



## 2027 Regional Transportation Plan Update

### Request for Proposals (RFP)



**Posted March 17, 2025**

**Amended March 24, 2025**

Mountainland Association of Governments Metropolitan Planning Organization (MAG MPO) is inviting firms to submit Proposals to lead the plan development for the 2027 Regional Transportation Plan (RTP) Update.



## 1. Project Summary

The MAG MPO is seeking qualified and experienced consulting firm(s) to lead the development of a federally compliant and MAG MPO Board-adopted 2027 Regional Transportation Plan (RTP). Key tasks and deliverables include:

1. A process/technical workplan for the 2027 RTP update that incorporates local government and transportation partner participation and buy-in.
2. Interagency agreement on the alignment of several key regional projects, including but not limited to the [Pioneer Crossing / Lehi Expressway](#), [Vineyard Connector](#), and [Central High Frequency Corridor Transit](#).
3. A fiscally-unconstrained, needs-based RTP project list for the year 2055 and an exploratory list of projects needed beyond 2055.
4. Phasing criteria and the identification of a three-phase fiscally unconstrained and a three-phase fiscally constrained RTP project list.
5. A robust RTP public and stakeholder engagement process consistent with the [MAG MPO Public Engagement Plan](#).
6. An RTP document including compiled technical reports, an RTP executive summary document, and a corresponding RTP webpage.
7. Documentation of alignment with the [Wasatch Choice Vision](#), and [UVision](#)

The following table outlines project information, due dates, and submittal instructions.

### PROJECT

<b>Project</b>	MAG MPO 2027 RTP Plan Update
<b>Source(s) of Funding</b>	MAG MPO Public Treasurers' Investment Fund (PTIF)
<b>Estimated Budget</b>	The estimated budget range is \$450,000-500,000. The maximum not-to-exceed budget is \$500,000.
<b>Consultant Firms Invited (others are welcome to apply):</b>	<ul style="list-style-type: none"> <li>● Alta Planning + Design</li> <li>● Avenue Consultants</li> <li>● Design Workshop</li> <li>● Fehr &amp; Peers</li> <li>● HDR</li> <li>● High Street Consulting</li> </ul> <ul style="list-style-type: none"> <li>● Horrocks</li> <li>● JUB Engineers</li> <li>● Kimley-Horn</li> <li>● Parametrix</li> <li>● Transpo Group</li> <li>● WCG</li> </ul>

### PROJECT TEAM



MAG Project Manager (PM)	Kendall Willardson (PM) Calvin Clark (Assistant PM) Mountainland Association of Governments 586 East 800 North Orem, UT 84097 <a href="mailto:kwillardson@magutah.gov">kwillardson@magutah.gov</a> <a href="mailto:cclark@magutah.gov">cclark@magutah.gov</a>
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**DATES**

Posting of the RFP	Monday, March 17, 2025.
Pre-proposal Conference	Tuesday, March 25, 2025, at 1 p.m. MT Participation is not required to submit a proposal. Join via <a href="#">Zoom Link</a> .
Questions Regarding the RFP Due	Tuesday, March 25, 2025, by 6pm MT, via email to: Kendall Willardson ( <a href="mailto:kwillardson@magutah.gov">kwillardson@magutah.gov</a> ) and cc to the assistant project manager, Calvin Clark ( <a href="mailto:cclark@magutah.gov">cclark@magutah.gov</a> ).
Clarifications to RFP Posted	Thursday, March 27, 2025, by 6 pm MT, via email and the MAG website.
Proposal Submission Deadline	<b>Wednesday, April 9, 2025, by noon MT</b> , via email. Responses submitted after this deadline will not be accepted.
Optional Oral Interview	The Selection Team may determine that it is necessary to have interviews in order to make a selection. These interviews may be conducted in person or virtually.
Estimated Notice to Proceed Date	May 2025.
Project Completion Date	June 2027.



## INSTRUCTIONS

### Submittal Instructions

Responses to this Request for Proposals must be contained in a single PDF document submitted by email to the project manager, Kendall Willardson ([kwillardson@magutah.gov](mailto:kwillardson@magutah.gov)), and cc'd to the assistant project manager, Calvin Clark ([cclark@magutah.gov](mailto:cclark@magutah.gov)), before the submission deadline. Acknowledgment of receipt will be sent.

