

**REQUEST FOR PROPOSALS (RFP) FOR  
A LAND USE STUDY AND  
LEVEL OF SERVICE  
ANALYSIS**

**RFP \_\_\_\_\_**

**Professional Planning Services**

**Grand County, Utah**

**Planning and Zoning Department**

**Contact: John J.Guenther**

**[jguenther@grandcountyutah.net](mailto:jguenther@grandcountyutah.net) (435-259-1371)**

**Grand County Utah**  
**INVITATION REQUEST FOR PROPOSALS (RFP)**

Sealed proposals will be received by Grand County **until 4:00 p.m. September 17, 2021** and then publicly opened thereafter, for furnishing professional services required by Grand County and described as follows:

**RFP \_\_\_\_\_ for Professional Planning Services for Grand County, Utah**  
**Comprehensive Land Use and Levels of Service Analysis.**

The Scope of Services will include, but may not be limited to, project organization and coordination, community engagement – guided by County Planning Staff, data collection, development of the land use plan and levels of service analysis – consistent with the updated General Plan (GP), action plan for goals and prioritizations, Land Use Code (LUC) reviews and suggested updates, and final approval and adoptions, to deliver a complete: *Grand County Comprehensive Land Use and Service Analysis Plan*.

Questions or comments pertaining to this proposal must be presented in writing, or sent as e-mail to the attention of John J.Guenther, Planning and Zoning Director 125 East Center Street, Moab, Utah 84532– phone – 435-259-1371, or email [jguenther@grandcountyutah.net](mailto:jguenther@grandcountyutah.net), seventy-two (72) hours prior to the proposal opening.

Grand County, Utah is an Equal Opportunity Employer and requires that all contractors comply with the Equal Employment Opportunity laws and the provisions of the Contract Documents in this regard. All procurement actions will be conducted in a manner consistent with Chapter 6a of Title 63G of (Utah Code Request for Proposals) and Grand County’s Purchasing Policy.

Envelopes containing proposals must be sealed and labeled on the outside as follows: “Proposal for Professional Planning Services, Fairhope Area Community-Based Comprehensive Land Use Plan” and may be mailed to John J.Guenther, Planning and Zoning Director 125 East Center Street, Moab, Utah 84532– phone – 435-259-1371.

All proposals shall contain original or valid digital signatures. Proposal must be received no later than 4 p.m., August 27, 2021. Firms submitting proposals are solely responsible for meeting submittal deadlines. Proposals received after the stated deadline will be deemed non-responsive and will not be considered for any contract awarded as a result of this solicitation. Proposals deemed responsive will be evaluated and an award decision will be made by the County Commission.

A contract will be awarded to the qualified applicant whose proposal is determined to be the most advantageous to the County, with price and other factors considered. The County reserves the right to reject any or all proposals, and to waive any irregularities or informalities in the proposal process.

If a contract is awarded, the company must have Workman’s Compensation Insurance on all of its employees or a waiver from the State of Utah. General Liability Insurance must be maintained to defend, indemnify, and hold the County harmless in the amount of \$1 million per occurrence and \$2 million aggregate. See RFP packet for details.

No proposals will be considered unless the Professional Services firm, whether resident or non-resident of Utah, is properly qualified to submit a proposal for this type of work in accordance with all applicable laws of the State of Utah. Furthermore, the Professional Services firm will meet all current licensing and certifications necessary to perform the scope of work. In addition, the awarded vendor, if a corporation, shall show evidence of having qualified with the Utah Department of Commerce to do business in the State of Utah <https://dopl.utah.gov/>.

**GRAND COUNTY  
REQUEST FOR PROPOSALS  
(RFP)**

**Relating to: Professional Planning Services for Grand County Land Use and Levels of Service Analysis.**

**Purpose**

The project will include, but may not be limited to, project organization and coordination, community engagement, data collection, development of the land use plan, action plan for goals and prioritizations for inclusion in the County General Plan, Land Use Code reviews and suggested updates, and final approval and adoptions, to deliver a complete: Grand County Community-Based Comprehensive Land Use Plan.

