Request for Proposals

Camp Williams – Traverse Mountain Regional Study

Mountainland Association of Governments (MAG)
586 East 800 North, Orem, UT 84097

October 21, 2020

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NOTICE TO CONSULTANTS

Mountainland Metropolitan Planning Organization (MMPO) is soliciting the services of qualified teams/individuals to perform consulting services for the following study:

**Camp Williams – Traverse Mountain Regional Study**

Mountainland Metropolitan Planning Organization (MMPO) is serving as the sponsor for the Camp Williams - Traverse Mountain Regional Study which is a Compatibility Use Study in partnership with Camp Williams, the cities of Lehi, Saratoga Springs, Eagle Mountain, Herriman, and Bluffdale as well as Salt Lake County and Utah County. It will also include stakeholder participation from the Utah Department of Transportation (UDOT), the Utah Department of Natural Resources (DNR), the National Security Agency (NSA), Utah School and Institutional Trust Lands Administration, Wasatch Front Regional Council, local developers, local land owners, and others.

A Camp Williams Joint Land Use Study was conducted in 2012 which did a good job of identifying many compatibility issues. Since that time, tremendous growth has occurred in the area. There has been so much growth and change in local jurisdictional staffing, that a new Compatibility Use Study would benefit the local jurisdictions and Camp Williams by helping to foster new cooperative relationships and planning efforts. A new study will be able to evaluate the effectiveness of the previous study and present ideas to improve the planning process going into the future.

Since Camp Williams is such an important training facility, it is imperative that good planning does what it can to influence communities to focus on the best methods to protect military training and installation resilience while sustaining compatible economic development.

**Provide the Best Value for the Budget**

The budget for this study is $320,000.00. MMPO has elected to procure a team to design and achieve the best project possible within the program budget. This will be accomplished through a Fixed-Price, Best-Proposal procurement approach. This approach gives the consultant a fixed price and encourages them to propose innovative and creative solutions for achieving the goals and realizing the values as set forth in this Request for Proposals.

The successful proposer for the study will fully understand the project goals, values and expectations, and deliver a proposal that provides to the project stakeholders outstanding solutions.

**Schedule**

The study should be completed, including delivery of final documents within 12 to 18 months from execution of the Professional Services Contract. The project schedule should not create major public involvement activities during the months of December or July.
The proposed 18-month Compatibility Use Study will include the following deliverables: Final Camp Williams - Traverse Mountain Regional Study report with implementation recommendations, executive summary, and a public internet-based mapping portal.
STUDY DESCRIPTION

Study Goals

The Camp Williams - Traverse Mountain Regional Study will have two primary goals:

1. Encourage cooperative land use planning between the military installation and the surrounding jurisdictions so that future civilian growth and development are compatible with the training or operational missions of the installation.

2. Find strategies to reduce the operation impacts on the adjacent lands, including environmental impacts of those operations.

The Study should examine the land use planning concerns from the participatory jurisdictions and Camp Williams perspectives. The recommendations that emerge from this Study should be used to guide the local jurisdictions in the development and implementation of land use and related policies.

Results or Benefits Expected

The Camp Williams - Traverse Mountain Regional Study planning process will identify locations, if any, where land use conflicts between the civilian population and the military installation are presently occurring or are likely to occur in the future. Once these locations have been identified, land use and other relevant regulations that are developed during the Compatibility Use Study planning process will be proposed to the local governing bodies. The overall outcome will ensure that Camp Williams can continue and/or modify its missions in the future with as little hindrance as possible, while also ensuring that civilian interests are protected to the greatest possible degree.

The Compatibility Use Study will identify potential modifications to zoning, other development regulations and other land use mechanisms that are more likely to result in compatible land uses, thus ensuring the long-term viability of Camp Williams. The Department of Defense will also benefit as enhanced coordination of surrounding land uses will increase the long-term operational effectiveness and serve as an important component in the protection of our Homeland from unforeseen and anticipated threats.

The communities will benefit with a joint land use document that will aid them in regard to land use planning decisions. The online clearinghouse for information related to the Compatibility Use Study will benefit not only the communities and Camp Williams, but also the local public. The collaborative planning effort to produce the Compatibility Use Study will increase and improve communication and cooperation between local communities, Camp Williams, and the other stakeholders in the area.
PROCUREMENT PROCESS

Mountainland MPO intends to enter into an agreement with an individual or team to provide professional services as described.

Mountainland MPO will award the Contract to the Proposer with the apparent best value after the final Contract has been successfully negotiated. If no final agreement is reached between MMPO and the Proposer with the highest score, MMPO reserves the right to negotiate a Contract with the Proposer with the second highest score.

I. Request for Proposal Documents
The Request for Proposal (RFP) documents, including the submittal requirements and the selection criteria and schedule, will be available in electronic format on the Mountainland web site at www.mountainland.org. Submittal dates for the required references, management plans, statements of qualifications, and interviews will be based on the study schedule included in the RFP.

Mountainland MPO reserves the right to reject any or all submittals or to waive any formality or technicality in any submittal in the interest of the organization.

