



Request for Qualifications  
Roosevelt City Master Plans



Request for Qualifications  
Roosevelt City Master Plans  
Roosevelt, Utah

Roosevelt City is inviting qualified consultants to submit proposals to provide the professional and engineering services required to update the City's Master Plans. From those consultants who submit proposals, the City may invite a few firms to make a presentation in person or by telephone before awarding a contract.

### **Project Overview**

Roosevelt City is seeking a firm or team of firms to assist in the updating and development of its Master Plans. The Comprehensive/General Master Plan was last updated in 2010 by Horrocks Engineering. The sewer, storm drain, secondary water, transportation, and culinary water plans were last updated in 2012 by Horrocks Engineering. New plans are needed because there have been several major changes since the last plans were developed, including a significant increase in annexation into the city, a significant population increase, new legislation requiring new elements of the plan, and the completion of many tasks from the last master plans.

The finished master plans will include a comprehensive/general plan; transportation and traffic plan; recreation plan (parks and trails); economic development plan; cemetery plan; culinary water plan; sewer plan; secondary water plan; and storm drain plan.

The city is currently working with LTAP to evaluate roads and infrastructure for the transportation plan. About half the roads from the last master plan have been completed. An extensive traffic study will be required as part of the transportation plan. There is currently no cemetery plan in place, and the city anticipates that the cemetery will run out of space in the next 5-10 years. A major portion of the old secondary water plan was completed in 2013-2014. The city has also added over two miles of new sewer pipe in the West Cove area for a system increase of over 5 percent, necessitating a new sewer plan. The culinary water plan is in need of updating. The City currently serves a number of connections outside of city limits. A map showing current water lines is available upon request. The recreation (parks and trails) and economic development plans do not currently exist.

The map of Roosevelt City's potential annexation area can be viewed at this link:

<https://rooseveltcity.maps.arcgis.com/apps/View/index.html?appid=38a2ba0857504f75b6f5668b000557ff> .

The existing Roosevelt City master plans can be viewed by visiting <http://rooseveltcity.com/documentcenter> and clicking the link for General Plans and Master Plans under the Planning and Zoning drop-down menu.

### **Definition of Study Area**

As these master plans will be citywide, understanding the various components and factors that influence the city and its residents is important. Roosevelt City is home to almost 7,000 residents. It is located halfway between Duchesne City, the county seat of Duchesne County, and Vernal City, the county seat of Uintah County. Roosevelt City sits on the Duchesne/Uintah county line. The oil and gas industry is the primary economic driver in the Roosevelt area. Other major industry includes Uintah Basin Healthcare, the largest independent hospital in the State of Utah; Strata Networks, the local telecommunications co-op; Moon Lake Electric Association, the local electricity co-op; and two higher education institutions—UBTech, the first technical college in Utah, USU-Uintah Basin, the first branch campus of Utah State University.

## **Work Program**

Roosevelt City has identified a Scope of Services for each plan consisting of the tasks listed below, generally in the order shown. However, proposals are encouraged to recommend additions, deletions, or changes in the Work Program to more effectively meet the primary objectives. Firms may choose to submit a proposal for only one portion of the overall master plans; however, priority will be given to firms capable of completing the master plans in full.

- I. Initial Research – Overview and basic understanding of local conditions and dynamics which influence Roosevelt City, both currently and into the future.
- II. Stakeholder Interviews – Visit with people, businesses, institutions, and organizations knowledgeable about the political, economic, and infrastructure environment of Roosevelt City. This will help determine local commitment in executing initiatives and programs to improve the quality of life in Roosevelt City.
- III. Roosevelt City Interviews – Visit with city council members, mayor, city manager, and other city personnel to identify their thoughts and vision of the City.
- IV. Public Meetings – Hold public meetings to obtain input on how the public perceives Roosevelt City now and in the future.
- V. Demographic and Economic Trends – Review the demographic and economic forces at work in the local area and evaluate the strengths and limitations as they relate to Roosevelt City.
- VI. Traffic Patterns and Land Use – Review existing data and future growth projections to better understand how traffic and land use will impact each aspect of the master plan.
- VII. SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis – Identify constraints and opportunities for each portion of the master plan, e.g. infrastructure capacity, geographic location, financing constraints, etc.
- VIII. Implementation Plan and Next Steps – Outline a process of specific steps for Roosevelt City to undertake immediately following this study to implement progressive advancement of the master plan.
- IX. Completed Plan – Prepare a completed plan addressing all of the preceding tasks, including drawings and charts, in an electronic format suitable for publication. Provide six (6) printed and bound copies of the plan. Provide detailed GIS data usable in ArcGIS Pro Online as layers, with appropriate attributes to assist the city in daily operations as well as long term planning.
- X. Benchmarks and Measurability – Work together with Roosevelt City officials, administration, and staff to establish realistic benchmarks for plan implementation that will still require concerted effort to achieve.
- XI. Funding Sources for Implementation – Identify potential funding sources for implementation of master plan projects.

