

Request for Proposal

Sevier County's Revisions of and Recommendations for:

Land Use Title
Sign Ordinance
Subdivision Ordinance
Flood Plain Ordinance
Road Ordinance
Housing Strategies
Survey Standards
Code Recodification

Sponsoring Agency:

Sevier County
250 North Main Street
Richfield, UT 84701

Attention:

Malcolm Nash
Executive Administrator
mrnash@sevier.utah.gov
Office 435-893-0454

Proposals Due:

July 9, 2019 by 5:00 p.m.

Study Background

In March 2018, Sevier County adopted a new general plan as required by Utah law. Since that time, the necessity of reviewing and updating the county's zoning ordinance has also become apparent. To effectively use the General Plan and to ensure that its overall objectives are met, County leadership recognizes that related title and ordinances, those that will implement the General Plan, need to be reviewed and updated.

Study Goals

The county will look at each below and determine whether to do them all at once, combine one or two related items, or complete them sequentially. For each item, the consultant will review model codes, if available, and use as models as a way to ensure a comprehensive review of each ordinance is made.

1. Complete a full review and revision of the zoning ordinance, Title 14 of the Sevier County Code, including a review of each chapter and the need to modify, eliminate, or update each chapter. Also, a full review of the land use matrix to update the table to match current county priorities.
2. Subdivision Ordinance. The County is interested in creating a point system for residential development that encourages residential development inside incorporated municipalities. We are interested in looking at a system used in other Utah counties as a model (i.e. Emery County). This concept was introduced to the planning commission and county commission during the update of the general plan in 2018.

The County is also interested in reviewing the subdivision ordinance to make changes that meet county priorities and the Utah code. We are also interested in creating a checklists and flowcharts to outline processes and to ensure applications are complete. Also, review minor subdivision processes to ensure process is thorough and a checklist created.

3. Review and update the flood plain ordinance to meet federal guidelines and county priorities. The existing ordinance needs a thorough review and update to reflect current understanding of development affected by FEMA regulations and county priorities. The County will ask the consultant to work with FEMA's Salt Lake City staff to revise the existing ordinance. Also, coordinate with cities and towns with regards to how the county ordinance may affect development near their respective communities.
4. Affordable Housing Recommendations. The County is interested in understanding options to deal with local housing trends including affordability, inventory, and strategies to create more housing for growth. The consultant will review existing housing data, county ordinances, along with city and town ordinances, and recommend options that will encourage affordable housing development and inventory. Senate Bill 34 from the 2019 legislative session will serve as a guide for this section. We are not interested in a 60-page report on housing trends in Utah or

historical housing activities, but instead on strategies on how the county, cities, and towns can promote housing developments that address housing pressures. We see this as an economic development issue as well as a quality of life issue.

5. Re-codify county ordinances. The County is interested in options to recodify all ordinances and have a system in place for future amendments. We are interested in using electronic systems that allow us to update amendments efficiently and minimize staff time and county resources. The consultant will provide recommendations and options.
6. Survey Standards. The County is interested in developing an ordinance that will create uniformity and standards for surveys recorded with the County Recorder's Office. The consultant to work with local surveyors and those from other counties and state associations that the County has coordinated with previously.
7. Acquisition of property for roadways. The County is interested in modifying the existing road ordinance to allow for the acquisition of property for roads during land use changes and development. The consultant will review the entire road ordinance and make recommendations to reflect County priorities.
8. Sign Ordinance. The County's sign ordinance is out of date and needs a complete revision.

For each category of work, or as necessary, the consultant will do the following:

- a. Conduct joint work sessions with the planning commission and county commissioners to educate and inform them as to options, trade-offs, and recommendations.
- b. Solicit public input and research to ensure public participation and education where applicable and appropriate. Some sections may only require meeting with specific groups such as surveyors, etc.
- c. Ensure that proposed changes will bring the county's land use code current with Utah land use statutes.
- d. As stated above, we are interested in creating checklists and flow charts so that applications, policies, and procedures are clearly outlined for both staff and the public. The checklists will become part of the adopted ordinance, as an exhibit for example.
- e. Coordinate with the county attorney while drafting ordinances.

Scope of Work

Kick-off Meeting

The purpose of this meeting is to confirm the following:

- Define the Scope of Work. Changes to the scope of work and schedule may be made during this meeting with the approval of both parties.
- Review what data the county has compiled.

- Develop tentative schedules.
- Determine the data needs the firm will need to complete any analysis.
- Determine deliverables the firm will make including both verbal and written.

