



Utah Valley University Active Transportation Plan

Request for Proposals



October 15, 2024

Summary Information

Below are project information, due dates, and submittal instructions. Please direct all pre-submission questions regarding this project to Kim Brenneman, MAG Planning Department Executive Assistant (kbrenneman@magutah.gov). This RFP is being disseminated via the MAG Request for Bids, Proposals, and Qualifications web page, MAG's consultant list, and to select consultants who have done similar work for MAG in the past.

PROJECT

Project	Utah Valley University Active Transportation Plan
Source(s) of Funding	State, Local
Budget	\$50,000

PROJECT TEAM

MAG Project Manager (PM)	Calvin Clark Mountainland Association of Governments 586 East 800 North, Orem, UT 84097 cclark@magutah.gov
UVU Project Manager	Sarah Bateman Sarah.Bateman@uvu.edu
Project Sponsor	Mountainland Association of Governments (MAG)

DATES

Posting of the RFP	October 15, 2024
Questions Regarding the RFP Deadline	October 28, 2024, by noon MST
Clarifications to RFP Posted	October 31, 2024, by 6 pm MST
Submission Deadline for RFP	November 12, 2024, by noon MST Responses submitted after this deadline will not be accepted.
Notice to Proceed	To be issued by MAG after contract execution.
Project Completion Date	December 2025

INSTRUCTIONS

Submittal Instructions	<p>Responses to this Request for Proposals must be contained in a single PDF document submitted by email to the MAG Planning Department Executive Assistant, Kim Brenneman (kbrenneman@magutah.gov), before the Submission Deadline. An acknowledgment of receipt will be sent.</p> <p>The RFP has a six-page limit, not including cover, cover letter, or resumes. Questions and other correspondence regarding this Request for Proposals must be emailed to MAG Planning Department Executive Assistant Kim Brenneman (kbrenneman@magutah.gov) before the Questions Regarding the RFP deadline. Any clarifications or additional information will be shared online on MAGs Consultant Services web page: Request for Bids, Proposals, and Qualifications</p>
Budget and Timeline	A proposed budget and timeline, outlined by task, is required for this RFP.

A. Introduction

The Mountainland Association of Governments (MAG) Metropolitan Planning Organization (MPO) solicits proposals from qualified consultants to perform consulting services for the development of the Utah Valley University (UVU) Active Transportation Plan. This project will produce a comprehensive Active Transportation Master Plan for the University and surrounding areas. The Plan will evaluate existing conditions, develop community vision, incorporate Active Transportation and Micromobility best practices, and address connections to surrounding communities.

B. Background

UVU is the largest university in the state of Utah and continues to grow. As one of the university's visions is to provide accessible education, a robust Active Transportation Plan is necessary to provide transportation options to students of all modes and abilities. The Plan is anticipated to build upon the [Facilities Master Plan](#) and integrate with the City of Orem's [Trail Plan](#). The [Orem Station Area Plan](#) (see Orem City Council's August 13 minutes) and the [UVU Area Transportation Study](#) will also inform this work.

C. Scope of Work

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 UVU Active Transportation Plan. The plan is intended to focus on the Orem campus, though some considerations and recommendations may include other campuses.

A steering committee consisting of representatives from MAG and UVU and potentially representatives from other partners such as Orem City, Vineyard City, UTA, or UDOT will provide input and guidance to the Consultant during the project. The Consultant should plan for a minimum of four meetings with the Steering Committee.

The project goals are as follows:

- To build community consensus for such facilities and improvements to bicycle and pedestrian safety; to promote public participation in the planning process; and facilitate communication and understanding among residents, businesses, officials, and others interested in non-motorized transportation
- To analyze and evaluate current conditions, including connectivity of biking and walking facilities on and around the university campus
- To recommend a prioritized list of new facilities or improvements to existing facilities to encourage a more multimodal environment

D. 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 UVU Active Transportation Plan. The specific work tasks shown below are the minimum required, and are intended to guide 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 Project Values and Expectations as stated above. The Consultant shall provide all required labor, equipment, tools, and facilities necessary to complete the required work, including but not limited to the following:

Project Initiation

The Consultant shall hold an organization and initial meeting with MAG and UVU staff and other concerned organizations to collect available data and published materials, establish schedules, and establish communication channels with various stakeholders, city staff, and outside agencies.

Establish Specific Goals, Objectives, and Policies (GOP)

The GOP will provide direction for the development and implementation of the proposed plans as follows:

- Goals, or future visions, will be based on existing documents and include any new initiatives.
- Objectives, or measures of effectiveness, are more specific statements under each goal that will define how the goal will be achieved.

- Policies, or action statements, will be developed out of broader goals and objectives. Policies will define who, when, where, and how to achieve the objectives and meet goals. The final set of the GOP will be submitted to the Steering Committee for review and approval.

