dedication of public right-of-way improvements.
- Clarity within the FBC document and removal of unnecessary standards and wording.
- Consistency within the document with the development standards.
 - This includes ensuring that the standards are consistent with high quality urban development seen with developments in other areas along the Wasatch Front.
- Updated and more applicable graphics, as well as updates to tables within the code.
- Increased detail for development standards in order to promote high quality sustainable design and promote a walkable urban environment.
- Ensure that the purpose for and use of open spaces in the downtown with modifications of the existing standards align with the area vision.
- Recommendation for proper sizing of developments with regards to minimum development acreage by either a project, or lot area.
- Revisions for standards, code language, and appropriate formatting for the document.

REVIEW AND ANALYSIS / TASKS

This project is a hands-on code document revision that will require coordination with Clearfield City staff and potentially other agencies including UDOT. The process may include the following tasks and work items.

Task 1: Existing Code & Vision Review

- ☐ Confirm vision for Clearfield's downtown based upon the small area plan.
- ☐ Understand details of form-based code issues and needed revisions.
- ☐ Develop a work plan to complete project on time.
- ☐ Meet with City planning staff to review plan, concerns, and develop a workflow.

Task 2: Code & Graphic Updates

- ☐ Identify code areas to be reduced/eliminated.
- ☐ Identify code areas to be revised for increased clarity, consistency, and higher development standards.
- ☐ Conceptual graphics identified for development of streets, streetscape, buildings, and building materials. (i.e. Street ROW: sidewalk width, furnishing zone, bike lanes, on-street parking etc., street benches, tree grates, trash cans, street trees, street lighting, building colors & materials, window design, entry types, and so on.)
- ☐ Identify best practices for development and standards to support those practices that can feasibly be implemented through development.
- ☐ Consolidation of standards for ease in administration of regulations
- ☐ Development of end-user process and checklists.
 - Development review process creation.
 - Checklists for application completion.
- ☐ Meet with City planning staff formally and have constant communication throughout.
- ☐ Work Session with Planning Commission and City Council

Task 3: Street Cross Section Updates

- ☐ Provide clear direction and design standards for the Main Street / State Street Cross Section along with 700 South.
- ☐ The cross section is to provide detailed information regarding materials within the public right-of-way that includes: bicycle infrastructure, a furnishing zone, walkable sidewalks, on-street parking if possible, and materials for benches, street lighting, tree grates, trash receptacles, etc.
- ☐ Creation of CAD and/or other drawings to illustrate areas with existing right-of-way that is sufficient to provide these improvements and areas that may require dedication to provide the necessary area to provide the public improvements required by the code.
- ☐ All of the street cross sections and development standards are to be guided by complete street principles.

Task 4: Draft Updates

- ☐ Final drafts of code text revisions.
- ☐ Final drafts of graphic updates.
- ☐ Final drafts of materials/standards for street furniture, lighting, tree wells, etc.
 - References to companies that provide those items.
- ☐ Updated development review process and associated checklists.

Task 5: Final Adoption

- ☐ Presentation support of updates to Planning Commission
- ☐ Presentation support of updates to City Council
- ☐ Final revisions and production of project deliverables to Clearfield City
 - Hard copies and electronic copies (Indesign, pdf, CAD, etc.)

DELIVERABLES

1. Hard Copies of FBC (Min. of 5)
2. Electronic Copies of FBC (Indesign files, PDF, CAD drawings, etc.)
3. Development Process Chart
4. FBC Checklist
5. Design Standards (Public Improvements, etc.)
6. New Street Cross Sections within the Form Based Code Area
7. Brochure or handout providing overview for the FBC

BUDGET & TIMELINE

The budget for the proposed revisions to the Downtown Clearfield Form-Based Code will consist of City funds, as well as in-kind City staff and volunteer time. Clearfield City staff will provide time and review as required to oversee the project and ensure that the project is completed on-time and within budget. The budget includes:

1. The time used to review and rework the document, additions to the document, meetings with City staff, project deliverables, and
2. Public meetings for the adoption of the updated plan. It is expected that the project should be completed within 3-4 months and conclude no later than the end of June 30, 2019.

Project Budget (total): \$45,000

INSURANCE REQUIREMENTS

Contractor shall maintain or cause to be maintained on its behalf insurance policies of the types required below with insurance companies authorized to do business in the State of Utah, (i) having a Best Insurance Reports rating of “A” or better and a financial size category of “X” or higher, or (ii) otherwise being acceptable to the City with coverage limits and provisions at least sufficient to satisfy the requirement set forth below:

1. Workers' Compensation Insurance: Statutory workers' compensation insurance (Part A). Such insurance shall also include employer's liability (Part B) insurance in a limit of no less than \$1,000,000 for each: accident, disease, employee. No owner or officer may be excluded.
2. General Liability Insurance: Commercial general liability insurance on an occurrence basis arising out of claims for bodily injury (including death) and property damage. Such insurance shall provide coverage for ongoing operations and products-completed operations, blanket contractual, broad form property damage, personal and advertising injury, independent contractors and sudden and accidental pollution liability [pollution liability arising out of a hostile fire] with a \$2,000,000 minimum per occurrence limit combined bodily injury and property damage, with a \$3,000,000 minimum aggregate limit, provided the general policy aggregate shall apply separately to the Contractor on a per project basis. Any aggregate limit that does not apply separately to the premises shall be at least double the required per occurrence limit.
3. Automobile Liability Insurance: Automobile liability insurance for the Contractor's liability arising out of the use of owned (if any), leased (if any), non-owned and hired vehicles of the Contractor, with a \$3,000,000 minimum limit per accident for combined bodily injury and property damage and containing appropriate no-fault insurance provisions wherever applicable. All owned and/or leased automobiles shall be covered using symbol "1" (any auto).
4. Misc. Professional Liability: Shall maintain appropriate professional liability insurance in an amount not less than \$3,000,000.

APPROVAL PROCESS

1. Work Session Presentation (Minimum of 1)
 - a. The consultant will work with staff to make formal presentation for the review of the document with the Planning Commission and the City Council in a joint work session.
 - b. The consultant will be responsible to make any changes that may become necessary between presentations.
 - c. An additional meeting may be scheduled at the discretion of the City Council or City staff.
2. Public Hearing Presentations (Minimum of 2)
 - a. The consultant will work with staff to make formal presentations to the Planning Commission and City Council in public hearings for the adoption of the revised plan.
 - b. The consultant will be responsible to make any necessary changes that may become necessary between presentations and after final City Council decision to ensure the document is complete and prepared for public review and implementation.