



Standard Request for Qualifications

FOR

**Transportation Master Plan,
Transportation Impact Fee Facilities Plan, and
Transportation Impact Fee Analysis**

(09-27-2013)



Santaquin City
Standard Request for Qualifications
2013 Transportation Facilities Plan, IFFP and IFA

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SUMMARY

Overview: Santaquin City desires to have an independent consultant update its Transportation Master Plan and prepare a Transportation Impact Fee Facility Plan (IFFP) and Impact Fee Analysis (IFA) based on that update. The IFFP and IFA must be prepared in accordance with Utah Code, §11-36a.

Study Location: The Transportation Master Plan will cover the current annexation policy plan boundaries of Santaquin City. The IFFP and IFA shall cover the current Santaquin City boundaries.

Source of Funding: The requested studies will be funded by Santaquin City.

Project Administrator:

Dennis L. Marker, Community Development Director
275 West Main Street, Santaquin City, UT 84655
Office Phone: (801) 754-1923
dmarker@santaquin.org

Advertisement Dates: This request for qualifications shall be advertised September 27 through October 22, 2013 in the Payson Chronicle, and on bidsync, the Santaquin website (www.santaquin.org), and the Utah Public Meeting Notice website beginning September 27, 2013.

Statement of Qualifications (SOQ) Due Date: 5:00 pm on October 22, 2013. Submittals will not be accepted after 5:00 pm MDT on the said date.

Submittal Requirements: 10 hard-copies and an electronic PDF file on a CD or thumb-drive of the SOQ to the Project Administrator

Consultant Selection Process:

Selection Committee. The Santaquin City Council will be the consultant selection committee.

SOQ Review. All submitted SOQs will be provided to Santaquin City Council after the closing date and then reviewed by the Council during their October 23, 2013 meeting. The City Council will select the top 2 – 5 Priority consulting groups and conduct oral interviews.

Oral Interviews. Oral interviews will be held during the regular City Council meeting on November 6, 2013. Companies selected for oral interviews will be notified by October 25, 2013. Priority companies will need to be prepared with a 15 minute presentation and project bid for the Council’s consideration.

Selection Process Milestones

Date	Action
Sept. 27 – Oct.22,2013	Advertisement of RFQ
Oct. 22, 2013	Statements of Qualifications are due at 5:00 PM.
Oct. 23, 2013	Santaquin Selection Team Meeting
Nov. 6, 2013	Santaquin Consultant Selection Interviews
Nov. 6, 2013	Consultant Selection

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ADVERTISEMENT

NOTICE OF CONSULTANT SERVICES

Santaquin City is seeking the services of a qualified consultant to **update the Santaquin City Transportation Master Plan** and **prepare the Santaquin Transportation Impact Fee Facilities Plan and Transportation Impact Fee Analysis**. These studies will be prepared in accordance with current Impact Fee laws and enable the city to determine appropriate transportation related capital improvement projects for which impact fees may be collected and utilized.

If you are interested in submitting a Statement of Qualifications, information on the Request for Qualifications and Guidelines for Preparing a Statement of Qualifications will be available September 27, 2013 and may be obtained from the Santaquin City Web site www.santaquin.org. **The deadline for submitting the Statement is 5:00pm on October 22, 2013.** The right is reserved by Santaquin City to reject any and all Statements of Qualifications.

Santaquin City encourages prime consultants to use Disadvantaged Business Enterprise and Women's Business Enterprise as sub-consultants where practicable.

September 27, 2013

Santaquin City
Dennis L. Marker
Santaquin Community Development Director

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Introduction - See **Appendix B** which includes:

- Scope of Work
- QC/QA Plan Requirements
- Santaquin City Furnished Items

Project Dates:

Consultants are required advised to meet the information submittal dates outlined in the summary sheet. Failure to meet these dates will be considered non-responsive. Consultants are also advised to meet the dates set for the oral interviews if required.

Key Personnel

- Qualifications:
The Consultant shall be responsible to ensure that all personnel listed in the SOQ under this Request for Qualifications (RFQ) be qualified through training, experience, and appropriate certification for the tasks assigned and shall have a working knowledge of ITE best practices and Impact Fee laws in the State of Utah.
- Required Availability
When Consultants list personnel to be used on this project, the Consultant is agreeing to make the personnel available to complete work on the contract at whatever level the project requires.
- Required Percentage of Work for Prime Consultant:
The Consultant must perform work valued at not less than **51%** of the total work, excluding specialized services, with its own staff. Specialized services are those services or items that are not usually furnished by a consultant performing the particular type of service contained in this RFQ.

Required Completion and Acceptance Criteria

Progress payments will be made with a five-percent retainage of the invoiced amount for work in progress. Final payment, including any retainage, shall be made after all of the work has been completed and the final estimate, project records, and documentation have been received and accepted by Santaquin City as accurate and complete. Penalties may be assessed for failure to perform in a satisfactory manner.

