



REQUEST FOR PROPOSALS

2018 GENERAL PLAN UPDATE

Section 1: Introduction

Vineyard City is seeking a qualified consultant to assist staff with a comprehensive update to the City's General Plan as required by Utah State Code 10-9a-401. Proposals will be received until 5:00 PM, May 14, 2018, at the Vineyard City Offices, 125 South Main Street, Vineyard, Utah 84058.

Section 2: General Instructions, Terms and Conditions

1. Interested consultants should submit five (5) bound hard copies, and one (1) electronic copy of their proposal for services. Proposals or unsolicited amendments to proposals arriving after the proposal submission deadline will not be considered.
2. Proposals shall provide all required information listed in Section 9 of this RFP.
3. Proposals shall be received by **5:00 PM Monday, May 14, 2018.**

Attention: Morgan Brim, Community Development Director
City of Vineyard
125 South Main Street
Vineyard, Utah 84058
morganb@vineyardutah.org

4. Proposals shall be binding for 90 days following the delivery date and time. The City of Vineyard reserves the right to reject any and all submissions and to waive any technicalities deemed to be in the city's best interest.

Section 3: Conditions of Award

An evaluation team will evaluate the submitted proposals. The city reserves the right to: 1) reject any or all proposals, or to make no award; 2) require modifications to initial proposals; 3) negotiate or 4) make partial or multiple awards. The city further reserves the right to excuse technical defects in a proposal when, in the sole discretion, such excuse is beneficial to the city.

The city may award based on initial proposals received, without discussion of such proposals. If required by the city, certain consultants may be invited to make presentations to the evaluation team, planning commission and/or other city personnel as deemed appropriate. To the extent permitted by law, all documents submitted as part of the consultant's proposal will be deemed by the city as confidential during the evaluation process, and until selection of finalists. There shall be no disclosure of any consultant's information to a competing consultant prior to award of the contract. The contract shall be considered awarded only upon the effectiveness of official action of the city council.

Section 4: Availability of Funds

Notwithstanding anything in this RFP to the contrary, all payment obligations of the city are expressly dependent and conditioned upon the continuing availability of funds beyond the term

of the city's current fiscal period ending upon the next succeeding June 30th. Financial obligations of the city payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available in accordance with the rules, and regulations of Vineyard City and other applicable law. Upon the failure to appropriate such funds, any agreements entered into between the city and the selected firm based on this RFP shall be terminated.

Section 5: Amendments to the Request for Proposal

The city reserves the right to amend the RFP by an addendum at any time prior to the date set for receipt of proposals. Addenda or amendments to this RFP will be sent via email to all firms who respond to this RFP. If revisions are of such a magnitude to warrant, in the city's opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.

Section 6: Background

Vineyard is centrally located within Utah Valley, residing between Orem City to the east and Utah Lake to the west. Geographically, Vineyard is small in size, containing approximately 4,000 acres, 27% of which is Utah Lake surface. The city enjoys a colorful history of agriculture and manufacturing. Vineyard incorporated as a municipality in 1989, as the Town of Vineyard. The community has been largely rural in character, consisting mainly of quaint farms and the Geneva Steel Mill, constructed during WWII.

In 2004, Vineyard community leaders, following deliberations on future growth and redevelopment of the recently closed Geneva Steel Mill, established a general plan as a foundational document to guide future development and governing policies of the community. This general plan played a pivotal role in transforming Vineyard from a small agricultural town of 139 residents to flourishing city of over 12,000 residents. Vineyard is approaching a new era that will be met with advances in technology, innovation in transportation choices, and an economic shift away traditional manufacturing. Opportunities for future development will be tied to a new 225-acre university located centrally in the city, through environmental efforts to remediate city shoreline along Utah Lake and appropriately developing a downtown environment surrounding a future commuter rail station. It is within this context that Vineyard is embarking on updating its general plan to focus and unify future planning and public investment.