Grand County is undertaking a major update to its 2012 General Plan (GP) through two phases. A Unified Transportation Master Plan (UTMP) between the City of Moab and Grand County is underway and is due for delivery by June 2022. This Land Use project will form the backbone of the second phase of updating and link with the UTMP.

1. Phase 1 – General Plan update – Vision, Policies, Objectives and Implementation:
  - a. To identify strategic and work plans from each department, and reference group. Record current and long range objectives and outcomes, shortcomings, plans – text and graphics, and policies.
  - b. A gap analysis will outline a holistic, but high level GP and point to important Land Use Code (LUC) and other regulatory updates. A GP update and LUC outline will be presented to the County and Planning Commissions in October, for consideration, with public hearings and adoption.
  - c. Interviews of each decision maker will be conducted over the next 30 – 60 days and a draft update to the GP created for public review.
  - d. Public meetings will be scheduled in September.
2. Phase 2 – Community and Neighborhood review and update process
  1. Over a series of public engagement meetings vet the strategies, policies, objectives and outcomes in the updated GP through a series of questionnaires and meetings identifying substantive planning and development concerns that then re-inform the GP and development regulations.
  2. Community outreach - identify key community groups and associations and begin a series of feedback sessions based on the following process. The first two phases are guided by the planning department, while the last phase brings departments to a series of meetings to discuss strategies.
    - a. Listening;
    - b. Clarification; and
    - c. Strategies.

This Project Scope of Work for the Land Use Plan and Levels of Service analysis includes the following:

1. Analyze the current zoning and land use within the Land Use Code (LUC), the General Plan and other regulatory and policy documents;
2. Formulate long range land use descriptors with performance objectives that point toward updates to a revamped performance based LUC;
3. Establish mutual land use strategies by exchanging objectives, policies and indicators, with significant partners including National and State parks, SITLA, BLM, Forest Service, Cities (Moab and Castle Valley), San Juan County, UDOT, and USU, School District, Health Region and State planning agencies;

4. Examine current zoning overlays within the County to articulate long range references to all elements of the General Plan (GP) and all types of land use including residential (e.g. overnight accommodation overlay; and high density); serviced commercial and industrial; parks, recreation and open space; highway commercial; and mixed use;
5. Establish levels of service and growth projections through 3 scenarios – low, medium, high; producing documents including maps, and indicators that forecast linkages between land use, and all planning elements including sewer, water, storm water, roads, trails, hazard lands (e.g. steep slopes, flood prone), environmentally sensitive lands, view corridors, over cycles of 5, 10 and 20 years;
6. Produce updated land use GIS based maps in concert with the land based classification color system, identifying levels of service and various growth scenarios;
7. Identify public land development options and initiatives that align with County and agency policies and objectives eliciting performance criteria and measures that leverage best practices including those from jurisdictions (e.g. Emery County) and key partners;
8. Project Organization and Coordination- steering committee, orientation meeting, website development, steering committee meetings, project coordination meetings, and status update meetings. The County will lead the public and stakeholder engagement outreach including contact lists, logistics, facilitation, and meeting summaries;
9. Community Engagement-workshop led by Grand County, workshop results with questionnaire, focus group meetings, milestone updates, work session, community open house using mapping and 3D visualization tools;
10. Community Fact-book (background documents provided by the County) - plan reviews, studies, audit of existing codes, data collection, community survey, population analysis, existing land use analysis, community design analysis, transportation analysis, infrastructure analysis, economic analysis, housing analysis, natural and cultural resource analysis, draft community fact-book, final community fact-book;
11. Community Land Use Plan- visioning from community engagement, land use element, community design element, connectivity and mobility elements, economic and community development, community facilities and services, natural and cultural resources, infrastructure, land use plan, draft community land use plan, final community land use plan;
12. Action Plan- action items and goals, prioritization of action items;
13. Community Code Review and Update- regulating plan, design and building site standards, architectural guidelines, educational workshops, highlight a framework for a draft Land Use Code update; and
14. Approval and Adoption recommendations to the steering committee, Grand County Planning Commission, and Grand County Commission.