Applicable Federal and State Regulations

The Consultant shall conform to all applicable state and federal regulations.

Authorization to Begin Work

Notice to proceed will be given by Santaquin City as soon as the contract is approved and signed by all parties and returned to Santaquin City.

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Required Statement Contents

The Statement from the Consultant should contain the information identified in Appendix A

Statement Evaluation Procedures

The Statement shall be evaluated by Santaquin City in accordance with the criteria described in Appendix A.

Conditions of Proposal

All costs related to the preparation of the Statement and any related activities such as interviews are the sole responsibility of the Consultant. Santaquin City assumes no liability for any costs incurred by Consultants throughout the entire selection process.

Disposition of Statements

Statements become the property of Santaquin City, are treated as privileged documents, and are disposed of according to Santaquin City policies, including the right to reject all statements. The statement of the successful Consultant shall be open to public inspection for a period of one year after award of the contract. Statements of Consultants who are not awarded contracts shall not be open to public inspection and will be destroyed once the contract is executed with another consultant.

If the Consultant selected for award has required in writing the nondisclosure of trade secrets and other proprietary data so identified, the Project Administrator shall examine the request in the statement to determine its validity prior to award of the contract. If the parties do not agree as to the disclosure of data in the contract, the Project Manager shall inform the Consultant in writing what portion of the statement will be disclosed and that, unless the Consultant withdraws the statement, it will be disclosed. If the Consultant withdraws their Statement, the Consultant will not be awarded the contract.

Ownership of Documents

All tracings, plans, manuscripts, specifications, data, maps, etc. prepared or obtained by the Consultant as a result of working on this contract, shall be delivered to and become the property of Santaquin City.

Project Assignment

Santaquin City anticipates that during the course of this project, a Santaquin Transportation Special Service District will be created. Santaquin City reserves the right to assign all responsibilities, rights, contracts, and any other obligations associated with this project to the Santaquin Transportation Special Service District, including, but not limited to, payment for services and ownership of materials.

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Appendix A

Guidelines for Preparing a Standard Statement of Qualifications

INTRODUCTION

These guidelines were developed to standardize the preparation of a Standard Statement of Qualifications (SOQ) by Santaquin Consultants for planning/engineering services on a project. Submitting an SOQ is the beginning of the selection process and is used as the basis for selecting or for short-listing Consultants. If Santaquin determines interviews are necessary prior to selection, a minimum of two and a maximum of five Consultants will be short-listed and invited to an interview by Santaquin City.

The purpose for these guidelines is to assure consistency in format and content in the SOQ prepared by Consultants and submitted to Santaquin City. Preparing an SOQ instead of a detailed proposal reduces the time requirements for the Consultants and simplifies the review process for Santaquin personnel.

STATEMENT OF QUALIFICATION SECTIONS

The Statement of Qualifications should contain the following sections in the order listed. Information to be included in the sections is outlined in the evaluation criteria below.

1. Introductory Letter
2. Project Team
3. Relevant Experience
4. Capability of the Consultant
5. Approach to the Project
6. Proposed key personal to be used

SOQ EVALUATION CRITERIA

1. Introductory Letter - The introductory letter should be addressed to:

Dennis L. Marker, Community Development Director
275 West Main Street
Santaquin City, UT 84655

In **one page**, express your interest in the project, state qualifications to do the work, and recount any summary information on the project team or yourself that may be useful or informative to Santaquin City. Include the mailing address, e-mail addresses, and phone numbers of the primary contact person for this consultant selection process in the introductory letter. **No evaluation points are assigned to this section and the introductory letter will not count as one of the allowed pages.**

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2. Project Team - The Selection Team will consider how well the qualifications and experience of the members of the project team relate to the specific project. The following information should be provided.

- Project team flow charts including sub-consultants
- Describe the qualifications, experience, and availability of key personnel on your proposed project team. (NOTE: Do not include percentages of availability nor wages/costs of personnel hours as this may be misinterpreted.)

A maximum of 10 points is available for this section.

3. Relevant Experience - Provide a spreadsheet list of projects you have **completed** since 2008. The headings of the spreadsheet should include the following:

- Name of Project Manager
- Year
- Project Name
- Project Description
- Project Cost
- Services Performed
- Client
- Timeliness of Completion Relative to Original Time Allotted/Estimated
- Reference Contact and Telephone Number

A maximum of 25 points is available for this section.

4. Capability of the Consultant - The Selection Team will evaluate the Consultant's capability to perform the work.

- Describe your firm's capability to perform the work.
- Describe any unique qualifications your firm has to perform this type of work.
- Describe your firm's internal quality and cost control procedures.