Section 7: Scope of the Project and Services

The city is seeking an innovative general plan to inspire and guide the community's planning and development by providing clear and predictable guidance to citizens, stakeholders, developers, staff and the city's elected and appointed officials. The scope of work includes an update of the 2004 General Plan, including a rewrite of all current plan elements, development

of new elements, and a consolidation of several recent planning documents to create one comprehensively written plan. The city is interested in applying its resources wisely and in a cost-effective manner. The city also recognizes that, although all elements of the general plan are important, some elements need more attention and greater detail than others.

It is the desire of the city to have wide-reaching, inclusive, and informative community participation program. It is also in the interest of the city to have staff members and community leaders involved in participation programs. The role of the consultant will be to work with city staff to develop a community participation program. The consultant will be required to facilitate and lead a minimum of one public meeting as defined in the community participation plan. On the whole, the consultant will advise staff with public outreach efforts, assist with the development of surveys, and online outreach efforts. The consultant will incorporate public feedback back into the general plan.

This general plan update, not necessarily limited to the following, will incorporate the objectives outlined in the table below.

Plan Elements	Objectives
Land Use	Incorporate past planning efforts completed outside of the general plan. Analyze the current land use pattern and provide an updated land use map with recommended planning districts. Policies for developing property surrounding the proposed Utah Valley University Campus. Analyze and develop planning tools for redevelopment of contaminated soils, underutilized properties, and land abutting Utah Lake. This element will include design policies that will support Vineyard’s vision of becoming a walkable community.
Streets (Element will be retitled "Transportation")	Develop a unified transportation plan to include a multi-modal approach. Analyze existing transportation studies and recommend improvements and policies. Assist with updating transportation maps. Establish a greater emphasis on transit, biking and trails.
Public Facilities	Create a public facilities plan.
Open Space & Trails	Consolidate existing trails, parks, programming studies, and maps into a cohesive document. Develop policies for determining appropriate open space acreage and trail access points. Assist the community with creating a vision for access and use of the Utah Lake shoreline.
Moderate Income Housing	Develop a housing plan in conformance with state requirements. Provide policies for ensuring a diverse housing stock to accommodate various life stages and choices.
Heritage & Cultural Resources	New element that will focus on preserving past history and celebrating Vineyard's cultural resources.

Sustainability & Environment	New element that will provide greater emphasis on preserving natural spaces, conserving water, improving air quality, and reducing overall energy consumption.
Technology	Technology to be incorporated into city government services where appropriate.
Economic Development	Provide a framework for economic development policies. Considers redevelopment of Geneva Steel Mill property, fostering local business, utilizing UVU & train station, tourism, and recommending target industries.
Implementation	Each section of the general plan should support the community vision with clear goals and strategies. The implementation plan shall include timeframes and clear methods for implementing the various sections of the general plan.

Specifically, the scope of services will include, but will not be limited to, the following:

1. Assist the city in the development of a project timeline.
2. Assist the city in the conduct of surveys and studies.
3. Assist the city in the design and implementation of a community outreach and engagement process that solicits meaningful participation and input with the goal of ultimately developing a plan that truly articulates the community's vision for the city's future. Such process should include a minimum of one consultant facilitated public input session.
4. Generate alternatives and scenarios based upon public input, and as directed by the city for a future vision proving for economic, environmental and social sustainability.
5. Incorporate objectives listed in the table above.
6. Create the design template for the plan document and assist the city with writing the plan's text as directed.
7. Compile and deliver draft and final plan documents.

Section 8: Deliverables

1. Presentations, graphics, and exercise materials for public input sessions to be determined prior to each session.
2. Summary reports of each public input session, including graphics/maps as appropriate.
3. Draft iterations of plan text and graphics as directed by the city.
4. Draft general plan: Three (3) printed color copies and one (1) digital copy with print ready graphic in .pdf format of the draft plan as recommended for adoption by the planning commission.
5. Final adopted general plan: Three (3) bound printed color copies and one (1) digital copy with print-ready graphics in .pdf format. The digital copy shall not be protected or that prevents future editing.

