

# Clearfield: Clearfield FrontRunner Station Area Plan

## Request for Pool Letter of Qualifications

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

### SUMMARY INFORMATION

<b>Project</b>	
Location	Clearfield FrontRunner Station
Work Discipline	Station Area Planning
<b>Project Manager Contact</b>	
WFRC Project Manager (PM)	Byron Head
PM Phone No.	615-972-2310
PM Email Address	bhead@wfrc.org
<b>Instructions</b>	
Date Sending Request to Consultants	December 1, 2022
Submission Deadline for Pool Letters of Qualifications (PLOQs)	<b>December 20, 2022 at 11:00 AM</b>
Scope	See page 2.
Budget	\$55,000 Total. For breakdown, see page 6.
Format Instructions	See page 7. The existing Pool Statement of Qualifications has been provided to the City. The Letter of Qualifications should supplement that information.
Submittal Instructions	<p>Electronic submittal is required. Submit an electronic PDF file of the PLOQ to the WFRC Project Manager by email prior to 11:00 AM on the deadline date.</p> <p>Any correspondence throughout the RPLOQ timeframe or upon submittal must be directed to WFRC Procurement Agent, Byron Head.</p> <p><b>PLOQs will not be accepted after the 11:00 AM deadline.</b></p>
Selection Process and Criteria, Disqualifications	See page 8.

## SCOPE OF WORK

*All Station Area Plans must fulfill the planning requirements of Utah House Bill 462.*

# Clearfield Station

Station Area Plan Update – Scope of Work

## Background

Since the Station began operations in 2008, UTA has sought to accomplish transit-oriented development (TOD) on its property, which was originally 70 acres. A master development plan for the 70 acres was approved by Clearfield City in 2014, but only a portion of that plan was implemented—a 216-unit apartment project on 10 acres named Clearfield Station Apartments. The Clearfield Connected Small Area Plan was adopted in 2019 as a joint effort between Clearfield City and the landowner, UTA. The plan was adopted to set the framework for anticipated growth and development of the remaining 60 acres of UTA owned property near the Clearfield Frontrunner Station. At the time the plan was created it was done so in line with the principles and concepts outlined by UTA and the City. Since that plan’s creation additional requirements and regulations have been created by the State Legislature in an effort to make these plans more actionable for the communities where fixed rail is planned or exists. Legislation passed in 2022 requires each City with fixed rail to adopt or update their station area plan in accordance with the new State Code standards. To comply with state code requirements the plan needs to be updated to extend the scope to a 1/2-mile radius (Exhibit A) and include other required components of a station area plan outlined in Section 10-9a-403.1 of State Code. The update to this plan will need to include the visioning and design elements of the Master Development Agreement (MDA) and Master Development Plan (MDP) which were completed in 2020 and executed between Clearfield City, UTA and a master development team of Hamilton Partners and Stack Real Estate. The MDA and MDP are more specific than the Clearfield Connected plan and therefore need to be considered with the update to the existing station area plan.

As part of the MDA and MDP Clearfield City has undertaken the construction of the horizontal improvements and infrastructure (utilities, roads, etc.) to create “pad sites” for vertical development by the development team on the remaining 60 acres of UTA-owned property. This work began in earnest earlier this year (2022) and is rapidly changing the built environment of the station area. Recognizing that the development market has been thriving, the City and UTA are both motivated to conduct this station area planning process as expeditiously as possible (without sacrificing thoroughness and the integrity of the final product) to not miss a window of opportunity. When the Station Area Plan is completed with all required updates, it will be used to inform land use policy for the applicable area to ensure that the station is well connected, and adjacent land uses are supportive of the Clearfield Station TOD and the surrounding community.

As outlined below, the Clearfield Frontrunner Station encounters challenges with connectivity to the west including access to the Freeport Center with majority ownership by Freeport Center Associates (FCA). Layton City may need to be included in the update of the plan as the 1/2 mile radius overlaps the Layton City municipal boundary to the southeast. With the recent work completed with the Clearfield Connected plan, MDA, and MDP, it will be important to explain the plan update during the public outreach and what it seeks to achieve. Much of the community will likely be confused with the update

and not understand the need to complete the additional planning work. As this is an update and not a new station area plan, understanding for the needed updates is essential.

