

Wasatch Front Regional Council Request for Pool Letter of Qualifications

The Wasatch Front Regional Council (WFRC) is inviting your firm to submit a Pool Letter of Qualifications in response to this Request. Please direct all questions regarding this Request to the WFRC Project Manager listed below.

SUMMARY INFORMATION	
Project	
Location	Draper City
Work Discipline	General Plan Update
Project Manager Contact	
WFRC Project Manager (PM)	Julia Collins
PM Phone No.	801-363-4250 ext. 1126
PM Email Address	Julia@wfr.org
Local Government Contact (if applicable)	
Local Government Contact (LGC)	Keith Morey
LGC Entity	Draper City
LGC Phone No.	801 576-6510
LGC Email Address	Keith.morey@draper.ut.us
Instructions	
Date Sending Request to Consultants	July 8, 2014
Submission Deadline for Pool Letters of Qualifications (PLOQs) <i>(PMs, The minimum turnaround time required to allow consultants is one week.)</i>	July 22, 2014 at 11:00 a.m.
Anticipated Completion Date for Scope of Work	July 1st, 2015
Submittal Instructions	Electronic submittal is required. Submit an electronic PDF file of the PLOQ to the WFRC Project Manager and Local Government Contact (if applicable) by email prior to 11:00 AM on the deadline date. PLOQs will not be accepted after the 11:00 a.m. deadline.
Format Instructions	The current standard <i>Request for Pool Letter of Qualifications – Format Instructions</i> may be requested from the WFRC Project Manager.

PROVIDED BY LOCAL GOVERNMENT

Project Background, Goals and Objectives

The Draper City General Plan was last updated in 2004. Many things have happened since 2004 that have the ability to affect Draper's future. Some of those developments include; significant population growth, the purchase of large tracks of land in and around Suncrest and the potential relocation of the state prison and possible future development of that site.

The goal of this effort will be to craft an updated general plan that looks into the future and outlines a strategy for land development and land conservation in a way that will protect Draper's heritage while outlining our path into that future.

It is anticipated that this effort will involve research on Draper's existing general plan and existing city code and the development of a strategy to align them with the input collected from stakeholder meetings. The research will include review of Wasatch Choices 2040, the Salt Lake County and Utah County General Plans, and other relevant planning documents.

Generalized Scope of Work and Budget

To provide Draper with the best thinking we have defined a process that involves close coordination between Draper and the other constituents that will be impacted by this effort, including; citizens, cities, counties and other governmental agencies. Our overall process is divided into 4 major tasks:

1. Coordination with the Draper community and other governmental agencies
2. Research and Strategy Development, Plan Review
3. Document Production and Review
4. Adoption

Each of these tasks and associated subtasks are detailed below.

MEETINGS

Draper and the consultants will hold a series of meetings with Draper residents and the other governmental agencies that interact with Draper. The meetings will be conducted in a way to invite constituent input, ideas and concerns that should be addressed in the general plan.

STRATEGY MEETINGS

Following each meeting Draper staff will meet to evaluate the issues raised at the meeting, determine a strategy for dealing with the issues, and define the next steps needed to implement that strategy.

RESEARCH AND STRATEGY DEVELOPMENT, PLAN REVIEW

This task involves research on Draper's existing general plan and existing city code and the development of a strategy to align them with the input collected from stakeholder meetings. The research will include review of Wasatch Choices 2040, the Salt Lake County and Utah County General Plans, and other relevant planning documents.

DOCUMENT PRODUCTION AND REVIEW

Once the research and strategy development and plan review stage is complete production of the general plan update document will begin. This will be a lengthy process that will require staff to distill all the information gathered from meetings and review of existing documents into a concise plan that reflects the vision of the community.

The General Plan document will include the following elements:

- Land Use
- Transportation
- Housing
- Open Space
- Parks and Recreation
- Public Utilities and Services
- Economic Development
- Environmental Quality and Sustainability

It is anticipated that once the draft document is created the draft document will require ongoing coordination with the stakeholders that participated in the early stages of the process to make sure the document being generated describes the goals and objectives to accomplish the vision generated during the outreach portion of the process. This task involves research on Draper's existing general plan and existing city code and the development of a strategy to align them with the input collected from stakeholder meetings. The research will include review of Wasatch Choices 2040, the Salt Lake County and Utah County plan documents.

ADOPTION HEARINGS

Once the document production and review is complete Draper will hold a series of public meetings in the planning commission and city council meetings soliciting input from all stakeholders prior to adoption of the document.

ANTICIPATED BUDGET

Approximately \$80,000 is available for the selected consultant. It is anticipated that WFRC will provide Envision Tomorrow Plus (ET+) scenario planning services in support of the project. WFRC work is not part of the \$80,000 approximate budget.

CONSULTANT RESPONSE

Cover Letter

1 page

Project Understanding

Outline objectives of the projects, significant opportunities and constraints, and key issues.

Maximum 400 words and 1 page

Project Approach

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

Maximum 1200 words and 3 pages

Schedule

Maximum 1 page, no word limit

Project Team

Relevant experience of proposed personnel and firms

Maximum 400 words and 1 page