## **Background**

The proposed Grand County Comprehensive Land Use Plan and Levels of Service analysis project will thoroughly identify, address, and anticipate the issues and concerns about how Grand County can retain its quality of life, growth management scenarios, unique character and charm, and natural resources and ecosystems while also supporting economic growth and expansion.

Failure to develop and implement a long range land use plan for the County leads to a loss and degradation of natural ecosystems within the planning jurisdictions. At-risk ecosystems include aquatic communities (shorelines, streams, wetlands, floodplains, etc.). Associated with the loss and degradation of these natural habitats are loss and degradation of their ecosystem services and functions would further increase cost and demand of community infrastructure and resources. Fundamental to the final product will be development constraints mapping and growth scenarios linked with all infrastructure and environmental conditions. Working with public lands and jurisdictional partners will articulate shared goals, policies and regulatory objectives.

Additionally, new development and haphazard growth would add significant and re-occurring financial burdens to the community through increased demands for infrastructure and resources. The long-term result of poor land use planning and insufficient regulatory framework that manages and phases development results in the loss of the current and past identity that makes the region a treasured natural resource and community.

### **Scope of Work**

**The professional planners will be responsible for meeting or exceeding the overall objectives for the requested services including:**

**Purpose:** The purpose of this project is to develop a comprehensive land use plan and levels of service analysis that recognizes community concerns and issues and translates this information into a clear framework, plan and course of actions supporting community growth in a responsible, sustainable and resilient manner. The Grand County comprehensive land use plan will recognize the interconnectivity of all stakeholders, community concerns and issues to guide future land use activities and code updates for the purpose of protecting and preserving the culture, heritage and natural resources within the planning jurisdiction of Grand County, while working to develop shared objectives with all public land and jurisdictional entities identified in the Purpose Section.

Work: The Work will include the following:

### **PROFESSIONAL PLANNING SERVICES**

The basic service provided will be as follows:

#### **Task #1 – Collecting and assessing data and information and engaging in community outreach with the County as the lead facilitator, documenter and logisticians (12 months)**

1. Project Organization and Coordination- steering committee, orientation meeting, website development, steering committee meetings, project coordination meetings, status update meetings;
2. Community Engagement-workshop, workshop results with questionnaire, focus group meetings, milestone updates, work session, community open house; and
3. Community Fact-book (background documents provided by the County) - plan reviews, studies, audit of existing codes, data collection, community survey, population analysis, existing land use analysis, community design analysis, transportation analysis, infrastructure analysis, economic analysis, housing analysis, natural and cultural resource analysis, draft community fact-book, final community fact-book.

#### **Task #2 – Developing Task #1 factors into a comprehensive plan and legal foundation to implement that plan. (12 months)**

4. Community Land Use Plan- visioning from community engagement, land use element, community design element, connectivity and mobility elements, economic and community development, community facilities and services, natural and cultural resources, infrastructure, land use plan, draft community land use plan, shared vision and land use strategies with all stakeholders, and final community land use plan;
5. Action Plan- action items and goals, prioritization of action items;
6. Community Code Review and Update- regulating plan, design and building site standards, architectural guidelines, educational workshops, draft framework for the Land Use Code – not a final document; and
7. Approval and Adoptions facilitated by County staff - steering committee, planning commission, city council

## Request for Proposals

A lump sum, fixed price fee will be required that does not exceed \$60,000. Planning services for all stages of the project are required. The preparation of all documents must be consistent with Local, State and Federal regulations. Proposals will be evaluated and ranked on the basis of the following criteria:

1. Qualifications, knowledge and expertise regarding the proposed Scope of Work- 20 points
2. Resources and availability- 20 points
3. Experience of proposed key personnel- 20 points
4. Previous experience in working with locality- 20 points
5. Cost of services to be provided- 20 points

Total possible points to be achieved: 100

**A Hard Copy** of the proposal along with a digital copy on a USB drive must be submitted by the deadline. Firms submitting proposals are solely responsible for meeting submittal deadlines. Proposals received after the stated deadline will be deemed non-responsive and will not be considered for any contract awarded as a result of this solicitation.