## Scope & Process

The selected consultant will, directly or through sub-consultants, assist in the update of the Station Area Plan with at least the following elements:

1. *Adopted Plans Assessment* – Previous plans and/or research that pertain to the station plan area are to be assessed and included in the Plan. This includes the Clearfield Connected Station Area Plan, the Clearfield Station MDA and MDP documents, the Creating Downtown Clearfield Small Area Plan (Part of the General Plan), and the Downtown Clearfield Form-based Code. In review of the existing station area plan, compliance, and lack thereof with State Code standards will need to be identified to determine what updates are necessary for approval and adoption of the updated plan. Aspects of the plan that already comply with State Code, will need to be highlighted in line with the required vision and objectives outlined below.
2. *Existing Conditions Analysis* – Research is to be conducted that explores and identifies the conditions of the socioeconomic dynamics, real estate market, built environment, and accessibility within the existing and expanded plan area. Existing condition findings must outline opportunities for development and constraints on the development of the land within the station area. The study should determine the need, if any, for affordable housing to be included in the project area to meet State Code standards. Analysis of the real estate market will include information pertaining to commercial viability or residential densities of development in areas not already included in the station area. Proposed densities should be compatible and complementary with existing residential uses and densities on the periphery of the station area. The type of development and general absorption timeframes for office, retail, R&D or other commercial, and residential development should also be provided.
3. *Station Area Vision and Objectives*: The Station Area Plan vision must describe the following:
  - a. Opportunities and constraints for development under existing conditions;
  - b. Clearfield City’s objectives for the transit system within the station area and the future transportation system;
  - c. Clearfield City’s objectives for land use,
  - d. Clearfield City’s objective for public and open spaces
  - e. Clearfield City’s objectives for the development of the land within the station area.

The Station Area Plan must be updated to promote the following objectives outlined in State Code:

- a. Increasing the availability and affordability of housing, including moderate income housing;
  - b. Promoting sustainable environmental conditions;
  - c. Enhancing access to opportunities, and;
  - d. Increasing transportation choices and connections.
4. *Design Guidelines* – The Station Area Plan will update the design guidelines to align with the standards of the MDP and recommend City policy or ordinance changes for the development of

the expanded area. The updated guidelines will include consideration and recommendation for density, building height, building massing, architectural standards, lighting, signage, streetscape, area branding, parking, and other urban design considerations for the expanded area. The guidelines shall also include updated 3D renderings, cross-sections, etc. to illustrate the expectations of plan implementation that are consistent with those provided in the MDP.

5. *Illustrative Plan/Map* – The plan will include the existing illustrative master plan elements of the MDP and illustrate the location and concept of the various aspects of the built environment of the expanded area, as described in the design guidelines. The illustrative plan is to include such aspects as; street connections (including pedestrian and bicycle connections), street design and decoration, open space(s), and building masses. The updated plan should consider the established residential neighborhoods in the area and propose land use densities that are compatible and complementary to those neighborhoods.
6. *Implementation Plan & Strategic Recommendations* – Using the Illustrative Plan as a basis, the Station Area Plan will need to identify and describe needed actions within the next five years for plan implementation as outlined in State Code. As such, a series of strategic recommendations that may be pursued by both Clearfield City and UTA to facilitate and accomplish plan implementation.
7. *Developer Engagement* – As a part of the market study or as a complement to it, the selected consultant should seek out the input of the development partners of the Clearfield Station TOD, namely Hamilton Partners, Stack Real Estate and UTA. Additional input from the general development community should be included to gauge the level of interest in the plan area (not controlled by UTA and under development with the development team), the types of development that are seen as viable, and even conceptual proposals / site plans. This information may help shape the parameters that will be used to educate the public.
8. *Community & Stakeholder Engagement* – The selected consultant will facilitate public outreach and education, to help the community understand the realistic parameters of the planning process and the needs for this plan update. Community engagement efforts should involve a dialogue between the City, UTA, residents, business owners, property owners, transit users, and other stakeholders. Community engagement activities should be designed to foster a sense of community investment in the plan. They should be hosted and branded by the City and carried out with support from the selected consultant. Stakeholder involvement must be included in accordance with State Code standards and include at a minimum the following: Clearfield City, UTA, WFRC, UDOT, Clearfield Station Apartments, Freeport Center Associates, Layton City, Hill Air Force Base, and the Davis School District. Additional stakeholders would likely include, but are not limited to: Hamilton Partners, Stack Real Estate, Lifetime Products, Americold, Davis Hospital and Medical Center, and the neighboring communities of Syracuse, West Point, Clinton, and Sunset.