6. Maps – all maps included in the plan shall also be provided separately in .pdf format. All maps shall be prepared using GIS software and all component files (i.e. shapefiles) shall be provided digitally.
7. Other, as agreed upon by both parties.

Section 9: Proposal Submission Requirements

Each proposal shall include at a minimum the following information:

1. Primary Contact. Provide the name and title of the person who will be the primary contact and manager for the contract, plus contact phone number(s), email and mailing address.
2. Company Information. Provide an overview of the history of the company, such as, but not limited to, range of services typically provided, expertise, number of employees and states in which company operates.
3. Firm & Staff Qualifications. Provide a summary of three (3) projects or related work that the firm has recently completed. Include similarities in scope of work and other relevant information as it pertains to this RFP. List key personnel and role for each example, as well as client reference contact information and a link to the completed product, if available. A list of additional similar projects beyond three may be provided without the inclusion of summaries.
4. Approach & Methodology. Review the scope of services and provide a detailed approach to and methodology for completing the services and providing the deliverables requested. This section shall also include a preliminary proposed timeline, initial cost estimate and hourly rates for the key personnel identified.
5. Acknowledgements. The consultant shall provide a statement confirming that it has the available capacity within its current personnel and workload to complete this scope of work within the proposed timeline. The consultant also shall provide a statement noting any conflicts of interest that may exist with other clients or projects currently underway.
6. Appendix. The appendix shall include professional resumes of key personnel and any relevant previous work product as deemed appropriate by the Consultant.

Section 10: Proposal Evaluation

The city may at its option interview any one or more consultants. The city may require additional information from those consultants chosen for interviews. The city's decision to select a consultant will be based upon the following criteria, plus any other relevant factors that would further demonstrate a consultant's qualifications:

- Completeness of proposal
- Experience of consultant/firm and proposed personnel (providing similar services)
- Proposed approach and methodology
- Timeliness/meeting deadlines

Section 11: Relative Information

Information relative to Vineyard City and state requirements are provided through the following sources:

1. Vineyard Town General Plan, November 11, 2004:
<http://www.vineyard.utah.gov/DocumentCenter/View/111>
2. Vineyard Zoning Ordinance and Special Districts:
<https://vineyard.municipalcodeonline.com/>
3. General Plan Evaluation Report, November 3, 2017:
<http://www.vineyard.utah.gov/DocumentCenter/View/1173>
4. **Draft** Vineyard Strategic Plan:
<http://www.vineyard.utah.gov/DocumentCenter/View/1174>
5. Vineyard Demographic Report:
<http://www.vineyard.utah.gov/DocumentCenter/View/1175>
6. Utah State Code Title 10, Chapter 9a Municipal Land Use, Development, and Management Act
7. Utah State: Economic Report to the Governor: <http://gardner.utah.edu/wp-content/uploads/2018-ERG-Report.pdf>
8. Utah Valley Information: <http://utahvalleyinformation.com/utahvalley/research>
9. Vineyard Transportation Study, 2017, Hales Engineering – Available upon request.

Section 12: Special Conditions

General Information

Reimbursement will not be made for costs incurred prior to a formal award. The proposal must be comprehensive and specify how the firm would complete all of the elements of the "Scope of Services".

Subcontracting

The selected firm will agree not to assign or sublet the whole or any part of the contract without the prior written consent of the city.

Changes in Scope of Services

The city must be contacted prior to any change of scope in the work to be performed after the original contract has been signed which is expected to result in an increase of cost in excess of quoted fees, prior to commencement of the work. An agreed change of scope in the work to be performed shall be documented as a written change order, be accepted by all parties, and made a part of the original contract by addendum.

Response Material Ownership

All material submitted regarding this RFP becomes the property of Vineyard City and will only be returned to the consultant at the city's option. Vineyard City has the right to use any or all ideas presented in reply to this RFP. Disqualification of consultant does not eliminate this right.