### Format

Proposals should include the following:

1. Cover Letter

The Respondent shall prepare a cover letter, not exceeding two pages in length, which summarizes the key points in the proposal. It should include the full name of the firm or joint venture members and all proposed sub-consultants. If the Respondent is made up of more than one firm, the legal relationship between those firms must be described. The cover letter must include a statement committing the availability of the key personnel to perform the work. The cover letter must be signed by a person who is also authorized to sign a Contract with the County.

If the Respondent believes any information, data, process or other material in its proposal should be considered by the County to be confidential or proprietary, the Respondent shall identify that material with specificity as to the page and paragraph and on what basis the material is believed to be proprietary or confidential.

2. Information that provides all information necessary for the Review Committee to evaluate the rating criteria listed above

1. Qualifications, knowledge and expertise regarding the proposed Scope of Work- 20 points
2. Resources and availability- 20 points
3. Experience of proposed key personnel- 20 points
4. Previous experience in working with locality- 20 points
5. Cost of services to be provided- 20 points

3. Proposed Work Plan/Project Schedule

4. Firm Previous Project Experience

All projects listed in this section must have been completed by the firm using current employees. List the names of key employees for each project. **Do not include projects for which key project personnel are no longer employed by the firm.** Projects for which experience was gained by individuals during previous employment should be indicated in the next section.

For each qualifying project, include the following information in tabular form:

- Project name
- Location
- Client, address, telephone number
- Date completed
- Brief narrative description of the project

5. Individual Project Experience

This section must follow the same general format as for the firm project experience, but is intended for projects for which experience was obtained while individuals were employed elsewhere.

For each qualifying project, include a brief narrative and the following information in tabular form: project name, location, client, current employees who had key management or staff roles, employer during the project, and a client reference.

6. Sub-consultants

Describe the qualifications of each sub-consultant which the Respondent plans to retain to perform work or who will provide individuals which specific expertise. Describe the type of work which will be assigned to each sub-consultant and the estimated percentage of the total Agreement value that each sub-consultant will perform.

Prior to contract execution, the selected contractor must provide evidence of compliance with these steps in the selection of sub-consultants.

7. Additional Information

The Respondent is invited to describe any particular aspects of its organization or proposal which, by way of background, experience, unique qualifications, or other basis, sets it apart from the competition in its ability to accomplish this particular Scope of Services.

**Selection Process and Schedule**

The provision of the Professional Planning Services for the Grand County Land Use Plan and Level of Service analysis will require a multi-disciplined firm that is capable of performing a wide variety of tasks and managing specialized sub-consultant firms where necessary to properly complete the tasks assigned.

The procedure to be used in the selection process is described in the following steps.

- Step 1. Proposals from firms responding to the Request for Proposals will be reviewed and evaluated. This review will be performed by a committee appointed by the Grand County Commission. The selection committee will identify a shortlist of consultant candidates based on the evaluation criteria.
- Step 2. At the discretion of the County, short-listed consultant candidates may be required to participate in an interview with the project selection committee or other County senior staff. If this step is used, the Respondent's representative presentation and interview must be the staff member who will be assigned to this Contract. Candidate firms will be limited to three participants in the interview and permitted to present a maximum 5-page handout to the selection committee.
- Step 3. The project selection committee will rank the firms separately based on the

results of any interview conducted and the selection criteria. The Committee may negotiate with more than one respondent.

Step 4. The selected consultant will enter into negotiations with the County to develop a detailed scope of work, cost schedule, and the contract terms and conditions.

Following is a tentative schedule for the selection process. The schedule is **subject to change**.