The RFP has a maximum limit of 30 pages, not including cover, cover letter, or resumes.

Questions and other correspondence regarding this Request for Proposals must be emailed to the project manager, Kendall Willardson ([kwillardson@magutah.gov](mailto:kwillardson@magutah.gov)), and cc'd to the assistant project manager, Calvin Clark ([cclark@magutah.gov](mailto:cclark@magutah.gov)), no later than the deadline for questions regarding the RFP. Any clarifications or additional information will be shared online on MAG's Request for [Bids, Proposals, and Qualifications web page](#). No consultant-specific information will be shared.

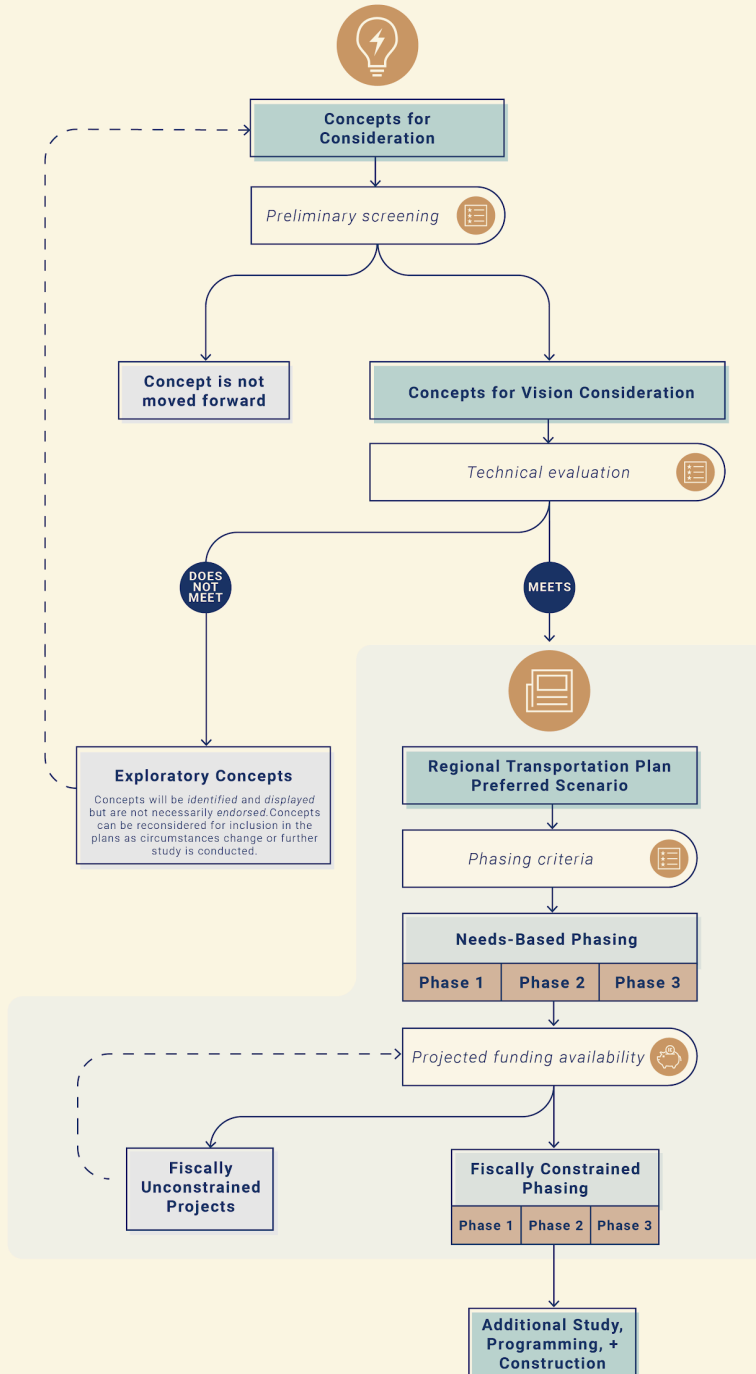


## 2. Scope of Work

The selected consultant will lead the development of the 2027 RTP with the support of MAG MPO staff. Except for those tasks and roles that are specifically called out in this RFP for completion by MAG staff, the selected consultant will be responsible for delivering a federally compliant RTP for MAG MPO Board approval. If necessary, the consultant should propose and budget for any additional tasks or deliverables that are needed to comply with federal and state regulations. MAG MPO staff will provide the base travel demand modeling work to support the overall scope. The consultant is intended to lead out in fulfilling the scope of work, though the consultant may selectively identify additional areas where MAG MPO staff may support alongside what is listed in this scope of work. If necessary, the consultant is responsible for including any additional tasks or deliverables that may be necessary to ensure that the final deliverable meets all applicable federal and state requirements. All web pages, maps, and dashboards are to utilize MAG's current software platforms or the consultant shall propose and negotiate additional software solutions as needed.

The general process for developing the RTP project list is intended to follow the following flowchart:

## EXPLORING REGIONAL TRANSPORTATION CONCEPTS



A summary of the anticipated minimum tasks and deliverables is presented below. Note that this summary table is to give an overview of the steps in the process. Following the summary table is a more in-depth description of what is expected to occur within each task.

Task	Deliverables
<b>Task 1: Project Management and Administration</b>	
1.1 - Kick-off meeting	Meeting agenda and minutes
1.2 - Bi-weekly project management meetings and related communications	Meeting agenda and minutes
1.3 - Progress reports and invoicing	Monthly progress report and invoice
<b>Task 2: RTP Work Plan</b>	
2.1 - Affirm work plan checklist with cognizant agencies	Federal requirement checklist