A maximum of 33 points is available for this section.

5. Approach to the Project - The Selection Team will evaluate how well you have planned a basic course of action, what alternatives and/or preliminary approaches are proposed, and what provisions are identified for dealing with potential impacts, impediments, or conflicts. Explain the following:

- Describe the course of action proposed to meet the goals and objectives of the project. Be realistic, clear, and concise.
- Identify key project milestones including anticipated amount of time needed to complete the work.
- Identify potential impacts, impediments, conflicts, or potential mitigation.

A maximum of 32 points is available for this section.

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SOQ FORMAT REQUIREMENTS

It is very important that submittals be clear, concise, and in the recommended format so they may be evaluated in an objective manner by the Selection Team.

1. **10 SOQ Hard Copies** – (Number sequentially from one to ten on the upper right hand corner of the cover.)
2. **Electronic PDF File of SOQ on a CD or thumb-drive** – (Labeled with the Consultant Name, Project Name, and Submittal Due Date.)
3. **Color is allowed**
4. **8½" x 11" or 11" x 17" Page Sizes** – (Refer to No. 10 of SOQ Format Requirements for further details.)
5. **One (1") Margins** – (Exceptions: Consultant Name/Logo and Page Headers/Footers may be within margin)
6. **Minimum 10 Pt Font and 12 Pt Line Spacing** – (The minimum font size is 10 point font or greater everywhere in SOQ including graphics, unless the graphics are a duplication from another source and the source is referenced. The minimum line spacing is 12 point.)
7. **Bind SOQ on 11" Left Side**
8. **Tab the SOQ Sections for easy reference of Selection Team members** – (Sections are the Introductory Letter and each of the evaluation criteria. If you limit information on tabs to Section Identification, Project Name, Consultant Name/Logo, and/or un-enhanced photographs, then the tab pages will not count towards the page maximum.)
9. **Front and Back Cover Pages are allowed** – (Information on the front cover page is not restricted. Cover pages will not count towards the page maximum.)

A maximum total of 100 points is available for the Standard Statement of Qualifications. **A one-point penalty will be assessed by the review committee for each applicable violation of the above (#1 through #9) format requirements for a maximum 9-point penalty per SOQ.**

10. **9 Page Maximum** – (The Statement of Qualifications has a maximum page limit of **nine** pages.) A page is defined as a single-sided 8.5" x 11" or 11" x 17" sheet that contains text, pictures, tables, graphs, charts, plan sheets, or any other graphics. There is a limit of up to three 11" x 17" sheets. **Any SOQ that exceeds the 9 page maximum will receive a three-point penalty per page over the limit**

CONSULTANT SELECTION TEAM

The Selection Team members will receive copies of each SOQ submitted. They will review and score the SOQ's individually based on the evaluation criteria and submit their scores and comments to the Project Administrator. The Administrator will tally and compile the scores and comments. The Selection Team will then meet to discuss the scores and comments and determine whether interviews are necessary or whether the selection may be made based on the scores from the SOQ's.

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The Selection Team will develop the format of interviews in the Selection Team Meeting.

SELECTION INTERVIEWS

If the Selection Team determines interviews are necessary, the following project-specific topics may be some of the issues discussed. Weighting of these topics and any others established during the Selection Team Meeting, will be provided to those consultants who have been invited to interview with the Selection Team.

- Understanding of the Work
- Approach to the Project
- Schedule Control
- Management of Project
- Understanding of Current Impact Fee laws
- Formal bid for the Project

“SELECTING BY CONSENT” PROCESS

The final selection process will be performed using the “Selecting by Consent” (SBC) process developed by Santaquin City staff. The SBC process is a scoring process that aids the Selection Team in developing the final ranking of consultants through a collaborative process. In this process each segment and question of the interview is weighted in advance during the Selection Team Meeting. After the interviews are conducted, the Selection Team scores each segment and question by consent. Consent is defined as the willingness of all Selection Team members to accept a decision reached by a collaborative process. The final selection ranking of consultants is based on the final scores developed by the Selection Team Members.

SUMMARY

The Standard Statement of Qualifications (SOQ) should be clear, concise, and it should provide Santaquin City’s Selection Team Members with an understanding of the Consultant's and Sub-consultants’ ability to undertake and complete the proposed project in a thorough and timely manner.

Appendix B

A. SCOPE OF WORK

INTRODUCTION

Santaquin City adopted a Transportation Capital Facilities Plan (CFP) in 20010 with the anticipation of developing an associated impact fee. The CFP is comprehensive in scope and was prepared to address build out conditions of Santaquin City with a baseline year of 2008. It primarily addresses automotive transportation facilities (e.g. current systems, future needs, cost estimates for future projects, etc.). It is anticipated that an independent consultant will update the CFP in order to prepare a Transportation Impact Fee Facility Plan and a Transportation Impact Fee Analysis. It is expected that the work will be done in consultation with city planning, finance and engineering staff and in accordance with Utah Impact Fee laws.

