

# **City of North Salt Lake Request for Proposals**

## **Comprehensive General Plan Update**



City of North Salt Lake  
10 East Center Street  
North Salt Lake, Utah 84054

Pre-RFQ/RFP submittal information meeting:  
November 14, 2023  
11:00 a.m.  
City Council Chambers

RFQ/RFP Submittal Deadline:  
December 5, 2023  
5:00 p.m.

The City of North Salt Lake, Utah is seeking the services of qualified firms with considerable experience in community design, land use, environmental planning, economic analysis, and community engagement. The project will entail an update to the currently adopted North Salt Lake General Plan (2013) incorporating all plan elements as required by Utah Code including and updating elements as necessary: Future Land Use; Transportation and Active Transportation; Economic Development; Parks, Trails, Recreation and Open Space; Moderate Income Housing; Water Use and Preservation (adopted May 2023); and Town Center Master Plan. Additionally the plan will include urban design recommendations for the Town Center. The consultant will work with the Community Development Department to facilitate public engagement and confirm or re-confirm goals, objectives, and recommendations within the plan elements. The detailed scope of work is available below.

The submittal deadline is Tuesday, December 5, 2023 at 5:00 p.m. at the City offices located at 10 East Center Street, North Salt Lake, Utah 84054. Five (5) copies of the proposal(s), one electronic copy must be included in the submittal, and a **SEALED BID IN A SEPARATE ENVELOPE**. Proposals can be delivered or mailed to the City offices anytime prior to the submittal deadline. The City offices are open Monday thru Thursday 7:00 a.m. to 5:30 p.m. Responses delivered via the USPS should be postmarked prior to the submittal deadline.

A non-mandatory pre-submittal meeting will be held on Tuesday, November 14, 2023 at 11:00 a.m. in the City Council Chambers located in the City offices. All interested applicants are encouraged to attend this meeting where City staff will be presenting more detailed information regarding the City's expectations, goals, objectives and project scope.

The City of North Salt Lake reserves the right to cancel or modify the terms of this RFP and/or the project at any time and for any reason preceding the contract award. The City further reserves the right to accept or reject any or all proposals submitted pursuant to this request. The City will post any such cancellation and/or modification on the City's website.

For questions, potential applicants should feel free to contact Sherrie Pace, North Salt Lake Community and Economic Development Director, at [sherriep@nslcity.org](mailto:sherriep@nslcity.org) .

# City of North Salt Lake Request for Proposals

## I. Introduction

The City of North Salt Lake is seeking proposals from qualified firms and individuals to assist in the preparation of comprehensive amendments to the City's General Plan. Specifically, the City needs to update the 2013 General Plan, as well as update (where necessary) and incorporate (where advisable either wholly or portions therein) into the Plan the following: the 2015 Town Center Master Plan; the Moderate Income Housing Plan; and the South Davis Active Transportation Plan.

## II. Background

The City of North Salt Lake is the seventh largest city in Davis County and is located on the southern border of the county. The City is bounded on the north by Bountiful City and Woods Cross City, by Salt Lake City and County on the west and south, and National Forest Service on the east. With the exceptions of small areas that are suitable for infill development, very little vacant land remains within the city to be developed. Additionally the only vacant land potentially available for annexation is across the Jordan River in Salt Lake County, which creates numerous obstacles that make growth to the west either difficult or economically unfeasible. Therefore the majority of future growth will be infill development or redevelopment.

North Salt Lake has experienced steady growth in residential and non-residential sectors over the past two decades and has fluctuated from year to year as a result of economic factors related to construction costs, property availability, and interest rates. Between 2010 and 2020, the City has experienced an average annual growth rate of 3.21%. Recently the city annexed approximately 100 acres of unincorporated Davis County between the north city boundary and Bountiful City. The area is fully developed with mostly single family dwellings but may require future public improvements such as sidewalks and street lighting. It is the City's desire to incorporate those residents into the General Plan process to determine what additional improvements are needed and desired within the area.

