



## **Study Context Sensitivity in Utah's Local and Regional Planning Request for Statement of Qualifications**

The Wasatch Front Regional Council (WFRC) and Mountainland Association of Governments (MAG) in partnership with the Utah Department of Transportation (UDOT) and the Utah Transit Authority (UTA) are inviting firms to submit a Statement of Qualifications (SOQ) in response to this RFSQ.

**March 30, 2022**

## A. Summary Information

Please direct all pre-submission questions regarding this project to Ned Hacker (nhacker@wfrc.org).

### PROJECT

<b>Project</b>	Context Sensitivity in Utah's Regional Transportation Planning
<b>Source(s) of Funding</b>	Federal, State, and Local
<b>Budget</b>	\$50,000

### PROJECT TEAM

<b>WFRC Project Manager (PM)</b>	Ted Knowlton Wasatch Front Regional Council 41 North Rio Grande St. Salt Lake City, Utah 84101 ted@wfrc.org
<b>Project Partners</b>	<ul style="list-style-type: none"><li>• Mountainland Association of Governments (MAG)</li><li>• Utah Department of Transportation (UDOT)</li><li>• Utah Transit Authority (UTA)</li><li>• Wasatch Front Regional Council (WFRC)</li></ul>

### DATES

<b>Posting of the RFSQ</b>	March 30, 2022 8:00 AM MST
<b>Submission Deadline for RFSQ</b>	April 27, 2022 1:00 PM MST <i>Responses submitted after this deadline will not be accepted.</i>
<b>Questions Regarding the RFSQ Due</b>	April 13, 2022 1:00 PM MST
<b>Clarifications to RFSQ Posted</b>	April 15, 2022 1:00 PM MST
<b>Optional Oral Interview</b>	The Selection Team may determine that it is necessary to have interviews in order to make a selection. These interviews may be conducted in person or over the phone.
<b>Notice to Proceed Date</b>	To be issued by WFRC after contract execution.
<b>Project Completion Date</b>	Approximately four months from Notice to Proceed.

## INSTRUCTIONS

<b>Submittal Instructions</b>	<p>Responses to this Request for Statement of Qualifications must be contained in a single PDF document submitted by email to the <u>WFRC Procurement Agent, Ned Hacker</u> (<a href="mailto:nhacker@wfr.org">nhacker@wfr.org</a>) prior to the submission deadline. Acknowledgement of receipt will be sent.</p> <p>The SOQ has a maximum page limit of five pages, not including cover, cover letter, or resumes.</p> <p>Questions and other correspondence regarding this Request for Statement of Qualifications must be emailed to <u>WFRC Procurement Agent, Ned Hacker</u> (<a href="mailto:nhacker@wfr.org">nhacker@wfr.org</a>) no later than 1:00 PM MST on April 13, 2022. Any clarifications or additional information will be shared online on WFRC's Request for Proposals webpage by 1:00 PM MST on April 15, 2022: <a href="https://wfr.org/contact/request-for-proposals/">https://wfr.org/contact/request-for-proposals/</a></p>
<b>Cost Discussion</b>	<p>This is a Qualifications-Based Selection (QBS) process based on the Brooks Act (40 U.S.C. 11). Cost is NOT a factor in the selection ranking of a consultant to provide services. "As specified in 23 CFR 172.5(a)(1) all price/cost related items which include, but are not limited to direct salaries/wage rates, indirect cost rates, and other direct costs are prohibited from being used..." These discussions are prohibited and may not be considered in the evaluation of SOQs as part of this Selection Process.</p> <p><u>DO NOT</u> include any reference to project specific cost in the SOQ. Any SOQ submitted with ANY discussion of project-specific cost (other than cost control measures) <u>WILL BE DISQUALIFIED</u>.</p>

## B. Summary Information

Regional roads and adjacent land use sometimes complement each other and sometimes they don't. Consequences of improved compatibility between the two can be increased economic opportunities, improved safety, greater viability of transportation choices, and helping communities achieve their vision. Meanwhile the importance of regional transportation facilities for providing regional mobility is critically important.

Transportation partners in Utah, Wasatch Front Regional Council (WFRC), Mountainland Association of Governments (MAG), Utah Department of Transportation (UDOT), and Utah Transit Authority (UTA), collectively referred to as Partners, are considering methods to reconcile these potential incompatibilities with transportation agencies and local governments.

### **Project Objectives**

- A. Analytical support: improve the understanding through analytics of the location of potential incompatibilities between infrastructure and adjacent land use.

- 1) Facilitate an initial conversation (two meetings) between Partners about what conditions constitute a good or poor fit between adjacent land use and multi-modal facility operation and design. This will lead to an initial working definition of project compatibility/incompatibility.
- 2) Using that definition, identify through preliminary analyses those street segments that experience poor fit under existing conditions. Focus on areas within designated Wasatch Choice centers.
  - a) Build on existing analyses including WFRC's level of traffic stress layers (composite level of traffic stress, functional class, traffic volumes, speeds, and lane counts accessible in this [interactive map](#):
- 3) Using a similar approach to #1, #2, help Partners identify a rudimentary method to consider which planned transportation improvements in the Plan(s) may have a high likelihood of experiencing poor fit with desired adjacent land use.