The consultant, working with Santaquin staff, will develop a technical advisory committee and report to the Santaquin City Council. Santaquin staff shall organize all committee meetings. The committee shall meet monthly or as needed and the successful consultant shall staff each meeting as needed.

The consultant should thoroughly understand and be able to communicate Economics, Urban Design, Land Use, Emergency Access and Transportation issues to the committee and city council.

PURPOSE

The Purpose of this study is to ultimately give Santaquin City officials a collaborative recommendation for prioritized transportation projects for which impact fees can be collected and spent.

Study results may serve as a mechanism to placing transportation projects into the MPO Long Range Transportation Plan/Transportation Improvement plan.

Tasks may include the following activities (actual contract tasks will be identified through a scoping meeting after consultant is selected):

Task 1. Stakeholder Committee Formation and Kickoff

- a. Stakeholder workshop preparation
- b. Hold a Stakeholders meeting to refine the Scope, Budget & Schedule
- c. Stakeholders may include: Santaquin Community Development, Public Works, Public Safety, Recreation, Planning Commission, City Council, Private landholders, Utah County, UDOT and UTA
- d. Review background information - Inventory of existing/previous transportation planning work and any additional work needed. This may include review of the City general plan and development agreements.

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- e. City tour/site analysis of transportation facilities and potential development areas

Task 2. Determination of Existing Conditions and LOS.

- a. Conduct current road conditions and inventory
 - 1. Public Right-of-Way widths
 - 2. Road Surface widths and conditions
 - 3. Sidewalk inventory and conditions
 - 4. Curb and gutter inventory and conditions
- b. Identification of alternative means of transportation
 - a. UTA Facilities
 - b. UDOT Systems and connectivity
 - c. Rail systems
- c. Review of city road design standards
- d. Determine current carrying capacity of existing roads
- e. Determine Level of Service on each road segment and intersection.
- f. Provide data of current conditions noted in this task in ESRI ArcMap compatible format.
- g. Determine current LOS for City master planned arterial and collectors.

Task 3. Determination of Existing and Future System Demands

- a. Identify major new residential and commercial developments
- b. Review existing and project traffic counts on SR198, Hwy 6, I-15, and Frontrunner
- c. Summarize and review population and economic trends in region
- d. Facilitated development of 3 future growth scenarios through 2040
- e. Refinement of 3 future growth scenarios
- f. Transportation modeling of various scenarios
- g. Develop Mapping/illustration of scenarios
- h. Population/Employment projection refinement based on scenarios
- i. Scenario Evaluation - economic, land use, transportation impacts
- f. Scenarios will highlight visual and forecasted impacts of different densities, mix of land uses and transportation choices.
- g. Scenarios will include a baseline scenario that represents the existing pattern of development going forward to 2040.
- h. Stakeholder workshop facilitation to determine preferred scenario
- i. Stakeholders will be asked to select preferred elements of scenarios including preferred land uses and transportation options
- j. Scenarios to also include potential annual maintenance costs.

Task 4. Determination of Existing Reserve Capacity

- a. Analysis of current road widths relative to ITE system capacity standards
- b. Determination of additional carrying capacity of roads while still able to meet current LOS
- c. Mapping and illustrating available reserve capacity

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Task 5. Determination of Future Projects to Accommodate Growth

- a. Identification of modifications needed to current roads
- b. Identification of additional roads and classifications

Task 6. Identification of Funding Options for Future Projects

Task 7. Preparation of Transportation Impact Fee Facilities Plan

- a. Based on information obtained in Tasks 1-6, prepare an IFFP in compliance with Utah Code 11-36a
- b. Santaquin will publish all required notices and conduct appropriate hearings for the Plan

Task 8. Preparation of Transportation Impact Fee Analysis

- a. Based on information contained in the IFFP under Task 7, prepare an IFA in compliance with Utah Code 11-36a
- b. Santaquin will publish all required notices and conduct appropriate hearings for the Plan

B. QC/QA Plan Requirements

- The Consultant may be asked to prepare, distribute, and implement the Quality Control/Quality Assurance Plan for the project if QC/QA if issues are detected.
- Document Control: All documents will be maintained in both an electronic and hard copy form. Each document will have a uniquely specific location in both electronic and hard copy formats.

C. Santaquin Furnished Items

- Current Studies Available: (All Master Plans and General Plans can be found on the Santaquin City website at www.santaquin.org)

Santaquin General Plan, 2007
Santaquin Transportation Master Plan, 2010
Santaquin General Plan Update information, 2013

END.