With respect to non-residential land uses, 28% of the City's total land area is zoned for manufacturing and industrial uses. Growth in the manufacturing and industrial zones has also been steady over the past decade. The remaining developable property available for growth in this sector will either be infill redevelopment or underutilized properties. It is critically important to the City to make assumptions and projections regarding the future use of these areas and to adopt guiding goals and policies that will assist the City in making future land development decisions, in addition to including those residents in the public process to assist in unifying the community as a whole.

Slightly over 9% of the city's land area is zoned for retail and office uses and is located along Highway 89, Redwood Road and areas surrounding the 2600 South I-15 interchange. Considerable commercial growth has been seen along Redwood Road with the addition of the Lee's Marketplace development. Remaining available commercial property on the west side is

located south of Center Street adjacent to the new Amazon distribution facility and at the northern entrance to the city at the intersection of 1100 North (2600 South) and Redwood Road. Particular attention to design guidelines, as well as target land uses should be considered to ensure these last key locations are developed with care.

On the east side, the Highway 89 corridor has seen some redevelopment with the addition of numerous multi-family housing projects to support the Town Center Plan and vision for the area. The City is currently working on the redevelopment and expansion of Hatch Park as the centerpiece to the reimagined Town Center. Further, the current General Plan anticipated the implementation of a form based code for the Town Center, which has proved problematic in drafting due to many factors including, topography, parcel size and configuration, existing roads and block sizes, and available property. Additionally, recent development proposals have been met with some negative public sentiment regarding the transition between the desired urban development pattern of the Town Center and the surrounding traditional single family neighborhoods. Therefore the General Plan update must include recommendations regarding urban design principles to improve the aesthetic quality of developments, address transitions to the single family neighborhoods in relation to height and topography, and transportation improvements necessary to facilitate the redevelopment.

#### *Transportation*

The Utah Department of Transportation recently began the Environmental Impact Study (EIS) for the expansion of Interstate 15 from Salt Lake City to Farmington. The current preferred alignment will have a significant impact on both traffic and land use within the City. The plan calls for the addition of a new interchange on the southern boundary of the City in the City's Town Center. This new facility will provide long needed access to both north and south bound I-15, as well as full access to I-215. The plan also contemplates the elimination of the current Center Street off ramp. These two changes will greatly impact the traffic patterns for North Salt Lake and its Town Center. Additional land use opportunities may be presented as part of the planned expansion. The Utah Transit Authority (UTA) also recently initiated an EIS for the planned Davis-SLC Connector route for a bus rapid transit or enhanced bus service through the Town Center. The plan will have enhanced bus stations and prioritized routes improving alternate transportation options for residents and business employees. The General Plan update must include recommendations for the appropriate balance of residential and commercial land uses, along with active transportation recommendations in support of this enhanced transit system and to ensure success of a walkable and vibrant Town Center.

#### *Moderate Income Housing*

The City's Moderate Income Housing Element Plan was adopted in 2016 and meets the standards outlined by the state legislature. The plan element should be updated for current demographic and market conditions, as well as updating the goals and implementation strategies to reflect changing conditions, as necessary to comply with statutory requirements and to guide the city with implementation of the stated goals. Recommendations on planning and supporting affordable housing within the City is necessary to ensure a community that provides multiple housing opportunities for all citizens.

### *Parks, Recreation, Trails and Open Space*

The City of North Salt Lake has already developed excellent parks, trails and open space systems and is currently in the process of the redesign and expansion of Hatch Park located in the Town Center. The City also owns numerous open space and vacant parcels that need to be planned and programmed for future recreation improvements and capital facilities investment. The General Plan element should include an analysis of current needs assessments for recreation, parks and trails as well as recommendations regarding levels of service and goals and policies related to the creation and improvements of parks, trails and open spaces. Long-range planning should be updated to allow for future population growth, major recreation facilities, the setting aside of open space in appropriate locations and the maximization of local and regional trail opportunities.