2.2 - Refine work plan with MAG staff	Graphical timeline of RTP planning process
2.3 - Present work plan for MAG MPO TAC/Board approval	Presentations
<b>Task 3: RTP Transportation Project List Development</b>	
3.1 - Compile preliminary project list	Preliminary project map(s)
3.2 - Draft System Performance and Metrics	Report
3.3 - Develop RTP project screening criteria	Presentation to MPO TAC and Board
3.4 - Local government and partner consensus	Presentation materials and meeting minutes
3.5 - Stakeholder workshops	Presentation materials and meeting minutes/summaries
3.6 - Develop Exploratory and 2055 RTP Project Lists	Webmap and presentation to MPO TAC and Board
3.7 - Project list documentation	Report
<b>Task 4: Public and Stakeholder Engagement Plan</b>	
4.1 - Public engagement strategy, including, at a minimum: interactive website, open houses., etc.	Public engagement strategy document

4.2 - Carry out plan	Project webmap, report
<b>Task 5: Needs-based Project Phasing</b>	
5.1 - Develop the methodology and criteria for prioritizing and phasing project and adopt it with Board	Presentation to MPO TAC and Board
5.2 - Apply adopted criteria to develop needs-based phases	Webmap and presentation to MPO TAC and Board
5.3 - Needs-based project list documentation	Report
<b>Task 6: Planned Revenue Fiscally Constrained Project List Development</b>	
6.1 - Apply financial information provided by MAG MPO to fiscally constrain phases	Webmap
6.2 - Stakeholder workshops	Presentation materials and meeting minutes/summaries
6.3 - Finalize fiscally constrained project phases	Presentation to MPO TAC and Board
6.4 - Fiscally Constrained Project List Development documentation	Report
<b>Task 7: RTP Document and Plan Adoption</b>	
7.1 - Finalize and combine all previous reports	Draft and final RTP report, technical reports, and website
7.2 - Create an executive summary document	Executive summary
7.3 - Update work plan checklist and review with cognizant agencies	Federal requirement checklist
7.4 - Present draft RTP and final RTP to MPO TAC and Board	Presentations to MPO TAC and Board

At a minimum, the scope of work is to include the following:

**1. Project Management**

The Consultant will be responsible for managing all project tasks under the general direction of the MAG project manager and assistant project manager. The Consultant will also attend regular meetings to provide updates to the MAG MPO Technical Advisory Committee (TAC) and the MAG MPO Board on progress and to obtain feedback on project milestones (presentations to these





groups referenced in other parts of this scope are intended to be included in these regular occurrences). This phase is anticipated to last through June 2027.

