

Morgan City and Morgan County – Request for Proposals  
**General Plan Update 2020 – 2021**

Issue Date: August 25, 2020

Submission Deadline: September 18, 2020

Morgan City  
Attention: Ty Bailey  
90 W Young Street  
Morgan, UT 84050

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## I. BACKGROUND

Morgan City and Morgan County are seeking proposals for Independent Contractor Services from individuals and firms ("Consultant") to prepare a comprehensive update to the Morgan County and Morgan City General Plans.

The focus of this project is to respond to changes in the City and County and in circumstances that affect the future direction of the City and County. The Consultant shall conduct field studies and research as necessary, provide comprehensive update to the General Plan, and ensure that each element of the General Plan conforms to State and Federal Law. The updated General Plan will be based upon the results of a comprehensive visioning process and public engagement to ensure that all facets of the community participate and are fully represented in shaping Morgan City and County's future. The comprehensive updates to the General Plans are intended to be a guide for the next twenty (20) years.

The current City General Plan was adopted in 1999 and the County General Plan in 2010 and they have guided the City/County through substantial growth and change.

## II. PROPOSED PROJECT

Morgan City and Morgan County, acting through their Planning Departments are requesting proposals from qualified consultants with expertise in drafting General Plans to assist City and County staff in the preparation of a comprehensive update to the City and County's General Plans. The Consultant shall have a proven ability to assess the City and County's current conditions and demonstrate knowledge of current State and Federal regulations as it applies to the completion of General Plan updates.

## III. TERM OF AGREEMENT

The comprehensive updates of the respective General Plans shall be approved by Morgan City and Morgan County no later than one (1) year from contract execution. This time frame may be extended for a short period of time through written documentation agreeable to both parties.

## IV. SCOPE – OBJECTIVES

The Independent Contractor Services sought in this RFP are intended for Consultant to take charge of the comprehensive update to the General Plan for Morgan City and Morgan County. City and County staff will assist as quality control and support. Updates to the General Plan are intended to address current growth in Morgan City and Morgan County and Morgan's future, as well as, provide a succinct document that is user-friendly and practical.

The existing General Plan contains the below ten (10) elements as well as a land use map. During the process of updating the General Plan, some elements may be redrafted, removed, or additional elements added. The current General Plan will be a guide and resource, but not a template for the updated document.

1. Land Use
2. Housing- including a moderate-income housing
3. Environmental
4. Transportation
5. Public Services

6. Economic Development
7. Parks and Public Amenities
8. Trails and Active Transportation
9. Outdoor Recreation
10. Land Use Map

The City/County looks forward to suggestions from Consultant for unique and concise approaches to how these elements are presented (design and format) to maximize usability of the document and information. Furthermore, creativity and innovation utilizing the latest planning techniques is essential to the process.

## V. SCOPE – REQUIREMENTS

The chosen Consultant must be able to manage a comprehensive update to the City and County's General Plans. Due to time constraints of current staff in all City/ County departments, staff time to lend assistance on the project will be limited. However, staff is most familiar with the day-to-day issues faced by Morgan County and Morgan City and will need to work with implementation of the General Plan long after its preparation and adoption. Therefore, the consultant schedule and budget should include appropriate time and work sessions with City and County staff. Staff will read and edit all administrative and final draft products prepared by the consultant. Staff will also attend all public meetings and presentations and will be available for questions.

Requirements include but are not limited to:

- Facilitating a comprehensive process to update the City and County's General Plans to provide a blueprint for the next 20 years.
- Updating the plans to reflect changes in conditions and demographics
- Engaging the public to ensure a comprehensive engagement in creating a vision for the City and County's future
- Ensuring that the official land use map is updated and complies with the general plan
- Identifying trends that should be considered in planning for the future
- Identifying and correcting areas of non-compliance with State Law (USC § 17-27a-4)
- Conducting community meetings (in addition to regular public hearings) to present the General Plan to the general public
- Conducting work group meetings to present the General Plan to the Planning Commissions and Councils
- Producing one (1) digital PDF, and one (1) Word version

Other resources available to Consultant are:

