

Park City Municipal Corporation

REQUEST FOR PROPOSALS (NON-BID) FOR

*Design Services for a
Park City Old Town Circulation and Access Improvement
Plan*

NOTICE
 REQUEST FOR PROPOSALS (NON-BID)
Design Services
Park City Old Town Circulation and Access Plan

PROPOSALS DUE: July 16, 2019

PROJECT NAME: Park City Old Town Circulation and Access Plan

RFP AVAILABLE: July 2, 2019

PROJECT LOCATION: Park City, Utah

PROJECT DESCRIPTION: Circulation and access improvement plan for the Historic District (Old Town) of Park City. Elements of this project include:

- Comprehensive traffic and turning counts and other modal data collection
- Curbside management recommendations – seasonal and permanent
- Event and peak-time circulation
- Residential access plan to mitigate impacts
- Circulation and access recommendations for vehicles, pedestrians, and bicycles
- Wayfinding for pedestrians and parking access
- Integration with commercial and residential parking management program/ goals
- Identification and design of tiered/phased implementation strategy including top three priority projects that are interdependent
- 5-year strategic implementation plan and opinion of probable construction costs

PROJECT DEADLINE: The anticipated project completion date is April 2020.

OWNER: Park City Municipal Corporation
 P.O. Box 1480
 Park City, UT 84060

CONTACT: *Alexis Verson, Associate Transportation Planner*
Alexis.verson@parkcity.org, FAX: 435-615-4901
 All questions shall be submitted in writing no later than
 Tuesday July 9, 2019 by 4:00 p.m.

Park City reserves the right to reject any or all proposals received for any reason. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City.

In the absence of the project manager, proposals should be dropped off to the City Recorder, located at 445 Marsac Avenue, Third Floor – Executive Department, Park City, UT 84060.

I. Introduction

PROJECT BACKGROUND/PURPOSE: PCMC is noted for providing world class recreational opportunities supported by a multi-modal transportation system for all users and abilities nestled in a thriving historic mountain community. PCMC is seeking consultant services to assist in developing a holistic, data-driven, strategic, and near-term circulation improvement plan for Old Town (the historic residential and commercial district) that fits the values of the community and historic character and serves the needs of residents, businesses, and visitors. To mitigate traffic and safety issues, a robust and comprehensive data collection effort will be required to recommend on projects, policies, and programs. Additionally, the plan will provide a policy guidance document with concrete measureable target goals, objectives, design standards, an ongoing performance monitoring program, and implementation projects that are phased near-term (12-18 months) and long-term (2-5 years).

PROJECT GOALS: The outcomes of the Old Town Circulation and Access Improvement Plan shall:

1. Make recommendations for vehicular circulation patterns that alleviate impacts on residential areas, promote PCMC's Transit First policy, reduce conflicts with non-motorized travel, improve traffic flow and safety, and provide a plan for congestion mitigation on peak days ("red days") where extensive congestion and delay is seen. Some examples of "red days" include the Sundance Film Festival, peak ski season holidays, Christmas week, Fourth of July, and the Kimball Arts Festival. This could include seasonal as well as permanent improvements and/or strategies.
2. Create a pedestrian and bicycle safety and access plan to help connect people from residential neighborhoods and satellite parking areas to Old Town, first/last mile connections to transit, and bicycle amenities like bike racks, storage, and corrals.
3. Analyze existing uses and peak times to create a curbside management plan for freight deliveries, transportation network companies and shuttle pick up/drop off, metered parking, parklets, outdoor dining, and other uses determined in the analysis. This curbside management plan should include seasonal recommendations based on time of year and major events.
4. Be coordinated with the Historic Park City Alliance ("HPCA") and adjacent residential property owners, to the maximum extent practicable.

THIS PROJECT MUST RESULT IN:

1. A clear and coordinated strategic implementation plan that is time-bound within a 5 year planning horizon and includes near-term (12-18 months) and long-term (2-5 years) projects.
2. A tiered/phased project list that includes 30% and 100% Plan, Specification, and Estimate (PS&E) for top three priority projects.

