

Murray and Millcreek Station Area Plan: Murray North Station 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

Project	
Location	Murray City & Millcreek City
Work Discipline	Station Area Planning
Project Manager Contact	
WFRC Project Manager (PM)	Byron Head
PM Phone No.	615-972-2310
PM Email Address	bhead@wfr.org
Instructions	
Date Sending Request to Consultants	October 20, 2022
Submission Deadline for Pool Letters of Qualifications (PLOQs)	November 10, 2022 at 11:00 AM
Scope	See page 2.
Budget	\$200,000 Total. For breakdown, see page 10.
Format Instructions	See page 11. 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>PLOQs will not be accepted after the 11:00 AM deadline.</p>
Selection Process and Criteria, Disqualifications	See page 12.

SCOPE OF WORK

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

Murray North Station Area Planning Scope

Project Overview

The area around the Murray North Station has seen considerable change over the past decade. It is the largest area of population growth for Murray City. The area was zoned with an ahead of its time zoning ordinance that required new streets and allowed for uncapped housing densities. Millcreek City was incorporated in 2017 and has permitted numerous housing projects in the area. The two cities are now wanting to see how to work together to guide the growth and prosperity of the area to create a true mixed-use and mixed-income neighborhood.

HB462 was passed by the Utah State Legislature in 2022. As part of the bill, it requires cities to plan for moderate income housing for a ½ mile radius from major transit investment corridors (i.e., light rail). Murray and Millcreek cities have obtained funding to develop a station area plan to be completed in 2023 to address moderate-income housing in the area. Both cities understand that providing moderate-income housing by itself cannot constitute a complete neighborhood.

There are other areas that need to be addressed to make sure that the Murray North Trax Station succeeds in providing a complete neighborhood including but not limited to:

- Environmental and open space
- Housing mix (type and moderate/market rates)
- Services such as retail, office, etc.
- Public safety
- Public infrastructure such as connectivity/transportation and parking need

This project shall include elements that address each of the above categories to a degree to ensure that first and last mile connections and complete neighborhoods are planned for. This plan will be used by Millcreek, Murray, UTA, and other stakeholders to make decisions that result in the area becoming a true Transit Oriented Development (TOD).

Project Scope

As stated above, the scope of the project is for land surrounding the Murray North Transit Station in a ½ mile radius around the station platform.

Schedule

It is anticipated that the project will last for at least six months and should be not longer than nine months. This is to ensure that the plan is in place in time for the Wasatch Front Regional Council to review the plan and adoption is completed in a timely manner.

Project Team

The steering committee will include the selected consultant, Murray and Millcreek planning staff, Wasatch Front Regional Council project managers, UTA, and UDOT. There will be opportunities to engage local residents, property owners, and businesses.

Project Deliverables

This project will include a plan that will be adopted by both cities and able to be certified by the Wasatch Front Regional Council in consultation with the Utah Transit Authority. This will need to include multiple public outreach opportunities through various mediums. These will need to be outside the normal adoption process.

Task 1 – Existing Conditions Analysis

- Accessibility. Connections to and from the station and opportunities to increase the catchment area for walking and biking.
- Environment. Assess opportunities to increase open and green space for existing developments and focus on natural resources such as big cottonwood creek for remediation.
- Socioeconomics. Assess the present and projected aspects of the area. What services are needed to support the existing residents of the communities.
- Public Safety. Assess the perceived public safety issues in the area. Determine strategies and best practices to increase the perception in the area.
- Market Analysis. Assess market feasibility for land uses. Determine highest and best use for underutilized and underdeveloped properties.

Task 2 – Community Engagement

- Minimum of two onsite open houses. The development of the plan should obtain input from the community during the existing conditions analysis to determine lived experiences. Additional open house to present area alternatives.
- Regularly scheduled planning commission, city council and UTA board public meetings/hearings during the adoption process.

Task 3 – Area Alternatives and Analysis

- Up to three development concepts for the study area, including generalized renderings and illustrations and an analysis of each.
- Presentation to Project Team (either at open house or prior to open house).
- Facilitate selection of preferred alternative.

Task 4 – Preferred Scenario and Deliverables

- Complete an illustrative plan consisting of renderings and/or illustrations clearly depicting all land use, transportation, and open space recommendations.
- Complete an implementation plan that Millcreek and Murray City, UTA, and other stakeholders may use to facilitate and implement the Preferred Scenario for the next 5 (or more) years. The said plan ought to include:

- Consultant outline/discussion of barriers that stand in the way of achieving a shared vision.
- The path forward that includes critical next steps.
- Assigned responsibility for the critical next steps.
- Recommendations for how critical next steps might be funded.
- Any other information that will help develop a list of critical tasks and responsible parties for achieving those tasks and neighborhood vision.
- Update Land use diagram and include recommended changes to zoning and/or design and development regulations, especially as they relate to the North Station Master Plan.
- Create design style standards (signposts, monument signs, and public art installation styles, and locations, interchange off-ramp aesthetic improvements), area branding, and other place making elements.