### **Tasks**

- a. Project kick-off meeting, scheduled upon execution of the contract and notice to proceed.
- b. Consultant will schedule and conduct bi-weekly conference calls with MAG MPO staff.
- c. Consultant will submit monthly progress reports and invoices for services rendered.
- d. Consultant will present to MAG MPO committees to provide updates and seek approval as necessary at each project phase.

### **Deliverables**

- Kickoff Meeting
- Monthly progress reports and invoices
- Bi-weekly conference calls
  - Provide agendas and minutes to MAG MPO staff
- MAG MPO Technical Advisory Committee presentations (at least 6) at each project phase
- MAG MPO Board presentations (at least 6) at each project phase

## **2. RTP Work Plan**

To ensure broad buy-in and unanimous approval of the final 2027 RTP, it is essential that local governments and the MAG MPO Board are informed and supportive of the process used to get there, not just the results. Consultant proposals shall outline a step-by-step process that addresses all federal and state requirements, encourages consistency with other MPOs and state agencies, including UDOT and UTA, and maximizes participation and ultimate buy-in from local governments and the MAG MPO Board. See the RTP Process Overview Document for a draft of key milestones and tasks. This phase is anticipated to be completed by June 2025.

### **Tasks**

- a. The Consultant shall develop an RTP checklist that explicitly considers:
  - i. All pertinent federal requirements for a compliant RTP, and document how the plan fulfills these requirements. The checklist shall include reference to 23 CFR 450.306, 23 CFR 450.324, 23 CFR 450.316, and any other requirements outlined by FHWA or FTA.



- b. Consultant to ensure that the timeline of the RTP planning process aligns with other regional and state plans, such as the Wasatch Choice Vision, the Unified Transportation Plan, and UVision.
- c. Consultant shall prepare presentations on the proposed process, goals, and desired outcomes for the MAG MPO TAC and Board and apply feedback from each. As part of the Wasatch Choice Vision, MAG MPO will adopt broad goals. Based on these goals, along with those established in UVision and federal emphasis areas, the consultant will identify objectives, strategies, and performance criteria to inform the rest of the process.

### **Deliverables**

- Presentations for MAG MPO TAC and Board meetings.
- A graphical timeline of the RTP planning process that can be incorporated on MAG MPO's website.
- A checklist-style document that outlines federal requirements and how the process will fulfill each requirement.

### **3. RTP Transportation Project List Development**

The Consultant shall lead the development of an RTP Project List in consultation with local governments, key transportation partners, the public, and the MPO TAC and Board. In general, this process will result in the following:

- Performance Metrics and Screening Criteria, guide the data-driven portion of project development.
- A fiscally-unconstrained, needs-based project list for the year 2055, based on the Wasatch Choice Vision Update
- Exploratory projects not limited to the RTP's 2055 planning horizon

The consultant will facilitate meetings and build consensus to negotiate project alignments with emphasis on vague or controversial concepts; summarize past work; and educate on environmental, context, and stakeholder issues. Negotiation skills are essential. This phase is anticipated to conclude by April 2026.

### **Tasks**

- a. Consultant will work with MAG MPO staff to compile and summarize past study work regarding key project alignments completed by MAG, the MPO, UDOT, UTA, and local governments. The relevant studies include, but are not limited to:
  - i. [North Lakeshore Area Study](#)