Detailed minutes of this meeting will be prepared and agreed to prior to work beginning.

Budget and Interim Payment

A lump sum fee will be agreed upon for each segment and incorporated into a contract for services. The firm may propose an interim payments schedule.

Scope Adjustments

Changes to this Scope of Work will be in written form only for purposes of issuing this RFP and throughout the remaining segments.

Study Deliverables

1. A final written report on recommendations and changes that the county may consider for each study segment as outlined in the Study Goals section.
2. Draft ordinances and related documents for public review and approval by the planning commission and county commissioners.
3. Make recommendations on how the county's website can be used to communicate and inform the public with regards to land use regulations and procedures.

Proposal Content & Issues that need to be addressed in the proposal

These items need to be included in the proposal include:

- A transmittal letter and/or executive summary of the Firm's proposal.
- An explanation of experience the firm has had with completing the similar studies including a list of similar projects already completed. Copies of other studies if available.
- A description of the primary staff who specifically will handle this project and their background.
- A proposed fee to complete the work on a section by section basis. The firm may propose a schedule based on doing more than one at a time. The County has budgeted up to \$100,000 for the scope of work outlined.
- An estimate of time needed on a section by section basis.
- How the firm will ensure that the County's General Plan will blend with newly adopted ordinance.

Selection Criteria & Process

Persons reviewing each response will consider the items below when selecting a Firm. Some items will be considered more important than others. The list below does not represent an order of importance to the County.

- The Firm's ability to manage cost related items.
- How the firm will maximize the County's budget for this work. The successful firm will clearly outline how it will go beyond the description of each section to ensure a comprehensive product is delivered. In other words, the firm will articulate how the County will not only get what is outlined in each section, but also how the firm will deliver more than what is outlined.
- How the Firm will work with commissioner and planning officials overseeing the work.
- Skill level the Firm's employees represent.
- The Firm's experience with planning and zoning activities, ordinance development, and implementation.
- The Firms specific and unique qualifications related to the outlined studies.
- The level of detail in the Firm's response document.
- An estimate of the fee charged for each of the items listed in the Studies/Recommendation Section.
- The County may request an interview with key personnel from 2-3 firms from among those ranked the highest.
- We are interested in hearing expert advice and recommendations on each of these issues. The successful firm will effectively describe its ability to introduce effective practices and policies to meet long-term county goals.

Questions and Inquires

Questions and inquiries about this request should be directed to Malcolm Nash. All questions, clarifications, and inquiries shall be submitted in writing no later than 1 week prior to the due date.

Reservations

Sevier County reserves the right to accept or reject any or all proposals as a result of this request, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this Request for Proposal, if found in the best interest of Sevier County. All proposals become the property of Sevier County.

Insurance Requirements

The Firm selected will be required to provide its own insurance for activity related to this project.

Reimbursements

There is no express or implied obligation of Sevier County to reimburse responding firms for any expenses incurred in preparing proposals in response to this request for proposals.

Communications

Sevier County shall not be responsible for any verbal communication between any employee of Sevier County and any potential Firm. Only written communications will be considered.

Negotiations

Negotiations will be conducted with qualified firms who submit proposals that are reasonably susceptible of being selected. Should negotiations with the highest ranked firm fail to yield a

contract, or if the firm is unable to execute the contract, negotiations will commence with another firm.

Study Ownership

All documents, maps, reports, etc., shall be the property of Sevier County whether the project is executed or not. The firm shall be permitted to retain copies including reproducible copies of any documents.

Award of the Contract

Award of the contract shall be based on demonstrated competence and qualification, so long as the professional fees and consistent with, and not higher than the published recommended practices and fees of the various professional associations, and do not exceed any maximums provided by state law. The contract will be awarded by the county commissioners and include Sevier County's Standard Terms and Conditions.

Proposed Time Schedule

By June 20	Local newspaper publication and Utah APA Chapter
June 26	Pre-submittal Meeting/Conference Call. Contact Malcolm Nash at mrnash@sevier.utah.gov for details to connect via phone.
July 9	Proposals Due; Interviews scheduled (TBD)
July 22	Selection of Firm by County Commission and contract authorization

Submitting Information

Please comply with the following when submitting responses.

1. If sending hardcopy proposals, please send three copies of the proposal. Email submission are acceptable.
2. Please send proposals to:
Malcolm Nash
250 North Main Street
Richfield, UT 84701
mrnash@sevier.utah.gov

Proposals must be received by 5:00 p.m. on July 9, 2019