Morgan County General Plan

Morgan City General Plan

Area Plans

Transportation Plan

Resource Management Plan

## VI. QUALIFICATIONS

The respondent must illustrate that it has the necessary facilities, ability, and resources to provide the services specified herein in a satisfactory manner. The following lists the minimum qualification requirements of the respondent(s):

- Three (3) references
- At least five (5) years of experience drafting General Plans

## VII. PROPOSAL FORMAT

Each submittal should contain no more than 25 double-sided 8½ x 11 pages (not counting dividers, exhibits, and any relevant appendices). Respondents are encouraged to submit clear and concise responses to the RFP. All submittals must follow the format described below:

### A. Part 1: Cover Letter/Executive Summary (up to 5 points)

The Cover Letter and Executive Summary shall include:

1. Business organization including the date established, Tax Identification Number, number of employees, and brief history of the firm.
2. Contact information (legal name, address, telephone number, and email address)
3. The names of key members of the consultant team
4. A summary of the consultant's General Plan update experience and qualifications
5. Signature of authorized representative

### B. Part 2: Experience and Qualifications of Consultant/Team (up to 10 points)

Provide detail relating to the experience and qualifications of the members of the consultant team by including the following information:

1. Brief resumes demonstrating the training, experience, and qualifications of the key personnel who will be assigned to this project.
2. Experience of proposed consultant team working together as a team on similar scope and type of projects.
3. The ability of the consultant team to produce a compact, user-friendly plan.
4. General Plan update experience.
5. Understanding of the legal requirements, use and intent and organization structure of the requested General Plan.
6. A statement of conflict (if any) that proposing entity or key employees may have regarding these services. The statement should include conflicts, as well as any working relationship that may be perceived by disinterested parties as a conflict. If no potential conflicts of interest are identified, please indicate as such.

7. Any other information that would assist the review team in understanding the consultant team's capacity to efficiently and effectively complete the project.

C. Part 3: Understanding of Project Scope (up to 10 points)

Each respondent shall demonstrate its capacity to deliver comprehensive, professional General Plan documents. Respondents should outline methodology and logistics capable of meeting the goals outlined in the project scope. Respondents should draw from previous advanced planning experience and demonstrated competence to articulate how their capabilities are distinct, comprehensive, and add value. References to previously completed General Plan documents (including links to digital examples) are recommended.

D. Part 4: Public Engagement Plan (up to 10 points)

Each respondent must present a Public Engagement Plan that will captivate a well- rounded public participation for the visioning process. This plan will identify specific approaches and tools the respondent will use to ensure a healthy mix of the entire general population is represented throughout the process. This plan will also outline the respondent's communication strategy, listing methods of public communication along with a schedule of outreach activities.

E. Part 5: Commitment to Project Budget and Detailed Work Plan (up to 10 points)

Consultant shall provide a total base fee for the project. Each responding consultant shall include an acknowledgement that it can effectively complete this project within the budget indicated. Each respondent should provide a proposed work plan for development and implementation of the General Plan documents as described in the scope of work. Each respondent should clearly explain in this section the methods and process it will use to ensure the project is within budget and that the City will be getting the best value within the budgeted amount. Information in this section shall include anticipated tasks undertaken during the course of the project, including anticipated administrative and logistical costs. In addition, an hourly fee schedule shall be submitted for each team member and any sub-consultants.

Proposed fee structure/budget (can be specified as rate per hour of assistance in general, rate per hour for specific assistance type, monthly retainer, or other structure).

F. Part 6: Delivery Schedule and Timeline (up to 10 points)

Discuss in this section the steps the consultant team proposes to use to deliver the project on time. Clearly outline the delivery schedule and timeline of each component of the project. Specific dates should be used assuming an award to this RFP and an executed agreement in July 2020. Consultant shall be prepared to begin work within two (2) weeks of the Notice to Proceed. Completion of this assessment in a timely fashion will be a factor in scoring this section. Indicate in the proposed schedule, the necessary involvement and various decision points required of the City and County.