In addition to the requirements above, the Station Area Plan will need to address all the requirements outlined by the state statute (attached to this document). In brief, this will include a vision, a map of the area, an implementation plan with 5-year time horizon and greater, statements explaining how the station area plan promotes the objectives and where conditions make aspects impracticable.

HB 462 Requirements

Effective 6/1/2022

10-9a-403.1 Station area plan requirements -- Contents -- Review and certification by applicable metropolitan planning organization.

(1) As used in this section:

- (a) "Applicable metropolitan planning organization" means the metropolitan planning organization that has jurisdiction over the area in which a fixed guideway public transit station is located.
- (b) "Applicable public transit district" means the public transit district, as defined in Section 17B-2a-802, of which a fixed guideway public transit station is included.
- (c) "Existing fixed guideway public transit station" means a fixed guideway public transit station for which construction begins before June 1, 2022.
- (d) "Fixed guideway" means the same as that term is defined in Section 59-12-102.
- (e) "Metropolitan planning organization" means an organization established under 23 U.S.C. Sec. 134.
- (f) "New fixed guideway public transit station" means a fixed guideway public transit station for which construction begins on or after June 1, 2022.
- (g) "Qualifying land use application" means a land use application:
 - (i) that involves land located within a station area for an existing public transit station that provides rail services;
 - (ii) that involves land located within a station area for which the municipality has not yet satisfied the requirements of Subsection (2)(a);
 - (iii) that proposes the development of an area greater than five contiguous acres;
 - (iv) that would require the municipality to amend the municipality's general plan or change a zoning designation for the land use application to be approved;
 - (v) that would require a higher density than the density currently allowed by the municipality;
 - (vi) that proposes the construction of new residential units, at least 10% of which are dedicated to moderate income housing; and
 - (vii) for which the land use applicant requests the municipality to initiate the process of satisfying the requirements of Subsection (2)(a) for the station area in which the development is proposed, subject to Subsection (3)(d).
- (h)
 - (i) "Station area" means:
 - (A) for a fixed guideway public transit station that provides rail services, the area within a one-half mile radius of the center of the fixed guideway public transit station platform; or
 - (B) for a fixed guideway public transit station that provides bus services only, the area within a one-fourth mile radius of the center of the fixed guideway public transit station platform.
 - (ii) "Station area" includes any parcel bisected by the radius limitation described in Subsection (1)(h)(i)(A) or (B).
- (i) "Station area plan" means a plan that:
 - (i) establishes a vision, and the actions needed to implement that vision, for the development of land within a station area; and
 - (ii) is developed and adopted in accordance with this section.

(2)

- (a) Subject to the requirements of this section, a municipality that has a fixed guideway public transit station located within the municipality's boundaries shall, for the station area:
 - (i) develop and adopt a station area plan; and

- (ii) adopt any appropriate land use regulations to implement the station area plan.
- (b) The requirements of Subsection (2)(a) shall be considered satisfied if:
 - (i)
 - (A) the municipality has already taken actions to satisfy the requirements of Subsection (2)(a) for a station area, including actions that involve public and stakeholder engagement processes, market assessments, the creation of a station area vision, planning and implementation activities, capital programs, the adoption of land use regulations, or other similar actions; and
 - (B) the municipality adopts a resolution demonstrating the requirements of Subsection (2)(a) have been satisfied; or
 - (ii)
 - (A) the municipality has determined that conditions exist that make satisfying a portion or all of the requirements of Subsection (2)(a) for a station area impracticable, including conditions that relate to existing development, entitlements, land ownership, land uses that make opportunities for new development and long-term redevelopment infeasible, environmental limitations, market readiness, development impediment conditions, or other similar conditions; and
 - (B) the municipality adopts a resolution describing the conditions that exist to make satisfying the requirements of Subsection (2)(a) impracticable.
- (c) To the extent that previous actions by a municipality do not satisfy the requirements of Subsection (2)(a) for a station area, the municipality shall take the actions necessary to satisfy those requirements.
- (3)
 - (a) A municipality that has a new fixed guideway public transit station located within the municipality's boundaries shall satisfy the requirements of Subsection (2)(a) for the station area surrounding the new fixed guideway public transit station before the new fixed guideway public transit station begins transit services.
 - (b) Except as provided in Subsections (3)(c) and (d), a municipality that has an existing fixed guideway public transit station located within the municipality's boundaries shall satisfy the requirements of Subsection (2)(a) for the station area surrounding the existing fixed guideway public transit station on or before December 31, 2025.
 - (c) If a municipality has more than four existing fixed guideway public transit stations located within the municipality's boundaries, the municipality shall:
 - (i) on or before December 31, 2025, satisfy the requirements of Subsection (2)(a) for four or more station areas located within the municipality; and
 - (ii) on or before December 31 of each year thereafter, satisfy the requirements of Subsection (2)(a) for no less than two station areas located within the municipality until the municipality has satisfied the requirements of Subsection (2)(a) for each station area located within the municipality.
 - (d)
 - (i) Subject to Subsection (3)(d)(ii):
 - (A) if a municipality receives a complete qualifying land use application on or before July 1, 2022, the municipality shall satisfy the requirements of Subsection (2)(a) for the station area in which the development is proposed on or before July 1, 2023; and
 - (B) if a municipality receives a complete qualifying land use application after July 1, 2022, the municipality shall satisfy the requirements of Subsection (2)(a) for the station area in which the development is proposed within a 12-month period beginning on the first day of the month immediately following the month in which the qualifying land use application is submitted to the municipality.
 - (ii)