- ii. [Pioneer Crossing](#)
  - iii. [Vineyard Connector](#)
  - iv. [Central Corridor](#)
  - v. Fresh Look Transit Study (ongoing)
- b. Consultant will create a preliminary project list based on previous studies and planning efforts. MAG MPO staff will provide up-to-date data for city transportation master plans, TIP projects, Safety Action Plan projects, MAG MPO Grid Studies, and 2023 RTP projects to be included in the project list. Projects will be listed as capacity increasing, operational, maintenance, or safety.
  - c. Consultant will develop federal performance measures and targets for the MPO area and create a reporting process that can be used to track progress.
  - d. Consultant will use Wasatch Choice Vision and goals to create performance measures to measure progress.
  - e. Consultant will develop a draft System Performance report, which includes performance metrics, and use it to guide the development of the project screening process and needs-based performance criteria, in consultation with Wasatch Choice Vision work.
  - f. Consultant will develop screening processes and criteria to be used to sort the preliminary project list into a 2055 RTP Project List and an Exploratory List. These will be reviewed and adopted by the MAG MPO TAC and Board. These criteria should be data-driven and align with the Wasatch Choice Vision and goals.
  - g. Consultant, with the support of MAG MPO staff, will develop a plan and process for negotiating with local governments and key transportation partners to build consensus, arrive at solutions, and agree on alignments that provide the most local government and key transportation partner buy-in and maximize the goals and desired outcomes of the RTP.

This process is envisioned to include small group listening sessions with UDOT, UTA, and local governments to gather input, present draft methodologies, and receive feedback.

- i. MAG MPO staff will provide travel demand modeling analysis where necessary in alignment with RTP goals and objectives to address documented concerns.
- h. Consultant will organize and facilitate stakeholder workshops for elected officials and other stakeholders, including legislators, which includes scheduling locations, dates, and times (evenings) for three meeting sites (envisioned to occur in Fall 2025). The consultant will provide dinner and create exercises to review the draft lists of RTP and Exploratory Projects and gather new ideas and themes.



- i. Consultant will apply approved screening criteria to develop Exploratory and 2055 RTP Project Lists and seek approval from MAG MPO TAC and Board.
- j. Document project list development process and feedback received.

### **Deliverables**

- Preliminary project map(s) based on UVision, Wasatch Choice Vision, previous studies, city transportation master plans, TIP projects, Safety Action Plan projects, MAG MPO Grid Studies, and 2023 RTP projects.
- Screening criteria presentation to the MAG MPO TAC and Board.
- Local government and key transportation partner engagement and consensus plan, including small group listening sessions with UDOT, UTA, and MAG MPO local governments (six listening sessions are envisioned to occur by July 2025)
  - Consultant to review presentation materials (especially preliminary project lists and screening processes) with MAG MPO staff in advance of these sessions and provide minutes after the meetings
- Three stakeholder workshops with dinners (envisioned to occur in Fall 2025)
  - Consultation to review presentation materials with MAG MPO staff in advance of these workshops and provide minutes/summaries after the workshops
- Webmap and presentations of Exploratory and 2055 RTP Project Lists to MAG MPO TAC and Board for approval.
- A report documenting the project list development process.
- System Performance Measures report and process information.

## **4. Public and Stakeholder Engagement Plan**

The public and stakeholder engagement process is intended to provide meaningful avenues for members of the public and stakeholders to engage with the RTP throughout the entire process. The [MAG MPO Public Engagement Plan](#) outlines the minimum level of engagement required for all of MAG MPO's core products, including the RTP, along with other options to meaningfully engage with members of the public and stakeholders. This phase is anticipated to conclude by June 2027.

- a. Consultant to develop and carry out an effective public and stakeholder engagement strategy, consistent with MAG's Public Engagement Plan and other activities necessary for successful adoption.
- b. Consultant will identify stakeholders and public groups and create, execute, and lead public engagement initiatives for the 2027 RTP, such as pop-up events, workshops, and

other innovative strategies as outlined in the [MAG MPO Public Engagement Plan](#). The consultant will develop and carry out a strategy for public engagement with the support of MAG MPO RTP and Communications staff. The goal is to inform the public, underserved communities, and those with limited English proficiency and disabilities about the RTP process, gather project feedback, and document feedback and themes.

- c. Lead out in engaging the public on RTP Projects by coordinating with MAG MPO staff on the public engagement strategy in accordance with MAG MPO's Public Engagement Plan.
  - i. This includes engaging targeted vulnerable populations on RTP Projects while coordinating with the Wasatch Choice Community Advisory Committee.
- d. Consultant will create an innovative web-based presentation that includes the process of creating the draft Exploratory and 2055 RTP Project Lists (roadway, transit, and active transportation) to be used for stakeholder workshops, local workshops, and public engagement.
- e. Consultant will track all input from the public engagement, and create a report outlining the efforts and feedback received through the entire process.