### **III. Scope of Services**

The City anticipates that the scope of services for this project will include the following:

1. **Review Plans.** Review of the 2013 General Plan, 2016 Town Center Master Plan, Moderate Income Housing Plan, South Davis Active Transportation Plan, the Town Center Branding study, the Town Center Traffic Circulation Study, the Town Center Market Analysis, and other applicable planning documents. Assess areas of progress and align the General Plan update to incorporate associated plan elements as appropriate and advisable.
2. **Public Engagement.** Develop a public involvement strategy which provides opportunity for participation by a variety of citizen groups representing the various neighborhoods and socioeconomic status, including those groups which are traditionally underrepresented in the planning process. Particular engagement with neighborhoods surrounding the Town Center and the newly annexed area should be a priority as well. In addition to outreach to the public at large, the City desires to form a steering committee made up of key stakeholders including staff and various elected and appointed officials. The process should introduce techniques to make public participation in the process accessible, inclusive, relevant, and engaging to the community. The public engagement process should help identify available cultural resources, including local artists who could be enlisted for future public art projects. The study shall include a project website managed and updated by the consultant.
3. **Assess Goals and Values.** Evaluate the current community vision as expressed in the General Plan and Town Center Master Plan and revise as necessary based upon the public engagement process.
4. **Update the Community Profile.** Perform research, analysis, and projections to update population growth, socioeconomic changes, housing needs, growth, and economic data for a 10 and 20 year planning horizon. This includes a projection for and standards of population density and building intensity for the various land use categories covered by the future land use plan.

5. **Land Use Assessment.** Assess the current and future land uses, including their definitions/purposes, associated current zoning districts, and acreages within each neighborhood area. Guiding questions include:
  - a. How much commercial and industrial property is available to meet current and future needs?
  - b. What areas of commercial or industrial properties should be preserved and what areas have the potential for mixed use development?
  - c. What are the recommended land use ratios for residential development to commercial retail and office?

The land use assessment should inform and recommend revisions to the land use framework by demonstrating current land use patterns, desired land use patterns, and policy strategies to align the zoning code and other applicable regulations and incentives with the community's vision.

6. **Assess the Town Center Master Plan.** Assess the Town Center Master Plan and update the goals and policies based upon the public engagement process to include comprehensive and specific design guidelines and ordinance updates necessary to implement the Town Center Vision.
7. **Assess Transportation Needs and Opportunities.** Update the transportation element to include a focus on active transportation facilities as well as vehicular access and circulation. This should include specific infrastructure recommendations, as well as possible programs to implement them.
8. **Assess Moderate Income Housing Element.** Update the City's Moderate Income Housing Element to ensure compliance with state code, update demographic and market data, and assess implementation and identify additional strategies for the creation of new affordable housing and preservation of existing affordable housing stock. All data should be sourced and referenced in order to allow the City to easily update it in future years.
9. **Assess Parks, Recreation, Trails and Open Space Element.** Update the City's Parks, Recreation, Trails and Open Space Element to include all city owned open space properties, and identify opportunities for improvement and programming of existing and vacant properties based upon a recommended level of service that meets the vision of the community obtained during the public involvement sessions.
10. **Analysis of Goals and Policies.** Updates should include a list of recommendations, goals and policies related to possible implementation strategies for the General Plan in alignment with the community vision obtained during the public involvement sessions.
11. **Plan Adoption.** Following acceptance of the project Steering Committee, the consultant shall present the plan in person to the Planning Commission and City Council for full adoption.

