

Roy Station Area Plan: Roy FrontRunner 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	Roy 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 13, 2022
Submission Deadline for Pool Letters of Qualifications (PLOQs)	Friday, November 4th at 11:00 AM
Scope	See page 2.
Budget	\$80,000 Total. For breakdown, see page 5.
Format Instructions	See page 6. 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 7.

SCOPE OF WORK

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

Purpose: Roy City, in collaboration with Wasatch Front Regional Council (WFRC) and Utah Transit Authority (UTA), is pursuing an amendment to its [Focus Roy City Plan](#) (FRCP). Said plan was completed in 2017 and contains an existing conditions analysis, community engagement, along with general land use and design recommendations. The desired amendment will build upon this plan and add the necessary elements to satisfy the requirements of [Utah Code Section 10-9a-403.1](#). The work will be predicated upon what was completed in the initial plan, provide an update to the existing conditions (i.e. market analysis, station access assessment, pipeline projects, etc), and provide an illustrative concept plan and implementation plan for the station area (Exhibit A below).

Project Team: It is desired that a project team be assembled to update any existing conditions documented in the original FRCP, complete a detailed illustrative concept plan, and a 5-year implementation plan. It is expected that this will include a minimum of the following expertise: market analysis, transportation planning, and urban design.

Project Schedule: It is anticipated that Roy City will initiate this project on December 1, 2022. All deliverables will be expected to be received by Roy City by March 1, 2023.

Task 1 – Update Existing Conditions Analysis: The original FRCP was completed in 2017. Because of this, many of the findings within the existing conditions analysis are obsolete. For the sake of establishing a market-feasible vision, the consultant will update all existing conditions contained in the original plan, including and especially those pertaining to: zoning ordinances and other policies, real estate market, socioeconomics, connectivity, and pipeline projects. Considerable focus should be given to any connectivity barriers, both to the station area from outside *and* within the station area itself.

Task 1 – Deliverable: All findings will be delivered to Roy City, and other desired parties, for review. Such deliverables may be in the form of maps, graphs, and/or tables.

Task 2 – Identify and Supply Required Plan Elements: The original FRCP was completed in 2017, more than four years before the passage of HB 462. The consultant will compare the contents of the current plan with the required elements outlined in Utah Code Section 10-9a-403.1 to determine which elements, if any, are missing. The consultant will then supply those elements in this amendment. Such elements may include, but are not limited to:

- geographic scope of the station area (½ mi radius from the station platform, see Exhibit A below)
- discussion of environmental conditions, constraints on development of land, and objectives for open space
- stakeholder involvement, specifically UTA, UDOT, WFRC, and property owners within the station area
- map depicting where recommendations from implementation plan are needed

Task 2 – Deliverable: A list of required plan elements, identifying where they can be found in the original FRCP, or if they are missing. Any missing plan elements shall be provided in the amendment.

Task 3 – Complete Concept Plan: Using findings from Task 1, the consultant will complete a concept plan that depicts/illustrates infrastructural (e.g. streets, trails, bus loop, parking, etc.) and land use improvements (e.g. building footprints, open space, etc.) within the station area. Such concept plan will be used by Roy City and UTA to set expectations for the development community and potential development partners.