### **Deliverables**

- An engagement strategy that identifies stakeholders and public interest groups to inform throughout the project.
- A webmap of preliminary projects and update based on feedback from local governments, key transportation partners, and negotiated alignments, where applicable.
- Additional UDOT, UTA, MPO, local government, or other stakeholder sessions, as needed.
- A report documenting engagement efforts, findings, and feedback received.

## **5. Needs-based Project Phasing**

The Needs-based Phasing Process builds off the 2055 RTP Project List using performance criteria, environmental data, and vulnerable populations analysis, which align and support federal and MPO performance measures, to rank and phase projects. MAG MPO needs consultant support to lead out on the phasing and performance criteria process. The consultant will work with MAG MPO staff to garner support for and document the RTP's Needs-based Project List process. The Consultant is to help build consensus and ensure that local government and key transportation partners remain part of the process. This phase is expected to conclude by June 2026.

## **Tasks**

- a. Consultant will develop data-driven RTP Needs-based Phasing criteria and process with the support of MAG MPO staff. These criteria will be developed to further advance the goals of the RTP and support the performance-based planning of federal and MPO measures. This process and criteria will eventually be used to phase the projects listed in the RTP 2055 Project List to produce the Needs-based Phased Project List and to produce performance criteria.
- b. Consultant will present the Needs-based Phasing criteria and process to the MAG MPO TAC and Board for feedback and approval.
- c. Consultant will update the web-based presentation, which includes the process of creating the draft Needs-based Project List (roadway, transit, and active transportation list created by MAG MPO staff).
- d. Consultant to create and use opportunities for the public, key stakeholders, and members of underserved communities to participate in the process, as will be addressed in the public engagement strategy.
- e. Consultant to work with MAG MPO staff to form the Needs-based Phased Project List using the adopted criteria and feedback from stakeholders, transportation partners, MAG MPO committees, and the public.
- f. Consultant will track all input and create a report outlining the Needs-Based Phasing Process from beginning to end.

## **Deliverables**

- A presentation to MAG MPO TAC and Board to adopt Needs-based Phasing Criteria.
- A webmap displaying Needs-Based phase project list.
- A presentation to MAG MPO TAC and Board to adopt Needs-based Phased Project List
- A report documenting engagement efforts and development of the Phasing Criteria and final RTP Needs-based list to MAG MPO committees.

## **6. Planned Revenue Fiscally Constrained Project List Development**

The Planned Revenue Fiscally Constrained Project List Development includes using financial data from the Unified Transportation Plan (UTP) financial model to project revenues and costs to be applied to the ranked and phased Needs-based Project List. MAG MPO needs consultant support to lead the effort in fiscally constraining projects into phases and for the website



presentation, stakeholder workshops, public engagement, transportation partner (UDOT, UTA, MPOs) and local government participation and buy-in, and process documentation. This phase is expected to conclude by December 2026.

### **Tasks**

- a. Consultant will update the web-based presentation, which includes the process of creating the Planned Revenue Fiscally Constrained Project List and Financial Plan.
- b. Consultant will apply financial plan revenues to Needs-based List to create the Fiscally Constrained Project List. MAG MPO staff will provide the information from the UTP financial model needed for this task.
- c. Consultant will organize and facilitate stakeholder workshops for elected officials and other stakeholders, including scheduling locations, dates, and times (evenings) for three meeting sites. The consultant will provide dinner and create exercises to review the phased lists of RTP Projects and gather new ideas and themes.
- d. Consultant will schedule, develop, and facilitate workshops, training sessions, and other activities to ensure that UDOT, UTA, MPOs, and local government staff are effectively engaged in the Planned Revenue Fiscally Constrained process. Grouped meetings can occur for areas requiring additional work (e.g., project ideas that don't match, concerns about ideas, etc.).
- e. Consultant to build consensus and ensure our local government members (cities and counties) understand and support the process.
- f. Consultant to build consensus and ensure our transportation partners (UDOT, UTA, MPOs) support and remain part of the process.
- g. Consultant to work with MAG MPO staff to update the Planned Revenue Fiscally Constrained Project lists based on feedback from stakeholders, transportation partners, MAG MPO committees, and the public.
- h. Consultant will track all input from the workshops, public engagement, and local workshops and create a report outlining the Fiscally Constrained Project List development process from beginning to end.