- (A) A municipality is not required to satisfy the requirements of Subsection (2)(a) for more than two station areas under Subsection (3)(d)(i) within any 12-month period.
- (B) If a municipality receives more than two complete qualifying land use applications on or before July 1, 2022, the municipality shall select two station areas for which the municipality will satisfy the requirements of Subsection (2)(a) in accordance with Subsection (3)(d)(i)(A).
- (iii) A municipality shall process on a first priority basis a land use application, including an application for a building permit, if:
 - (A) the land use application is for a residential use within a station area for which the municipality has not satisfied the requirements of Subsection (2)(a); and
 - (B) the municipality would be required to change a zoning designation for the land use application to be approved.
- (e) Notwithstanding Subsections (3)(a) through (d), the time period for satisfying the requirements of Subsection (2)(a) for a station area may be extended once for a period of 12 months if:
 - (i) the municipality demonstrates to the applicable metropolitan planning organization that conditions exist that make satisfying the requirements of Subsection (2)(a) within the required time period infeasible, despite the municipality's good faith efforts; and
 - (ii) the applicable metropolitan planning organization certifies to the municipality in writing that the municipality satisfied the demonstration in Subsection (3)(e)(i).
- (4)
 - (a) Except as provided in Subsection (4)(b), if a station area is included within the boundaries of more than one municipality, each municipality with jurisdiction over the station area shall satisfy the requirements of Subsection (2)(a) for the portion of the station area over which the municipality has jurisdiction.
 - (b) Two or more municipalities with jurisdiction over a station area may coordinate to develop a shared station area plan for the entire station area.
- (5) A municipality that has more than one fixed guideway public transit station located within the municipality may, through an integrated process, develop station area plans for multiple station areas if the station areas are within close proximity of each other.
- (6)
 - (a) A municipality that is required to develop and adopt a station area plan under this section may request technical assistance from the applicable metropolitan planning organization.
 - (b) An applicable metropolitan planning organization that receives funds from the Governor's Office of Economic Opportunity under Section 63N-3-113 shall, when utilizing the funds, give priority consideration to requests for technical assistance for station area plans required under Subsection (3)(d).
- (7)
 - (a) A station area plan shall promote the following objectives within the station area:
 - (i) increasing the availability and affordability of housing, including moderate income housing;
 - (ii) promoting sustainable environmental conditions;
 - (iii) enhancing access to opportunities; and
 - (iv) increasing transportation choices and connections.
 - (b)
 - (i) To promote the objective described in Subsection (7)(a)(i), a municipality may consider implementing the following actions:
 - (A) aligning the station area plan with the moderate income housing element of the municipality's general plan;
 - (B) providing for densities necessary to facilitate the development of moderate income housing;