II. Contact Information
All communications regarding this project shall be directed to the project manager:

Brent Schvaneveldt, Pe, Project Manager
Wall Consultant Group
801-830-9506
9980 S 300 W Ste 200 Sandy, UT 84070
Brent.schvaneveldt@wcg.us

Or

Mountainland Metropolitan Planning Organization
Robert Allen, AICP,
586 East 800 North
Orem, UT 84097
t.801/229-3800

III. Communications and Requests for Clarification
Proposers may submit formal requests for clarification on the RFP in writing until the submittal date via email to Brent Schvaneveldt at brent.schvaneveldt@wcg.us. All responses to requests for clarification will be in writing and such requests and clarifications will be posted on the Mountainland website related to this RFP. Except as authorized by the Mountainland representative or as otherwise stated in the RFP, communication during the selection process shall be directed to the specified Mountainland representative. In order to maintain the fair and equitable treatment of everyone, consultants shall not unduly contact or offer gifts or gratuities to Mountainland, any board officer, or employee of Mountainland, or selection committee members in an effort to influence the selection process or in a manner that gives the appearance of influencing the selection process. This prohibition applies from the date the RFP is issued through execution of the Professional Services
Agreement. Failure to comply with this requirement may result in a disqualification in the selection process.

IV. Submittal Due Dates and Times
One electronic copy in PDF format of all required submittals must be delivered to Mountainland MPO no later than **3:00 pm Monday, November 23, 2020**. Submittals received after the specified time will not be accepted. Please allow adequate time for delivery. If using a courier service, the submitting team is responsible for ensuring that delivery will be made directly to the required location.

**PDF documents must have permissions enabled for comments and printing.**

V. Proposal Documents
Each Response to this RFP shall consist of the following:

- Listing of Past Performance and References (1 page)
- Management Plan, Project Schedule, and Statement of Qualifications (not to exceed 3 pages)
- Project Proposal (not to exceed 10 pages)

1. **Past Performance and References**
The Past Performance of all Proposers shall be considered in the selection process. Each team shall submit a listing of client references on three similar projects completed within the past five years. Include contact information and a one paragraph description for each project.

2. **Management Plan**
Teams will be required to develop and submit a plan demonstrating how they will manage their responsibilities, identifying risks, and how risks will be mitigated. An organization chart showing the roles and responsibilities of all pertinent decision-makers is a required part of the proposal.

Address project specific criteria, risks that have been identified by the RFP and additional risks that the team has identified. State how those risks will be mitigated.

As part of the management plan include your proposed project schedule. Indicate critical dates and other information in sufficient detail for the selection committee to determine if the time frames are reasonable.

The management plan should be concise yet contain sufficient information for evaluation by the selection committee.

2a. **Statement of Qualifications**
Submissions shall include in the management plan a Statement of Qualifications, a brief document that indicates the experience and qualifications of the team, the project manager, and other critical members of the team. It describes what talents their team brings to the project, how their knowledge of the subject will provide
benefit to the process, how the team has been successful in the past and how that relates to this project.

It should include information on similar projects that have been completed by the team, project manager and other team members. Include the experience and special qualifications that are applicable to this project and/or are part of the project specific selection criteria.

3. Project Proposal
Each project proposal shall address the following Scope of Work requirements.

Scope of Work

Purpose
The purpose is as described above in the Study Description section.

Work Tasks and Deliverables
The CONSULTANT will provide professional services to accomplish all specific work tasks, to be proposed by the consultant, leading to the preparation, submittal, approval, and adoption of the Camp Williams – Traverse Mountain Regional Study.

The specific work tasks shown below are the minimum required and are intended to provide guidance in preparing the proposal. Consultants are encouraged and expected to respond to this RFP with a proposal that includes additional tasks, further defined task details, and a work plan and approach necessary to accomplish each task and do so in accordance with the study goals as stated above.

The study Policy and Technical Committees consisting of representatives from MMPO, Camp Williams, and constituent jurisdictions will provide input and guidance to the Consultant during the study. The Consultant should plan to meet monthly with the study Policy and Technical Committees.

The CONSULTANT shall provide all required labor, equipment, tools, and facilities necessary to complete the required work, including but not limited to the following:

- **Task 1:** Overall project initiation and administration. Task includes any necessary refinements to the Compatibility Use Study work plan and administration of the Study to ensure coordination with the project sponsor and committees.
  
  **Deliverables:** Refined work plan.

- **Task 2:** Stakeholder and public involvement. Public participation is an integral part of the Compatibility Use Study planning process to help ensure decisions are made in consideration of and to benefit public needs and preferences. Early and continuous public involvement brings diverse viewpoints and values into the decision-making process. This process enables the participants to make better informed decisions through collaborative efforts and builds mutual understanding and trust among stakeholders and the general public. Successful public participation is a continuous
process, consisting of a series of activities and actions to both inform the public and stakeholders and to obtain input from them which influences decisions that affect their lives.