G. Part 7: Reference Review (up to 10 points)

The review team will conduct a background reference review of each respondent. Please include the following information for three (3) projects that the proposed consultant team worked on together:

1. Name of the project/study
2. Location of the project/study
3. Name, title, and contact information for the client
4. Project budget
5. Project timeline and date of completion of the project

#### VIII. TIMELINE

EVENT	DATE
RELEASE RFP	August 25, 2020
PROPOSALS DUE	September 18, 2020 at 4:00 pm MST
EVALUATION OF SUBMISSIONS	September 21, 2020 – October 2, 2020
REFERENCE CHECKS IF NEEDED	September 21, 2020 – September 30, 2020
CONTRACT AWARDED – EXECUTED	October 5, 2020

#### IX. EVALUATION OF PROPOSALS AND SELECTION PROCESS

The City and County will review and evaluate each qualification and proposal submission. The City and County reserve the right to obtain clarification or request additional information. Proposals will be evaluated and ranked according to the following criteria:

##### Criteria Points

- Cover Letter/Executive Summary 1 – 5
- Experience and Qualifications 1 – 10
- Understanding of Project Scope 1 – 10
- Public Engagement Plan 1 - 10
- Commitment to Project Budget & Detailed Work Plan 1 – 10
- Delivery Schedule and Timeline 1 – 10
- Reference Review 1 – 10
- TOTAL 65 points

After evaluation of submissions and reference checks (if needed), the selected company will be notified. After a mutually acceptable agreement between each jurisdiction and the selected company has been negotiated; the consultant will be given a Notice to Proceed with the project, and consultant shall proceed as required.

If the City/County and selected company cannot agree on a satisfactory agreement, the City/County reserves the right to terminate negotiations. The City/County may then negotiate an agreement with another company or the City/County may submit another RFP.

The City and County reserve the right to reject any and all proposals. In addition, the City and County will not reimburse costs associated with the preparation or presentation of the proposals.

#### X. RIGHTS TO PROPOSALS

All proposals, upon submission to Morgan City and Morgan County, shall become the City and County's property for its use as deemed appropriate. By submitting a proposal, the consultant covenants not to make any claim for or have any right to damages because of any misinterpretation or misunderstanding of the specification, or because of any misinformation or lack of information. Nothing contained in this RFP shall create any contractual relationship between the consultant and Morgan City and Morgan County. The County accepts no financial responsibility for costs incurred by any consultant in responding to this RFP.

Morgan City and Morgan County have the following prerogatives with regard to proposals submitted:

- To accept or reject any or all proposals
- To award all or part of the project at its discretion
- To adopt any or all parts of a proposal
- To utilize any or all ideas from proposals submitted to request additional information for the purposes of clarification
- To request additional information for the purposes of clarification
- To correct any arithmetic errors in any or all proposals submitted
- To change the deadline for submitting proposals upon appropriate notification to all consultants receiving the RFP
- To accept or negotiate any modifications to the scope and fee of any proposal following the deadline for receipt of all proposals and prior to contract award
- To waive any irregularity or any non-conformity of proposals with this RFP, whether of a technical or substantive nature

#### XI. DISCLOSURE OF CONTENTS

Upon award of contract, all proposals accepted by the City and County shall become a matter of public record and shall be regarded as public, with the exception of those elements of each proposal that are identified by the consultant as business or trade secrets and plainly marked as "trade secret," "confidential," or "proprietary." Each element of a proposal that the consultant desires not to be considered a public record must be clearly marked. Any blanket statement (i.e. regarding entire pages, documents, or other non-specific designations) shall not be sufficient and shall not bind the City or County in any way whatsoever. If disclosure is required under the Utah Government Records Access Management Act (GRAMA) or otherwise by law (despite the consultant's request for confidentiality), the City and County shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

## XII. SUBMISSION OF PROPOSALS

Interested firms or individuals are requested to submit one (1) electronic copy, in PDF format, submitted by email of their proposal to Ty Bailey at [tbailey@morgancityut.org](mailto:tbailey@morgancityut.org). Proposals must be received to Morgan City by 4:00 pm on September 21, 2020.

## XIII. PROPOSAL COORDINATOR

The City and County's coordinator for this project will be Ty Bailey at Morgan City. Questions concerning the scope and specifications of services should be directed to:

Ty Bailey

Morgan City Manager

90 W. Young Street

Morgan, UT 84050

801-829-3461

[tbailey@morgancityut.org](mailto:tbailey@morgancityut.org)

Note that email is the preferred method of communication