- (C) providing for affordable costs of living in connection with housing, transportation, and parking; or
- (D) any other similar action that promotes the objective described in Subsection (7)(a)(i).
- (ii) To promote the objective described in Subsection (7)(a)(ii), a municipality may consider implementing the following actions:
 - (A) conserving water resources through efficient land use;
 - (B) improving air quality by reducing fuel consumption and motor vehicle trips;
 - (C) establishing parks, open spaces, and recreational opportunities; or
 - (D) any other similar action that promotes the objective described in Subsection (7)(a)(ii).
- (iii) To promote the objective described in Subsection (7)(a)(iii), a municipality may consider the following actions:
 - (A) maintaining and improving the connections between housing, transit, employment, education, recreation, and commerce;
 - (B) encouraging mixed-use development;
 - (C) enabling employment and educational opportunities within the station area;
 - (D) encouraging and promoting enhanced broadband connectivity; or
 - (E) any other similar action that promotes the objective described in Subsection (7)(a)(iii).
- (iv) To promote the objective described in Subsection (7)(a)(iv), a municipality may consider the following:
 - (A) supporting investment in infrastructure for all modes of transportation;
 - (B) increasing utilization of public transit;
 - (C) encouraging safe streets through the designation of pedestrian walkways and bicycle lanes;
 - (D) encouraging manageable and reliable traffic conditions;
 - (E) aligning the station area plan with the regional transportation plan of the applicable metropolitan planning organization; or
 - (F) any other similar action that promotes the objective described in Subsection (7)(a)(iv).
- (8) A station area plan shall include the following components:
 - (a) a station area vision that:
 - (i) is consistent with Subsection (7); and
 - (ii) describes the following:
 - (A) opportunities for the development of land within the station area under existing conditions;
 - (B) constraints on the development of land within the station area under existing conditions;
 - (C) the municipality's objectives for the transportation system within the station area and the future transportation system that meets those objectives;
 - (D) the municipality's objectives for land uses within the station area and the future land uses that meet those objectives;
 - (E) the municipality's objectives for public and open spaces within the station area and the future public and open spaces that meet those objectives; and
 - (F) the municipality's objectives for the development of land within the station area and the future development standards that meet those objectives;
 - (b) a map that depicts:
 - (i) the area within the municipality that is subject to the station area plan, provided that the station area plan may apply to areas outside of the station area; and
 - (ii) the area where each action is needed to implement the station area plan;
 - (c) an implementation plan that identifies and describes each action needed within the next five years to implement the station area plan, and the party responsible for taking each action, including any actions to:
 - (i) modify land use regulations;

- (ii) make infrastructure improvements;
- (iii) modify deeds or other relevant legal documents;
- (iv) secure funding or develop funding strategies;
- (v) establish design standards for development within the station area; or
- (vi) provide environmental remediation;
- (d) a statement that explains how the station area plan promotes the objectives described in Subsection (7)(a); and
- (e) as an alternative or supplement to the requirements of Subsection (7) or (8), and for purposes of Subsection (2)(b)(ii), a statement that describes any conditions that would make the following impracticable:
 - (i) promoting the objectives described in Subsection (7)(a); or
 - (ii) satisfying the requirements of Subsection (8).
- (9) A municipality shall develop a station area plan with the involvement of all relevant stakeholders that have an interest in the station area through public outreach and community engagement, including:
 - (a) other impacted communities;
 - (b) the applicable public transit district;
 - (c) the applicable metropolitan planning organization;
 - (d) the Department of Transportation;
 - (e) owners of property within the station area; and
 - (f) the municipality's residents and business owners.
- (10)
 - (a) A municipality that is required to develop and adopt a station area plan for a station area under this section shall submit to the applicable metropolitan planning organization and the applicable public transit district documentation evidencing that the municipality has satisfied the requirement of Subsection (2)(a)(i) for the station area, including:
 - (i) a station area plan; or
 - (ii) a resolution adopted under Subsection (2)(b)(i) or (ii).
 - (b) The applicable metropolitan planning organization, in consultation with the applicable public transit district, shall:
 - (i) review the documentation submitted under Subsection (10)(a) to determine the municipality's compliance with this section; and
 - (ii) provide written certification to the municipality if the applicable metropolitan planning organization determines that the municipality has satisfied the requirement of Subsection (2) (a)(i) for the station area.
 - (c) The municipality shall include the certification described in Subsection (10)(b)(ii) in the municipality's report to the Department of Workforce Services under Section 10-9a-408.

Enacted by Chapter 406, 2022 General Session

BUDGET

Station Area Plan Award	\$170,000
Local Match	\$30,000
Total Budget	\$200,000

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 Murray City, Millcreek City, UTA, and the WFRC Project Manager.

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

- AECOM
- CRSA
- Design Workshop
- GSBS Consulting
- Kimley Horn
- Logan Simpson Design
- MHTN Architects
- People + Place
- PSOMAS
- Township + Range

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: 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.)

Project Approach: weighted 30%

- 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.

Relevant Experience: weighted 30%

- Describe any experience of key personnel with Station Area Planning or Small Area Planning for transit stations.

Schedule: weighted 10%

- Propose a schedule to give this project the attention it needs and complete it in a timely manner.

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.