# Exhibit A



**BUDGET**

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Station Area Plan Award	\$45,000
Local Match	\$10,000
<b>Total Budget</b>	<b>\$55,000</b>

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*Funding provided by the Industrial Assistance Account, administered through the Wasatch Front Regional Council, in partnership with the Governor’s Office of Economic Opportunity, the Utah Transit Authority, and the Mountainland Association of Governments.*

## **CONSULTANT RESPONSE FORMATTING**

### **Cover**

Content limited to image, project title, firm name, and logos  
*1 page*

### **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. Demonstrate how the SAP will meet the planning requirements of HB 462.  
*Maximum 1200 words and 3 pages*

### **Project Team**

Relevant experience of proposed personnel and firms  
*Maximum 800 words and 2 pages*

### **Schedule**

*Maximum 1 page, no word limit*

### **Budget**

To include any portion of the project budget committed to any subconsultants  
*Maximum 1 page, no word limit*

## **SELECTION AND DISQUALIFICATION**

### **Selection Process:**

Selection Team – The Selection Team will consist of staff from Clearfield City, UTA and the WFRC Project Manager.

Invitation – The following firms have been invited to submit a proposal:

- David Evans and Associates
- FFKR Architects
- GSBS Consulting
- Landmark Design
- MHTN Architects

Ranking – The Selection Team will rank each proposal submitted based on the criteria below. The Selection Team will rank by “consent” if needed. “Consent” is defined as the willingness of all Team members to accept a decision reached by a collaborative process. The Selection Team may choose to interview some or all of the proposing teams.

### **Selection Criteria:**

Project Team and Experience: weighted 30%

- Describe the qualifications and experience of key personnel on your proposed project team. You may include availability. (Note: Do not include percentages of availability, as this may be misinterpreted.)
- Describe any experience of key personnel with Station Area Planning or Small Area Planning for transit stations.

Project Approach and Schedule: weighted 35 %

- Describe 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.
- Demonstrate how the SAP will meet the planning requirements of HB 462.
- Propose a schedule to give this project the attention it needs and complete it in a timely manner.

Public Engagement: weighted 25 %

- Describe the process of involving the general public and stakeholders in the planning process, specifically to promote understanding of the reason for this plan update.
- Explain how the project team will generate meaningful conversations with stakeholders.

Budget: weighted 10%

- Describe a project budget that does not exceed the total project award wherein the funding is put toward meaningful and actionable items of the project approach.

### **Disqualifications:**



1. **Late Submission** – Any PLOQ received by the WFRC Project Manager after the deadline listed in the RPLOQ Form.
2. **Electronic Submission is required** – Submit electronically a PDF file containing all of the sections in the order presented in PLOQ Form to the WFRC Project Manager. Paper submission is not allowed.
3. **Use of WFRC staff and/or project selection committee** – Use of current WFRC or SAP partner staff, or former staff involved in SAP project awards within 6 months of project award announcement.
4. **Page Maximum** – As outlined in the RPLOQ Form, “page” is defined as a single-sided 8.5" x 11" sized sheet that contains text, pictures, tables, graphs, charts, plan sheets, or any other graphics. A section separator page with less than 20 words does not count as part of the page limit.
5. Do not include a reference or link to additional information. WFRC will instruct the selection team not to refer to provided links.
6. **Other** – WFRC reserves the right to disqualify a PLOQ when the intent of the RPLOQ process is violated.

**Any PLOQs committing violations to the above requirements will be considered non-responsive and will be disqualified by WFRC.**

**Summary:**

WFRC reserves the sole right, without incurring any liability, to change any aspect of the proposed procurement described above, including the right to not proceed with the procurement and/or the right to proceed in a different manner or on a different timeline than as described herein.