**Deliverables:** completed public involvement plan; installation tours held; public meetings held (minimum of 3).

- **Task 3:** Community planning review. The consultant, with MAG input, will convene a working group to include Camp Williams and the surrounding communities as it relates to community planning and development. The Military Plans, Analysis, and Integration Office (PAIO) will be the primary installation point-of-contact that they will work with.
  **Deliverables:** Review of comprehensive plans and zoning laws completed; review and early notification process is completed and in place.

- **Task 4:** Data collection, inventory, mapping. This task includes the collection of all relevant data from the installation and participating jurisdictions and other entities or sources in order to conduct the analysis phase of the Compatibility Use Study planning process. The consultant will use as much of the previous study’s relevant data as possible.
  **Deliverables:** Internet based mapping portal established; GIS data layers completed; existing documents reviewed; presented to committee and public.

- **Task 5:** Identify and Assess Camp Williams resilience to natural and man-made threats.
  **Deliverables:** Workshop and interviews are completed; findings are published.

- **Task 6:** Conflict/compatibility analysis.
  **Deliverables:** Conflict areas are identified and mapped; data and mapping presented to Technical and Policy Committees for input; findings are published.

- **Task 7:** Conflict resolution strategies.
  **Deliverables:** Recommendations on transportation are developed; toolbox of policies, etc. is developed; potential solutions are developed; input is obtained from local municipalities, agencies, institutions, Policy Committee, and public.

- **Task 8:** Implement recommendations for military installation resiliency implementation activities.
  **Deliverables:** Implementation action plan is developed.

- **Task 9:** Prepare Study report.
  **Deliverables:** Final plan with executive summary is completed and approval obtained.

**Final Scope of Work**

The Final Scope of Work document shall be negotiated and executed prior to the start of work. Should the MMPO and consultant be unable to come to a negotiated agreement, the contract may be negotiated and awarded to the second highest scoring proposal.
VI. Selection Criteria for Professional Services

The following criteria will be used in ranking each of the teams. The team that is ranked the highest will represent the best value for the MPO. The criteria are not listed in any priority order. The selection committee will consider all criteria in performing a comprehensive evaluation of the proposal. Weights have been assigned to each criterion in the form of points.

A. Past Performance Rating  15 Points  Each team will be given a past performance rating. The rating will be based on the performance of the team in completion of the three previous projects as submitted in the Management Plans and Proposal.

B. Project Proposal  30 Points  The merits of each Project Proposal will be evaluated by the selection committee in relation to the following:

1. Apparent understanding of the Project Goals and Values – How well has the proposer demonstrated a thorough understanding of the issues and concerns embodied in the Project Goals and Values?

2. Comprehensiveness of the response to the RFP – Has the proposal properly addressed each of the requirements and suggestions identified within the RFP, and paid adequate attention to each element?

3. Creativity and Professionalism - Has the proposer demonstrated both creativity and a professional approach to addressing the issues and needs identified in the RFP? Are the proposals realistic and attainable?

C. Strength of Team and Management  25 Points  Based on the proposals, the interview, and management plan, the selection committee will evaluate the qualifications, expertise and experience of the team and the project lead, as well as the proportion of time proposed for each member to spend on the project, as it relates to this project in size, complexity, quality, duration, etc. Consideration will also be given to the strength brought to the team by critical consultants including how they were selected and the success the team has had in the past in similar projects.

D. Schedule  10 Points  The consultant’s schedule will be evaluated as to how well it meets the objectives of the project. The consultant shall identify in the project schedule all major work items with start and stop dates that are realistic and critical. The completion dates shown on the schedule will be used in the contract. A Critical Path or similar schedule approach is preferred.

E. Local Knowledge  10 Points  The consultant’s knowledge of the local and regional plans for the area and their past involvement with jurisdictions in the area will be evaluated as to how well issues of the area are known.

F. Project Budget  10 Points  The proposed budget balanced with the quality of the proposal will be taken into consideration. Is the project feasible at the budget? Is it likely that amendments will be needed? Is the budget too high for the proposed deliverables?

TOTAL POSSIBLE:  100 POINTS
VII. Selection Committee
The Selection Committee will be composed of members of the Steering Committee.

VIII. Interviews
The selection committee may require interviews to be conducted with all teams who have met all the requirements but holds the right to decline holding interviews. If the committee decides to hold interviews, they may convene to develop a short list of teams to be invited to interviews. This evaluation will be made using the selection criteria noted above.

The purpose of the interview is to allow the team to present its understanding of the project, qualifications, expertise, past performance, management plan, schedule, and general plan for accomplishing the project. It will also provide an opportunity for the selection committee to seek clarifications from the team.

The proposed primary project management personnel, including the project manager, should be in attendance. The project manager is the team’s representative who has overall job authority and should plan on attending all key meetings. Unless otherwise noted, the attendance of sub-consultants is at the discretion of the team.

The method of presentation is at the discretion of the team. The interviews will be held on the date and at the place TBD.

IX. Form of Agreement
At the conclusion of negotiations, the selected consultant will be required to enter into an agreement using the available form of the Professional Services Agreement. A generic copy of the agreement is available at www.mountainland.org

X. Licensure
The consultant shall comply with and require its sub-consultants to comply with the license laws of the State of Utah.