August 20, 2021	Request for Proposals advertised
September 17, 2021	Proposals submitted by candidate firms or individuals
September 20, 2021 (week)	Interviews conducted (if required)
September 27, 2021	Selection
October 5, 2021	Contract on County Commission agenda for approval

**NO SUBMITTALS WILL BE ACCEPTED AFTER THE STATED DEADLINE.**

**Evaluation**

Each element of the RFP will be evaluated by each member of the selection committee and assigned a score. A Respondent’s final score will be determined by averaging the total ranking assigned from all selection committee members to each Respondent.

**Sub-consultants**

It is expected that the prime consultant may assemble a team of sub-consultants that provide an adequate range of resources to undertake the variety of assignments described in the Scope of Work. The resources and capabilities of each member of the sub-consultant team must be described in the RFP.

The proposed team of sub-consultants will be reviewed by the County during the selection process. Once a consultant team has been selected to begin contract negotiations, the prime consultant will be required to obtain written approval from the County for each of the sub-consultants on the team before negotiations can be completed.

No funds will be committed nor any services rendered until the County approves the sub-consultants. The County reserves the right to reject any proposed sub-consultant and to request that the selected prime consultant review other candidate firms for a particular area of responsibility.

**Miscellaneous**

1. RFP is not to be construed as a contract or a commitment of any kind, nor does it commit the County to pay for any costs incurred in the preparation of a submission or of any costs incurred prior to the execution of a formal contract.
2. In the event that a mutually agreeable contract cannot be negotiated between the consultant and the County, the County reserves the right to select an alternate consultant.
3. The County reserves the sole right to (1) evaluate submittals; (2) waive any irregularities therein; (3) select candidates for selection interviews; (4) request supplemental or additional information as deemed necessary; (5) contact others to verify information provided in the submittal; or (6) reject any and all submittal(s), should it be deemed in the best interest of the the County.



4. No debriefings by County staff to unsuccessful submitters will occur until after the award of a contract by the County Commission to the recommended team.

**Insurance**

**1.1. NO WORK IS TO BE PERFORMED UNTIL PROOF OF COMPLIANCE WITH THE INSURANCE REQUIREMENTS HAS BEEN RECEIVED BY THE COUNTY.**

**1.2 Worker’s Compensation and Employers Liability**

Part One: Statutory Benefits as required by the State of Utah

Part Two: Employers Liability \$1,000,000 Each Accident  
\$1,000,000 Each Employee  
\$1,000,000 Policy Limit

**1.3 Commercial General Liability**

Coverage on an Occurrence Form with a combined single limit (Bodily Injury and Property Damage combined) as follows:

Each Occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Products/completed Operation Aggregate	\$2,000,000
General Aggregate	\$2,000,000

Coverage to Include;

- Premises and operations
- Personal Injury and Advertising Injury
- Products/completed Operations
- Independent Contractors
- Blanket Contractual Liability
- Broad Form Property Damage

**1.4 Automobile Liability**

Covering all Owned, Non-Owned, and Hired vehicles with a combined single limit (bodily injury and property damage combined) of \$1,000,000 each accident.

**1.5 Professional Liability (Errors and Omissions)**

Coverage shall be maintained during design, construction and for two (2) years after completion and acceptance by the **COUNTY**.

Limits of Liability:	
Each claim	\$1,000,000
Aggregated	\$1,000,000

Each policy shall name the COUNTY as an Additional Insured. Liability insurance as required by this contract to provide cross-liability coverage.

**1.6 Certificate of Insurance** A Certificate of Insurance evidencing the above minimum requirements must be provided to and accepted by the **COUNTY PRIOR** to commencement of any work on the Contract. Each policy shall be endorsed to provide thirty (30) days written notice of cancellation to the **COUNTY**. The project number on which the **SERVICE PROVIDER** is working must be included in the description section of the Certificate. Grand County will be listed as an Additional Insured under the **SERVICE PROVIDER’S** general liability insurance and automobile liability insurance policies, and all other applicable policies, and certificates of insurance provided.