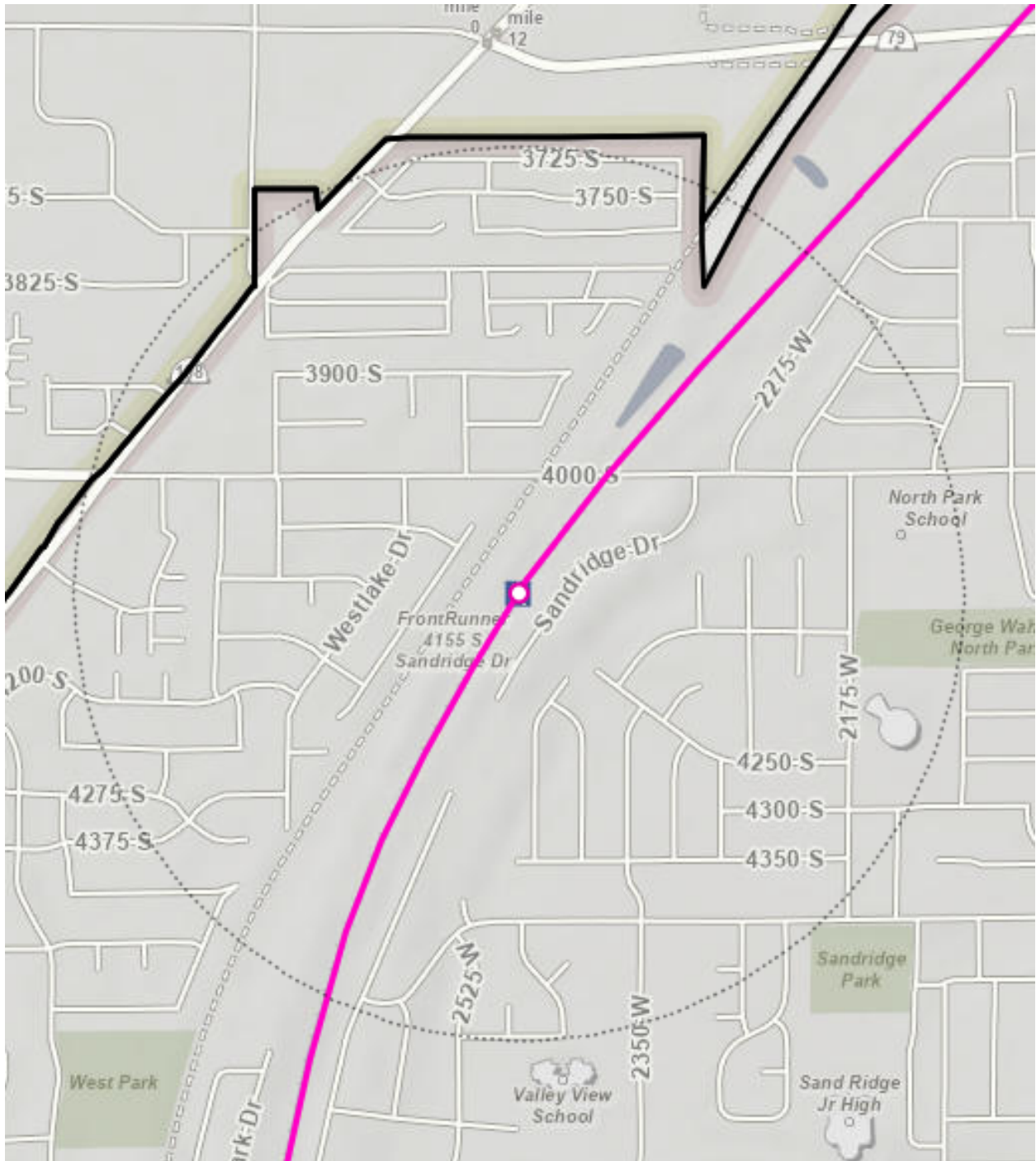
The concept plan will contain annotations that correspond to recommendations within the adjoining 5-Year Implementation Plan.

Task 3 – Deliverable: Recommendations made within the concept plan will be delivered in the form of illustrative maps. Such maps will be in PDF format, in addition to working files (i.e. Autocad, sketchup, Illustrator, etc).

Task 4 – Complete 5-Year Implementation Plan: In coordination with Roy City, UTA, and other stakeholders, the consultant will complete a 5-Year Implementation Plan, describing the sequence of tasks necessary for recommendations within the concept plan to be completed. Such plan will assign a responsible party to each task, and contain information regarding costs, funding sources, order (sequence), schedule, etc.

Task 4 – Deliverable: Recommendations made within the 5-year implementation plan will be delivered in the form of a matrix, clearly delineating the aforementioned information.

Exhibit A: Station Area Map



BUDGET

Station Area Plan Award	\$80,000
Total Budget	\$80,000

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 the Roy City Community & Economic Development Department, staff from the Utah Transit Authority, and the WFRC Project Manager.

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

- Cascadia Partners
- CRSA
- Design Workshop
- IBI Group
- Landmark Design
- MHTN Architects
- Urban Design Associates

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.

Schedule: weighted 40%

- 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.