### **Deliverables**

- A webmap displaying a fiscally constrained phased project list.
- Three stakeholder workshops with dinners
  - Consultation to review presentation materials with MAG MPO staff in advance of these workshops and provide minutes/summaries after the workshops.



- Presentations of the fiscally constrained project list to MAG MPO TAC and Board for approval.
- A report documenting the process of creating fiscally constrained project list and feedback received.

## **7. RTP Document Development and Plan Adoption**

The final stage of work is to finalize technical documentation, create a draft RTP website and document, work with MAG MPO staff to ensure air quality work is complete, hold an official 30-day public comment period, create the final RTP document and website, gain MPO committees final approval, and FHWA/FTA approval including air quality conformity approval. MAG MPO staff will support with travel demand modeling and air quality work. This phase is expected to conclude by June 2027.

### **Tasks**

- a. Consultant to finalize technical reports covering all phases of the RTP.
- b. Consultant to finalize System Performance Report, which details how measures are applied in the RTP project development process through its entirety, and measure performance from MPO and federal performance metrics of needs-based and fiscally constrained project list.
- c. Consultant to create a draft and final public 2027 RTP document from consultant written reports and MAG MPO staff technical work (consultant to provide innovative ideas).
- d. Consultant to create a 2027 RTP website, including the final document in HTML and PDF formats, the technical reports, links to the process website work developed throughout the RTP development process, and a dashboard summarizing progress on meeting MPO and federal performance metrics.
- e. Consultant to prepare an Executive Summary document intended for broad consumption that includes project lists and maps.
- f. Consultant to explicitly consider all pertinent federal requirements for a compliant RTP and document how the plan (both consultant and MAG MPO staff work) fulfills these requirements, such as those listed in 23 CFR 450.306, 23 CFR 450.324, 23 CFR 450.316, and any other requirements outlined by FHWA or FTA.



### **Deliverables**

- Compile from MAG MPO staff technical work and consultant reports to create a draft and finalized RTP document and website.
- Create an Executive Summary document with project lists and maps.
- A checklist-style document that outlines federal requirements and lists how the plan fulfills each requirement with references to the document, as applicable.
- Two presentations (each) to the MAG MPO TAC and Board, one for a presentation of the draft plan and one for adoption of the plan.

## **3. Project Timeline and Key Milestones**

The RTP Development process is anticipated to take approximately two years and must be completed by June 2027. To view a draft of key milestones and tasks, see the [RTP Process Overview Document](#).

## **4. Contractual Stipulations**

### **Required Completion and Acceptance Criteria**

Progress payments will be made for work in progress. The final invoice payment will be made after all of the work has been completed and the final estimate, project records, and documentation have been received and accepted by Mountainland Association of Governments (MAG) as accurate and complete.

### **Applicable Federal and State Regulations**

The Consultant shall conform to all applicable state and federal regulations.

### **Debarment Certification**

Federal regulations require prospective participants (including contractors, subcontractors, and principals) to certify their current history regarding debarment, eligibility, indictments, convictions, or civil judgments. The selected Consultant will be required to certify in accordance with the contract's Standard Terms and Conditions.

### **Authorization to Begin Work**

Notice to proceed will be given by MAG MPO as soon as the contract is approved, signed by all parties, and returned to MAG MPO. The selected Consultant can expect an informal Notice to Proceed via email, followed by a copy of the executed contract provided to the Consultant.



## **Required Key Personnel Qualification**

The Consultant shall be responsible for ensuring all personnel proposed in response to this RFP are qualified through training, experience, and appropriate certification for the tasks assigned and shall have a working knowledge of industry-standard practices.

## **Required Availability of Key Personnel**

When Consultants list personnel in the proposal, key personnel and their roles should be identified. The consultant agrees to make the personnel available to complete work on the contract at whatever level the project requires.