3. An implementation plan supported by the public and stakeholders, which is adopted by elected officials.

II. Scope of Project

Proposals are requested from consultants and sub-teams interested in providing the services below. Consultants may respond to some or all of the tasks below. PCMC reserves the right to select consultant(s) for all tasks or a variation of the tasks below.

Task 1: Project Management

- i. Consultant shall propose a project management approach that includes an interdisciplinary Park City staff group, City partners and stakeholders, and an executive team.
- ii. The project proposal shall include regular project updates and coordination between consultant team members and City staff.
- iii. The project schedule should assume that the circulation plan deliverables will be completed in approximately April of 2020.

Task 2: Establish Vision, Goals, and Performance Measures

- i. Establish vision, concrete goals, and targets for a desired vision for Old Town that is consistent with adopted plans and addresses vehicular circulation, event and peak time traffic mitigation for residents, commercial access, curbside management strategies, and pedestrian and bicycle safety and access.

Task 3: Needs and Opportunities

- i. Baseline data is needed in Old Town for both summer and winter peak seasons for:
 - a. Vehicular travel behavior
 - b. Curbside use and parking turn-over
 - c. Pedestrian access constraints
 - d. An understanding of transit use and need
- ii. A study of freight, other delivery, TNC pick up/drop off, and lodging shuttle patterns is needed.
- iii. Other data collection and analysis will be considered at the recommendation of the consultant(s) including, but not limited to, emerging technologies and wayfinding opportunities.

Task 4: Future Needs and Analysis

- i. Understand how the existing Old Town infrastructure can better accommodate current and future travel needs for all modes.
 - a. This includes circulation recommendations for specific sections of Old Town including Park Ave. (from Deer Valley Drive to Heber Ave.), access to Old Town via Heber Ave., King Road, and Hillside Ave.

- ii. Evaluate the use of a “red day” model that is implementable for major special events and peak recreation times that is appropriate and predictable for the community.
- iii. Recommend projects, policies, and programs that are data-driven.
 - a. Conduct microsimulations as deemed needed/necessary.
 - b. Develop and refine scenarios through a process tied to the established goals and targets, future needs, and public and stakeholder engagement.

Task 5: Draft Old Town Circulation Plan

The consultant(s) will create a strategic implementation plan that guides the future of travel in Old Town and mitigates impacts to residential areas. The plan shall craft recommendations with a 5 year planning horizon and phased approach, and:

- i. Recommend top three priority projects for near-term implementation.
 - a. Include design and engineer’s estimates for the top three priority projects.
 - b. Include refined conceptual cost estimates and planning level design solutions for the strategic implementation plan as a whole.
 - c. Indicate a phased approach that coincides with programming local funding sources.
 - d. Recommend projects and policies that directly address pedestrian and bicycle safety and access to and within Old Town.
 - e. Recommend first/last mile projects around the Old Town Transit Center, adjacent neighborhoods, and off-street parking facilities in and around Old Town.
 - a. Some minor interim projects will be constructed summer 2019, and the scope for this work will be provided upon contract award.
 - b. Develop a curbside management plan that addresses curbside use by vehicle type, trip purpose, time of day, and season.
 - a. This includes freight and commercial delivery as well as concierge, hotel, TNC and other ground transportation drop off and pick up zones.
- ix. Incorporate transportation demand management standard operating procedures for peak “red days” and special events.
 - a. Provide performance metrics for “red days” so success can be measured or can apply to the mitigation strategy.
 - b. Formalize and standardize the existing process and operations for Tier II and Tier III events (events that require supplemental parking, road closures, or over 500 attendees), such as the Fourth of the July, Arts Fest, Sundance, and Ski and Snowboard events.

Task 6: Project Development

- i. Create Engineer’s Estimates for top three priority projects identified at 30% and 100% design.
- ii. Provide bid support by preparing bidding and contract documents for the three projects.
- iii. Provide construction management support for the top three priority projects.