## **Proposal Content**

Each consultant responding to this Request for Qualifications should submit six (6) copies of the following. All proposals should be limited to 12 double-sided pages or less, excluding cover page and dividers. For evaluation efficiency, it is recommended that proposals follow the order listed below.

- A letter of transmittal and qualifications, and supplemental information to demonstrate the firm's experience and skills related to master planning.

- Resumes of those individuals who would be performing the actual consulting services and a statement of the roles to be filled on this project by each individual.
- A statement of approach to the Work Program which addresses each of the tasks outlined above and any additions, deletions, or changes to the Work Program which the firm wishes to propose.
- A proposed schedule for completion of the Work Program. This schedule should also identify those individuals performing each task, their estimated hours, and proposed completion date of each phase and plan.
- A list of similar work performed in the past five years, including client contact information.
- Between two and three (2-3) samples of work similar to what this RFQ is soliciting, submitted electronically via link or jump drive and referenced in printed proposal.
- Supplemental information which would help to demonstrate that the consultant understands what is involved in completing the work program on time, within budget, and according to Roosevelt City's primary objectives.
- A fee proposal, itemized by task (see attached Fee Proposal Schedule); estimated hours; and hourly rate in a separate, sealed envelope.

Firms will be reviewed on the basis of past relevant experience, qualifications of personnel, and other indicators of the firm's ability to complete the services in a professional, competent, and timely manner. The firms determined to be most advantageous to the City, based solely on the City's discretion and judgment, may be invited to make presentations of their proposals in person or via telephone prior to award of a contract.

The City reserves the right to be the sole judge of the overall acceptability of any firm, to judge the merits of information presented in the submittals, to reject any or all proposals, or to waive any irregularities or informalities in the submittal and evaluation process. All proposals will be ranked by qualifications first, and the top three (3) will be evaluated by cost. All cost-related documents (Fee Proposal Schedule, estimated hours, and hourly rate) will remain in separate, sealed envelopes until the qualification rankings are complete.

The selected firm will be required to enter into a consulting contract with the City. It is anticipated that the services will begin in Winter 2018/Spring 2019. While it is not anticipated that Federal funds will be used to facilitate this study, consultants will be expected to comply with Federal Equal Employment Opportunity and other applicable requirements. Minority-owned and women-owned businesses are encouraged to respond to this RFQ and should identify themselves as such in submittals.

For further clarification regarding this RFQ, please contact Ryan Snow, Roosevelt City Manager, at the Roosevelt City Offices, 255 S. State Street, Roosevelt, UT 84066, by phone at 435-725-7201, or by email at [rsnow@roosevelticity.com](mailto:rsnow@roosevelticity.com)

#### **Deadline and Location for Submittals**

Proposals shall be submitted by November 30, 2018, 5:00 p.m. MDT, at the Roosevelt City Offices, c/o Ryan Snow, 255 S. State Street, Roosevelt, UT 84066.

### Fee Proposal Schedule

*This document should be included in a separate, sealed envelope, along with estimated hours and proposed hourly rate. Consultants must provide a price for each individual plan, but may submit an additional price-per-phase proposal.*

PLAN	UNIT	PRICE
<b>Phase One</b>		
1. Comprehensive/General Plan	Not to exceed	
2. Transportation and Traffic Plan	Not to exceed	
3. Recreation (parks and trails) Plan	Not to exceed	
4. Economic Development Plan	Not to exceed	
5. Cemetery Plan	Not to exceed	
<b>Phase Two</b>		
6. Culinary Water Plan	Not to exceed	
7. Secondary Water Plan	Not to exceed	
8. Sewer Plan	Not to exceed	
9. Storm Drain Plan	Not to exceed	
<b>Project Total</b>		