#### B. MPO planning recommendations

- 1) Identify major obstacles/opportunities that exist in standards or processes that hinder/could help in improving the fit between roadways and existing/desired adjacent land use. Consider both regional and local roads in this assessment.
- 2) Identify actions Partners can consider to improve the transportation and land use fit
  - a) Using regional transportation plans
  - b) Consider how regional plans might inform [Solutions Development](#) and technical assistance programs like the [Transportation and Land Use Connection Program](#) and UDOT's Technical Planning Assistance program.
- 3) Identify a few example RTP projects that could improve fit through the use of [FHWA Proven Safety Countermeasures](#) and/or [UDOTs Speed Management Strategies](#) and illustrate treatments that could be applied.

## C. Budget

The budget for this RFSQ is \$50,000.

## D. Stipulations for Statements of Qualifications

### Required Completion and Acceptance Criteria

Progress payments will be made for work in progress. Final invoice payment 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 the Wasatch Front Regional Council (WFRC) as accurate and complete.

## **Applicable Federal and State Regulations**

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

## **Debarment Certification**

Federal regulations require certification by prospective participants (including contractors, subcontractors, and principals) as to current history regarding debarment, eligibility, indictments, convictions, or civil judgments. The selected Consultant will be required to certify in accordance with contract Standard Terms and Conditions.

## **Authorization to Begin Work**

Notice to proceed will be given by WFRC as soon as the contract is approved, signed by all parties, and returned to WFRC. The selected Consultant can expect an informal Notice to Proceed via email, followed by a copy of the executed contract mailed to the Consultant's address of record at WFRC.

## **Required Key Personnel Qualification**

The Consultant shall be responsible to ensure all personnel proposed under this RFSQ be qualified through training, experience, and appropriate certification for the tasks assigned and shall have a working knowledge of industry standard practices.

## **Required Availability of Key Personnel**

When Consultants list personnel in the SOQ, key personnel and their roles should be identified. The consultant is agreeing to make the personnel available to complete work on the contract at whatever level the project requires.

## **Required SOQ Contents**

The SOQ from the Consultant should contain the information identified in the attached *Appendix A: Wasatch Front Regional Council Guidelines for Preparing Statement of Qualifications*.

## **SOQ Evaluation Procedures**

The SOQ will be evaluated by the Selection Team in accordance with the criteria described in Section E: Selection Process.

## **Conditions of Statements of Qualifications**

All costs related to the preparation of the SOQ and any related activities such as interviews and contract negotiations are the sole responsibility of the Consultant. The WFRC assumes no liability for any costs incurred by Consultants throughout the entire selection process.

## **Disposition of SOQs**

SOQs and their content become the property of WFRC, and are treated as protected documents. The SOQ of the successful Consultant shall be open to public inspection for a period of one year after award of the contract. SOQs 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 WFRC Project Manager shall examine the request in the SOQ 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 WFRC Manager shall inform the Consultant in writing what portion of the SOQ will be disclosed and that, unless the Consultant withdraws the SOQ, it will be disclosed. If the Consultant withdraws their SOQ, the Consultant will not be awarded the contract.

### **Ownership of Documents**

All model files, scripts, networks, GIS files, plans, 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 WFRC.

## **E. Selection Process**

Award will be given to the highest ranked firm, based on the selection criteria listed below. The highest ranked firm will be contracted for cost, based on the agreed upon scope of work. If this cost is deemed unreasonable, or not within the project budget, WFRC may contract with the next qualified SOQ.

### **SOQ Selection Criteria**

**1. Project Team: (60 Points):** The Selection Team will evaluate how well the qualifications and experience of the members of the project team relate to Section B: Project Information. The SOQ should include:

- Project team flow charts including sub-consultants, if applicable.
- Description of the relevant qualifications and experience of key personnel on the project team. (NOTE: Do not include percentages of availability as this may be misinterpreted.)
- A list of relevant projects the team has completed, which should include the following items.
  - Name of Project Manager
  - Year
  - Type of Project
  - Project Name
  - Project Location
  - Project Description
  - Services Performed/Project Role
  - Client Reference Contact and Telephone Number

**2. Strategic Thinking/ Planning Approach: (40 Points):** Overall approach and strategy described in the proposal

- The Selection Team will evaluate the Consultant's approach to meeting the objectives of this RFSQ.
- The approach will be reviewed based on
  - Relationship to project objectives
  - Risk/ certainty of succeeding
  - Creativity

## APPENDIX A

### Wasatch Front Regional Council Guidelines for Preparing Statement of Qualifications

Five-page maximum length; cover, cover letter, and resumes are not included in total page count. Submittals shall be submitted via email.

- Cover: Content limited to image, project title, firm name, and logos. One page.
- Cover Letter: One page.
- Consultant Team: Relevant experience of proposed project personnel. Limit three pages.
- Project Understanding, Approach, and Schedule: Limit two pages.
- Resumes: No limit.