

REQUEST FOR PROPOSALS TO PROVIDE A COMPREHENSIVE UPDATE TO THE VERNAL CITY GENERAL PLAN

1. Background Information

The City of Vernal is located in the northeast corner of Utah approximately 170 miles east of Salt Lake City, Utah and 325 miles west of Denver, Colorado and is the County Seat of Uintah County, Utah. The City is approximately 4.6 square miles in total area and has an estimated population of 8500 people. Vernal has the largest population of two municipalities in the Ashley Valley and is located in the valley's northern end. Highways 40, 191 and 121 provide ground transportation routes to and from the City and scheduled flights are provided daily out of Vernal Regional Airport. Vernal is organized under the Council/Manager form of government, with an elected mayor, five elected council members and an appointed city manager.

Vernal has been known historically for its proximity to Dinosaur National Monument, one of the most significant sources of large Jurassic period fossils in the world. Also of significance is the City's proximity to numerous outdoor recreation opportunities to include hunting, fishing and Flaming Gorge National Recreation Area. The City serves as a regional hub for commerce, with substantial retail, commercial and industrial areas considering its size and population. Utah State University has recently begun construction of a new 138 acre regional campus on the northwest corner of the City.

Starting around 2005, Vernal has been experiencing a significant period of growth tied to natural resource development, specifically in the natural gas industry. This growth has bolstered the City's economy, but has also created challenges to municipal resources and infrastructure. Vernal City, in conjunction with Naples City and Uintah County, has recently completed a stormwater management general plan and an affordable housing plan, as well as a downtown specific area plan. The current Vernal City General Plan was adopted by the City in August of 2000.

2. Objective

Vernal City is soliciting professional consulting service proposals from firms or teams of consultants to update the current Vernal City General Plan. There are three general objectives that need to be accomplished in this update. First, Vernal City has amended its annexation policy plan to cover a significantly larger area. The general plan needs to be expanded to address all areas covered in the annexation policy plan in order to give comprehensive guidance to the City if and when these areas are annexed. Second, the demographics and rate of growth have changed significantly since the current general plan was adopted. An updated general plan needs to be created to address the new conditions and their impact on the future of the City. Finally, the scope of the general plan needs to be expanded to include, as a minimum, comprehensive sections as follows:

- a. future land use
- b. transportation (to include a Utah Department of Transportation updated plan)
- c. moderate and low income housing
- d. stormwater management
- e. downtown area
- f. infrastructure and public facilities
- g. parks and trails

3. Proposal Requirements

The following information is required to be included in proposal:

- a. Background Information. The applicant shall provide details including size and location of the group/firm and a brief narrative describing the history of the group/firm submitting the proposal. All relevant resources available to the applicant should be listed.
- b. Qualifications. List any previous experience the applicant has had with similar projects and provide all associated references, to include the references' contact information. Key staff members who will be assigned to this project shall be identified, and a list of their qualifications and experience shall be included.
- c. Bid. A firm, fixed cost bid to complete all work specified in this request for proposals shall be provided. A breakdown of budgeted expenses for all major categories of work shall be included, to include all travel expenses. Bids should not exceed \$120,000.
- d. Potential difficulties. Proposals shall discuss any potential difficulties, delays or variances in carrying out the proposal.
- e. Timeline. A proposed timeline shall be submitted showing the general flow of work required to complete the proposal and the time at which major components of the proposal should be completed in relation to the overall project.
- f. Outreach. A summary of the methods, techniques and amount of public outreach that will be utilized to involve the general public in the process of completing the proposal shall be included.
- g. Approach. State the overall approach you will use in executing this proposal, to include management methodology and availability of your staff to the City.
- h. Process improvement. Discuss any modifications or revisions to the scope of work, required task categories or proposed schedule that could improve or facilitate the completion of the project. Proposal should indicate any increase or decrease in the level of effort/work associated with each modification.

4. Scope of Work

The scope of work should include in detail, but not be limited to, the following:

- a. Public outreach and education program. The applicant shall be responsible for planning and conducting a public outreach and education program to gain appropriate input from the general public and to educate the general public on the general plan.
- b. Meeting attendance. The applicant shall identify all planned meetings with representatives of the City and the general public.
- c. Draft general plan elements. The applicant shall draft the general plan update with all associated reports, graphics and maps.
- d. Status reports. The applicant shall prepare written status reports to be presented to the City on a monthly basis or as otherwise negotiated.
- e. Preparation of technical reports. The applicant shall identify all necessary technical reports for the preparation of the final draft and indicate if the applicant will be preparing the report(s) or if preparation will be contracted to an outside firm.
- f. Preparation of staff reports. The applicant shall prepare all necessary reports for all public meetings, public hearings and community meetings.
- g. Expansion. The applicant shall expand the current scope of the Vernal City General Plan as explained in section 2 of this request for proposals.
- h. Incorporation of the Ashley Valley Stormwater Plan, the Vernal Downtown Specific Area Plan and the Affordable Housing Plan into the Vernal City General Plan. The applicant shall incorporate these documents into the Vernal City General Plan, creating an integrated, continuous, properly formatted single document. The applicant shall also coordinate and include a Utah Department of Transportation update in the transportation section of the general plan.
- i. Preparation of the Vernal City General Plan. The applicant shall prepare and revise the general plan update as required for final adoption.
- j. Adoption of the Vernal City General Plan. The applicant shall present the updated general plan in all public meetings required for adoption.
- k. Format of the adopted Vernal City General Plan. The applicant shall provide twenty (20) printed copies of the updated general plan, as well as a digital copy in Microsoft Word© format and appropriate GIS files adapted to be compatible with Vernal City's current GIS configuration.

5. Contractual Arrangements

Payments to the selected applicant shall be made as significant portions of the general plan update are completed with final payment being made after the completion of all agreed upon work. Details shall be negotiated with the selected applicant and finalized in a contract with Vernal City.

6. Submittal of Proposals

Six copies of the proposal must be received at the Vernal City offices by the end of business on the 15th of August 2008 and should be sent to the attention of Allen Parker, Assistant City Manager and City Planner. The Vernal City offices are located at 447 East Main, Vernal, Utah 84078. Allen Parker can be contacted by email at aparker@vernalcity.org or by telephone at 435-789-2255.

7. Evaluation of Proposals

A contract shall be awarded to the applicant who is determined to be best able to meet the needs of the City to accomplish the comprehensive update of the general plan. Vernal City shall be the sole determinant of which proposal will best meet the needs of the City. Such determination shall be based on, but not limited to, the following criteria:

- a. previous related work
- b. reference investigations
- c. professional ability of the applicant's staff
- d. written and oral proposals
- e. cost of services

Vernal City reserves the right to request any additional information and to reject any and/or all proposals submitted.