Existing Conditions Evaluation

The Consultant shall thoroughly evaluate existing bicycling and pedestrian conditions and issues. The Consultant shall also review related plans of adjacent cities, Utah County, MAG, and UDOT to provide continuity of the proposed system. To evaluate safety, the Consultant shall reference the recently adopted [MAG Safety Action Plan](#) as it relates to UVU. The results of the evaluation of the existing conditions shall be summarized in a report that will be submitted to the Steering Committee for review and approval.

Community Input

The Consultant shall consider input from community members, including, but not limited to, students, faculty, staff, and visitors. To facilitate this task, the consultant will have data from a survey developed and deployed by UVU. Additional outreach may be proposed by the consultant with UVU and/or MAG staff carrying out or assisting in these efforts

Proposed Active Transportation Systems and Support Facilities Development

The Consultant will develop a proposed system of Active Transportation facilities and support facilities to serve existing and future active transportation trips to and from UVU. The system will include connections to parks, existing natural surface trails, and existing and future destinations, especially those that allow students to reach daily necessities without an automobile.

Proposed System

The Project includes the development of a proposed system of facilities, including the following major steps:

- Identify needed new routes and facilities, including support facilities, based on field observations, survey responses, and input from local agency staff and other interest groups
- Develop GIS base maps of the existing and proposed system.

Implementation Plan

The Consultant shall identify a list of priority system routes for implementation and a proposed plan for monitoring and evaluating the system's performance. The priority list will include but is not limited to: (a) elimination of immediate safety hazards, (b) funding availability and requirements, (c) consideration of other programmed transportation improvements, (d)

advancement of coordinated, systematic growth as opposed to a disconnected, piecemeal approach, and (e) current performance information and projected impact on the quality of the region's Active Transportation system.

Draft Plan

The Draft Active Transportation Plan will summarize the results of the evaluation conducted for the proposed system and incorporate all necessary elements, including but not limited to:

- Goals, Objectives, and Policies
- Evaluation of Existing Conditions
- Community Input
- Proposed System
- Project Cost Estimates and Funding Sources
- Implementation Plan
- Visual graphics, including routes and connections in map format. The Consultant shall prepare the Draft Plan report and submit it to the Steering Committee for review and comments.

Final Master Plan

The Steering Committee will have the opportunity to provide feedback on the Draft Plan. Based on this feedback, the consultant will provide at least one full round of edits before the plan is presented to UVU leadership for adoption. If UVU leadership has comments that need to be addressed before adoption, the Consultant will provide an additional round of edits. The adopted Plan will serve as the project's final report. The final report, including all associated drawings, maps, and diagrams, will be delivered to UVU, MAG, and any other members of the steering committee. Final submission will also include a presentation to the steering committee and to UVU leadership, if requested.

Final Scope of Work

The Final Scope of Work document shall be negotiated and executed prior to the start of work. Should the MAG MPO and Consultant be unable to reach a negotiated agreement, the contract may be negotiated and awarded to another acceptable proposal.

E. Qualifications

- Respondents will have demonstrated experience in the development of Active Transportation Plans.
- Respondents will have a proven track record of providing cost-effective services, especially with the development of Active Transportation Plans
- Prior experience working with universities is a plus.

F. Proposal Requirements

Proposals should include the following information:

- Firm profile and experience with similar projects.
- Proposed approach and methodology for the review.
- Team composition and qualifications and availability of key personnel.
- Project budget, timeline, and deliverables.
- References from past clients.
- No more than six pages, not including the cover page and qualifications of key personnel.

G. Selection Process

A selection committee will evaluate proposals based on the following criteria and interview a short list of firms:

- Past performance rating | 15%
- Strength of the firm and proposed team | 25%
- Understanding of the minimum scope of work | 30%
- Creativity and proposed value added to the scope | 30%
- References

H. Submission Instructions

- A. RFP Requirements: Responses to this Request for Proposals (RFP) must adhere to the following:
 1. Be contained in a single PDF document.
 2. The RFP has a maximum six-page limit, not including cover, cover letter, or resumes.
 3. Be submitted by email to the MAG Planning Department Executive Assistant, Kim Brenneman (kbrenneman@magutah.gov), by the proposal due date..
- B. Communication with Staff: The MPO plans a question-and-answer process to solicit and document questions and provide answers openly.
 1. The MPO asks that firms do not contact MPO employees or selection committee members with questions regarding the RFP and draft work scope.
 2. Questions and other correspondence regarding this Request for Proposals must be emailed to MAG Planning Department Executive Assistant Kim Brenneman (kbrenneman@magutah.gov) by 12:00 PM MDT on October 28, 2024.
 3. Answers, clarifications, or additional information will be shared online on MAG's Consultant Services web page by 6:00 PM MT on October 31, 2024: [Request for Bids, Proposals, and Qualifications](#).
 4. Questions and answers only will be provided, no identifying information will be posted.

- C. Proposals Due Date: Proposals should be submitted electronically to kbrenneman@magutah.gov no later than November 12, 2024, at noon MT. Please include "UVU Active Transportation Plan" in the subject line.