Task 7: Reporting Program

- i. Develop an implementation timeline and set of performance measures tied to the circulation plan.
 - a. Provide a template that will provide easy reporting on the implementation of the plan projects and goals.
- ii. Collect necessary data to establish a 2019 baseline for existing transportation conditions and ongoing evaluation of the performance measures.

Task 8: Public Engagement and Education

- i. Include a robust community engagement plan that addresses residents, Old Town businesses, the Park City Lodging Association, the Chamber, and the Visitor's Bureau.
 - a. Facilitate public engagement to understand current transportation, parking, and access needs.
 - b. Include a process through outreach and education to identify the "tradeoffs" necessary to reaching a clear and implementable strategy.
 - c. Utilize Park City's online engagement tools.
 - d. Engagement plan includes talking points and messaging that can be shared with PCMC staff and elected officials.

Task 9: Consultant Discretionary Items

- i. Given consultants may have innovative ideas beyond the limits of the project tasks to support Park City's transportation goals, this task is an opportunity for consultants to provide additional tasks, if necessary, that would complement the contemplated tasks associated with the Old Town Circulation and Access Improvement Plan.
- ii. Include relevant deliverables.

Timeline: Interested firms shall provide an estimated timeline that is from August, 2019, through approximately April 2020, (9-12 months) for the scope of work and services.

III. Funding

The allocated budget for this plan is \$200,000.00. No federal funding will be used in the planning process.

IV. Content of Proposal

Proposals will be evaluated on the criteria listed below. Proposals shall be limited to fifteen (15) pages, not including a cover page and cover letter, references, and relevant project work examples. A page is defined as a single sided 8.5" x 11" size page that contains legible text, pictures, tables, graphs, and other graphics. The pages have no restrictions on font size, spacing, or margins.

- i. **Interested firms shall provide three (3) hard copies and one (1) electronic PDF copy of their proposal.**

- ii. Proposals shall include the following information:
 - a. Name, address, email, and telephone number of the firm.
 - b. A narrative of firm's qualifications and relevant experience.
 - c. Three references.
 - d. A statement of understanding regarding the project and a description of consultant's proposed approach to the scope of services.
 - e. Identify the related deliverables.
 - f. A schedule and timeline for completing the work.
 - g. Names, titles, and previous work experience of the personnel that would be assigned to the project.
 - h. Proposals shall not contain URL references or digital links to additional information.
 - i. If bidder utilizes third parties for completing RFP requirements, list what portion of the RFP will be completed by third parties/sub-contractors including their name, experience, and contact information.
 - j. The selected firm is required to enter into the Park City Municipal Standard Service Provider/Professional Service Agreements attached hereto as Exhibit "A" in its current form. **Proposals shall either agree to the standard contract as is or request changes to the form as part of the proposal.** If the selected firm takes exception to any term or condition set forth in this proposal and/or the sample Professional Service Provider Agreement and any of its exhibits and attachments, said exceptions must be clearly identified in the response to this RFP. Exceptions or deviations to any of the terms and conditions must be submitted in a separate document accompanying proposal identified as "Exceptions." Such exceptions shall be considered in the evaluation and the award processes. The City shall be the sole determiner of the acceptability of any exception. The nature and extent of requested changes to the Professional Services Contract (i.e., unwillingness to comply with insurance/indemnity provisions) may exclude the bidder and be a factor in selection.
- iii. Proposals lacking required information will not be considered.
- iv. Failure to Read the Request for Proposal and these instructions will be at the offeror's own risk.
- v. Cost of Developing Proposals. All costs related to the preparation of the proposals and any related activities are the sole responsibility of the offeror. The City assumes no liability for any costs incurred by offerors throughout the entire selection process.