## **Required Proposal Contents**

The consultant's proposal should contain the information identified in *Section 7: MAG Guidelines for Preparing Request for Proposals*.

## **Proposal Evaluation Procedures**

The Selection Team will evaluate the proposal in accordance with the criteria described in Section 7: Selection Process.

## **Conditions of Request for Proposals**

All costs related to preparing the proposal and related activities, such as interviews and contract negotiations, are the sole responsibility of the Consultant. MAG MPO assumes no liability for any costs Consultants incurred throughout the selection process.

## **Disposition of Proposals**

Proposals and their content become the property of MAG MPO and are treated as protected documents. The proposal of the successful Consultant shall be open to public inspection for one year after the award of the contract. RFPs of Consultants who are not awarded contracts shall not be open to public inspection and will be destroyed once the contract is executed with another consultant.

If the Consultant selected for the award has required in writing the nondisclosure of trade secrets and other proprietary data so identified, the MAG MPO Project Manager shall examine the request in the proposal to determine its validity prior to the award of the contract. If the parties do not agree to the disclosure of data in the contract, the MAG MPO Project Manager shall inform the Consultant in writing what portion of the proposal will be disclosed and that, unless the Consultant withdraws the RFP, it will be disclosed. If the Consultant withdraws their proposal, the Consultant will not be awarded the contract.



## Ownership of Documents

All model files, scripts, networks, GIS files, plans, data, maps, etc., prepared or obtained by the Consultant as a result of working on this contract shall be delivered to and become MAG MPO property.

## 5. Selection Process

The highest-ranked firm will be awarded based on the selection criteria listed below. Based on the agreed-upon scope of work, the highest-ranked firm will be contracted for cost. If this cost is deemed unreasonable or not within the project budget, MAG MPO may contract with the next qualified firm.

### Selection Criteria

A selection committee will evaluate proposals based on the following criteria and may choose to interview a short list of firms (MAG MPO may introduce other criteria to be used to score interviews):

- a. Qualifications and experience of the firm and proposed team | 20%
- b. Understanding of the scope of work, proposed methodology, and innovation | 30%
- c. Demonstrated ability to meet the needs of MAG MPO | 20%
- d. References | 10%
- e. Value provided for cost | 20%

## MAG Guidelines for Preparing Proposals

Proposal Requirements: The maximum length of the proposal is 30 pages; the cover, cover letter, and resumes are not included in the total page count. Submittals should be sent as a .pdf via email to Kendall Willardson ([kwillardson@magutah.gov](mailto:kwillardson@magutah.gov)) with a CC to Calvin Clark ([cclark@magutah.gov](mailto:cclark@magutah.gov)).

### I. Cover Page

Please limit content to an image, project title, firm name, logos, and contact information.

### II. Cover Letter

A brief introduction to your firm and your interest in the project.

### III. Relevant experience of proposed project personnel

Present your project team and recent experience working on similar projects. As appropriate, provide real-world lessons learned, key takeaways, and best practices from these projects that are relevant and transferable to this project.



**IV. Project Understanding, Approach, and Schedule**

Demonstrate understanding of the project setting/context, intent, near-term objectives, and long-term desired outcomes, as described in the scope of work. Outline the proposed approach to project management, as needed to keep the project on schedule and within budget. Describe the proposed engagement strategy and techniques employed to ensure a positive experience for project partners, avoid common pitfalls, and achieve broad consensus. Detail the technical approach to addressing local and regional needs as described in the scope of work and ensuring that the final plan is actionable.

**V. Schedule**

Provide an estimated timeline for each task and the total project.

**VI. Budget**

For each task, indicate the staff position and number of hours assigned. Show direct expenses and total cost. Subconsultants should be shown as separate line items and ascribed to applicable tasks.

**VII. Resumes**

Resumes for all individuals assigned to the project. Note: Resumes are not counted against the maximum 30-page limit.

Communication with Staff: MAG MPO plans a question-and-answer process to solicit and document questions and provide answers openly.

MAG MPO asks that firms not contact MPO employees or selection committee members with questions regarding the RFP and draft work scope outside this question-and-answer process.

Questions and answers will only be provided, and no identifying information will be posted.