#### **IV. Deliverables**

- Project kick-off meeting with project advisory team members to assist in the identification of steering committee members.
- Study updates in word process format and as pdf of the study's progression due with each submitted invoice.
- Project website managed and updated by the consultant.
- Methods and Assumptions Document, Public Participation Plan, and all materials for public presentations.
- Digital, web ready drafts of the Plan for posting on the City's website as well as the required project website.
- Final Plan copies for approval and adoption by the Planning Commission and City Council. Maps shall be produced in ESRI geodatabase format compatible with the City's GIS. A minimum of twenty (20) hard copy final plans shall be included as a deliverable.
- All final maps and overlays delivered in ESRI geodatabase format, along with map templates generated throughout the process. All final maps and source data files shall be provided to the City.
- In-person presentations to the Planning Commission and City Council to adopt the General Plan.
- The proposal shall identify and include any other deliverables such as advisory memos, reports, analyses or similar materials related to the project.

#### **V. Project Schedule**

The project schedule assumes the selected consultant will be under contract by January 17, 2024. The public outreach efforts will be launched in February of 2024 and the entire project completed within 12-14 months. As a submittal requirement, the applicant must submit a project schedule showing key task target dates, including public meetings and hearings, and estimated task duration. Final adoption of these elements is expected not later than March 31, 2025.

#### **VI. Proposal Content Requirements**

The project budget is not to exceed \$150,000. Interested consultants shall provide their proposed scope of work, and a practical budget for undertaking the project. The proposed budget for each proposal shall be submitted separately in a sealed envelope, and opened after evaluation of submitted proposals have been scored by the selection team. The City reserves the right to select the consultant that it believes will provide the best value and services for the Project and will not be bound to select the firm with the lowest overall cost.

The total length of the proposal is not to exceed 30 pages maximum. Each applicant must demonstrate that they have the professional capabilities needed to accomplish this study. At a minimum, proposals will include the following items:

- 1) Statement of Study Approach: Describe the planning process methodology including an explanation of technical approaches and a detailed outline of the proposed services for executing the requirements of the Scope of Services. This section should focus on how

the consultant will refine and enhance the currently adopted General Plan, rather than starting from scratch.

- 2) Proposed Team Members: Provide a written description of the consultant team composition, including disciplines, primary roles, and relevant experience. The information provided must clearly indicate the consultant team’s point of contact, the team leader, and the responsible party in each firm who will be providing the required professional experience.
  - a. Provide a table showing the number of person-hours (not percentage of time) that will be devoted to each task by the consultant team members. Support personnel may be identified by classification. List the names of key professionals who will be involved. If subcontracting is necessary, clearly identify their role and include subcontractors’ key personnel and support staff in the table.
  - b. Describe current commitments to other work in sufficient detail to permit assessment of each consultant team member’s ability to meet the proposal commitments.
  - c. Project management including:
    - i. Project organizational chart;
    - ii. Location of office from which the management of the project shall be performed; and
    - iii. Summary of key personnel’s shared project experience.
- 3) Provide a description of the background of key members of the consultant team and their specific participation in previous projects that would directly relate to the work planned.
- 4) Previous project summaries, including reference contact information, for a minimum of three (3) projects which are similar in scope to the project described herein.
- 5) Provide a graphic or text calendar to define the proposed schedule for tasks and set milestone dates.
- 6) Proposed plan of tasks detailing specific milestones within each phase and element and the deliverables/working documents associated with each.
- 7) Budget (SEALED BID): Show the estimated cost of the entire study.
- 8) Any other contract-related details which may assist the City in making a choice regarding the best-qualified applicants for this project.

## **VII. Selection Process**

The City of North Salt Lake will be evaluating firms and individuals through the formation of a selection committee. The committee will rank the RFP responses on a 5 point scale for each criteria below and then weighted as noted:

Overall Project Approach and Proposal Quality	25%
Public Engagement Strategy	25%
Firm’s Project Team	20%
Demonstrated Experience/Quality of Past Work	20%
Proposed Project Budget	10%

Upon conclusion of the scoring of the proposals, the selection committee may request presentations by the top ranking firms to determine a final candidate for recommendation to the City Council for the project.