- vi. Consultants may respond to a minimum of two tasks, a variation of tasks or all task areas. Park City Municipal reserves the right to select one consultant or multiple consultant(s) for all tasks or a variation of the tasks.
- vii. Final scope of services and costs will be negotiated with the top scoring firm. If the City and the top firm can't agree on the terms of the contract, the City will begin negotiations with the second ranked firm. This process will continue until the City can agree with a firm on price/scope and a contract will then be awarded. RFP and statements of qualifications shall be honored and are deemed valid and good until the selected project service contract is awarded by City Council.

Park City Municipal Corporation reserves the right to reject any and all proposals for any reason. Proposals lacking required information will not be considered. All submittals shall be public records in accordance with government records regulations (“GRAMA”) unless otherwise designated by the applicant pursuant to UCA §63G-2-309, as amended. The award of contract is subject to approval by City Council.

Price may not be the sole deciding factor.

V. Selection Process

Proposals will be evaluated on the factors listed in Section IV, Content of Proposal, above. The selection process will proceed on the following schedule:

- i. Proposals will be received by Park City prior to 5:00 p.m. on Tuesday July 16, 2019, at the Park City Transportation Planning Office located at 445 Marsac Ave, PO Box 1480, Park City, UT 84060.
- ii. A selection committee comprised of City Staff will review all submitted RFPs.
- iii. It is anticipated that City Council will vote on the contract award on August 1, 2019.

VI. Park City Municipal Standard Service Provider Agreement

A. The successful proposal will be required to enter into Park City’s Professional Service Agreement, in its current form, with the City. A draft of the Agreement is attached to this RFP. If there is a conflict between the written and numerical amount of the proposal, the written amount shall supersede.

B. ANY INQUIRIES RELATED TO INDEMNIFICATION OR INSURANCE PROVISIONS CONTAINED IN PARK CITY MUNICIPAL CORPORATION’S STANDARD AGREEMENT MUST BE SUBMITTED TO

PARK CITY MUNICIPAL CORPORATION NO LATER THAN THE PROPOSAL/SUBMITTAL DEADLINE. PARK CITY MAY, IN ITS SOLE DISCRETION, CONSIDER SUCH INQUIRIES. ANY CHANGES TO PARK'S CITY'S STANDARD INSURANCE AND INDEMNIFICATION PROVISIONS SHALL BE APPROVED IN PARK CITY'S SOLE DISCRETION.

Any service provider who contracts with Park City is required to have a valid Park City business license.

VII. Information to be submitted

To be considered, three (3) hard copies and one (1) electronic copy of the proposal must be received at the Park City Transportation Planning Office, 445 Marsac Ave, Park City, UT 84060 no later than Tuesday July 16, 2019 at 5:00 p.m.

VIII. Preparation of Proposals

A. Failure to Read. Failure to Read the Request for Proposal and these instructions will be at the offeror's own risk.

B. Cost of Developing Proposals. All costs related to the preparation of the proposals and any related activities are the sole responsibility of the offeror. The City assumes no liability for any costs incurred by offerors throughout the entire selection process.

IX. Proposal Information

A. Equal Opportunity. The City will make every effort to ensure that all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

B. Proposal Ownership. All proposals, including attachments, supplementary materials, addenda, etc., shall become the property of the City and will not be returned to the offeror.

C. Rejection of Proposals. Park City Municipal Corporation reserves the right to cancel or modify the terms of this RFP and/or the project at any time and for any reason preceding contract award and reserves the right to accept or reject any or all proposals submitted pursuant to this request for proposals. Park City will provide respondents written notice of any cancellation and/or modification. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City.

D. No proposal shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears to the City, upon debt or contract, or that is a

defaulter, as surety or otherwise, upon any obligation to the City, or that may be deemed irresponsible or unreliable by the City. Offerors may be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in this RFP.

E. Park City Municipal Corporation's policy is, subject to Federal, State and local procurement laws, to make reasonable attempts to support Park City businesses by purchasing goods and services through local vendors and service providers.

F. If bidder utilizes third parties for completing RFP requirements, list what portion of the RFP will be completed by third parties and the name, if known, of the third party.