

Town of Dutch John



PO Box 235
Dutch John, UT 84023
www.dutchjohn.org

Request for Proposals 2020 General Plan Update

Request for Proposals to Prepare General Plan Update

NOTICE IS HEREBY given that the Town of Dutch John is seeking proposals from consultants qualified to provide professional services for preparation of an update to its General Plan.

Background

The Town of Dutch John, with a population of approximately 144, is located in the Eastern corner of Daggett County. It is a popular recreation spot surrounded by the Ashley National Forest, in the Flaming Gorge National Recreation Area. There is access to the Green River, a blue-ribbon fishery, the Flaming Gorge Dam and Flaming Gorge Reservoir. The residents and many visitors enjoy abundant recreational activities including; fishing, hunting, boating, paddle boarding, hiking, biking and ATV trails.

We are a newly-incorporated Town. Our current plan was updated in 2019, but we realized that it is missing some legal and strategic elements – particularly related to transportation and infrastructure issues. We also intend to include the missing mapping elements. Under our previous leadership, we developed our initial plan and first land use ordinances. We need professional help to update them so that we can start to implement a simple, but more customized land use code. Our current plan is available on our website, dutchjohn.org.

General Instructions, Terms, and Conditions

1. Submittals shall consist of 5 hard copies and one electronic copy (pdf) of the consultant's proposal for services. Proposals or unsolicited amendments to proposals arriving after the proposal submission deadline will not be considered.
2. Proposals shall explain how the consultant plans to meet the scope of work requirements.
3. Proposals shall be received by 5:00 p.m. Thursday, November 12, 2020.
4. Send proposals to the attention of Harriet Dickerson, Town Clerk at P.O. Box 235, Dutch John, Utah 84023. Emails with questions must be sent to amcdonald@dutchjohn.org with a cc to hdickerson@dutchjohn.org.
5. Proposal may not be withdrawn for 90 days following the deadline date and time.

Conditions of Award

The Town Council will evaluate the submitted proposals. The Town reserves the right to:

1. Reject any or all proposals or to make no award.
2. Require modifications to initial proposals, or
3. Negotiate.

The Town will not consider proposals that have a proposed budgeted total cost that exceeds \$20,000.00.

The Town may award based on initial proposals received or may invite selected consultants to make a presentation to the Town Council. To the extent permitted by law, all documents submitted as part of a proposal will be deemed as confidential during the evaluation process and until the award of contract. There shall be no disclosure of any consultant's information to a competing consultant prior to the award of a contract. A contract will be awarded only after official action by the Town Council.

Work Plan:

The Town of Dutch John seeks to update the General Plan, based on the desires of the community, that takes into account the considerable changes to the economy, the nature of business, the demands for affordable housing, transportation/road mapping, with consideration of new state laws and ordinance recommendations. The document shall provide a solid vision for the future of the community over the next 10 years that can be used by elected and appointed officials to guide decisions.

Plan elements to be included are:

- Land Use
- Transportation/Road Mapping
- Open Space and Trails
- Moderate Income Housing
- Affordable Housing
- Economic Opportunities
- Ordinance Modifications
- Public Facilities, Utilities, Services
- Shall include all elements required by Utah Code 10-99-401-408

The work to complete all required elements will be undertaken in collaboration with the Town Council, Planning and Zoning Commission and Community Members.

This proposal needs to develop current economic, demographic, and trade area trend information, and assess future land use needs.

It is the sole responsibility of the respondent to ensure that proposals are received prior to the closing time as late submittals will not be accepted and will be returned unopened. The mail address is: **P.O. Box 235, Dutch John, Utah 84023.**

Consultant Responsibilities:

- Developing and executing a stakeholder (i.e. residents, property owners, Planning and Zoning Commission, and Councilmembers) engagement plan,
- Future land use map and zoning map in a format which can be integrated into the Town's website,
- Master Plan update modeling alternative scenarios,
- Land use management techniques to encourage development, and
- Metrics for measuring the accomplishment of the desired outcomes.

The Town has a five-person Town Council, five-person Planning Commission and a Planning and Zoning Professional Administrator which will provide a structured forum for public input and provide high-level advice to the Town concerning the Growth Policy as it is developed. Consultants may, as part of their plan to reduce costs, plan for the Town Council to schedule, notice, and facilitate community engagement meetings.

Primary contact by the consultants will be with the Town's Mayor, Sandy Kunkel.

Submission Requirements and Instructions

All requirements in this section are mandatory.

1. A brief summary of the project and stakeholder engagement plan and use of Town Council to reduce time and transportation costs
2. Outline of Services
3. A cost proposal for a specific "not to exceed" fixed fee, with descriptive associated fees (e.g. printing costs, attendance at meetings, travel, etc.)
4. A project timeline and completion date (Must not extend beyond June 30, 2021)
5. A cost for modifications to the Project by the Town after the final successful delivery
6. Summary of qualifications and work on similar projects. Please include examples of general planning as well as specific planning (i.e. development standards and building mockups for highway commercial area or downtown area)
7. Submissions are not to exceed ten pages

Questions relating to the scope of services and project management may be directed to the Mayor, Sandy Kunkel.

All requests for information or clarification and the related answers/information will be posted to the Town's website (dutchjohn.org). Applicants are responsible for regularly checking for clarifications during the RFP process.

The Town Council will evaluate all responses to the RFP to ensure that they are responsive to the RFP and meet all mandatory submission requirements.

The Town Council will schedule a meeting with respondents via online video conference during an open meeting in which they can ask clarifying questions regarding the respondents' proposal.

The Town Council will fill out the subjective rating scheme (attached) after video conference meetings, except for cost scoring which will be completed by the council.

An award of successful proposal will be made within 30 days.

All proposals submitted in response to this RFP become the property of the Town and public records and, as such, may be subject to public review. The Town reserves the right to accept or reject any and all proposals; to add or delete items and/or quantities; to waive any minor irregularities, or informalities.

The Town reserves the right to cancel this RFP. If the Town cancels this RFP, all Contractors who submitted proposals will be notified using email. This project is subject to the availability of funds.

Respondents shall have the responsibility of all salaries, wages, bonuses, retirement, withholdings, worker's compensation and occupational disease compensation, insurance, unemployment compensation, other benefits and taxes, and premiums appurtenant thereto concerning its officers, employees, contractors, and consultants. Each respondent shall save and hold the Town; harmless with respect to any and all claims for payment, compensation, salary, wages, bonuses, retirement, withholdings, worker's compensation and occupational disease compensation, insurance, unemployment compensation, other benefits and taxes and premiums in any way related to each respondent's officers, employees, contractors, and consultants.

The Town further reserves the right to excuse technical defects in a proposal when, in its sole discretion, such excuse is beneficial to the Town.

The Town may award based on initial proposals received or may invite selected consultants to make a presentation to the Town Council. To the extent permitted by law, all documents submitted as part of a proposal will be deemed as confidential during the evaluation process and until the award of contract. There shall be no disclosure of any consultant's information to a competing consultant prior to the award of a contract. A contract will be awarded only after official action by the Town Council.