



**OGDEN CITY CORPORATION
REQUEST FOR PROPOSAL**

WALL AVENUE CORRIDOR PLAN



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PLANNING DIVISION

6/21/2024

OGDEN CITY CORPORATION REQUEST FOR PROPOSAL

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ADVERTISEMENT

Ogden City is requesting sealed proposals from qualified proposers to submit proposals for the development of a comprehensive plan for the entire Wall Avenue corridor that explores how it can be improved to better serve existing and future land uses and operate as a transportation corridor designed for a variety of transportation modes. Focus shall be given to Wall Avenue between 22nd and 27th Street as this area is planned to have a high volume of pedestrian traffic.

Proposal packets are available and may be obtained by downloading from the Ogden City website at <http://ogdencity.com/264/Purchasing>.

Proposers are responsible for securing any and all addenda issued.

A **non-mandatory proposal meeting** at Ogden Municipal Building will occur on **July 9, 2024, at 1 PM**. The meeting will be held at 2549 Washington Blvd Ogden UT in the 7th floor conference room. A virtual meeting option is available. All firms intending to submit a proposal are **ENCOURAGED** to attend the meeting to obtain relevant information.

Sealed responses to this RFP shall be submitted to the Purchasing Office, c/o 2nd Floor Information / Constable Desk, 2549 Washington Blvd, Ogden, UT, 84401 by **July 17, 2024, no later than 1 PM. LATE PROPOSALS WILL NOT BE ACCEPTED.**

The City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes bids from small, local, women and minority owned businesses and other disadvantaged business enterprises.

Ad Published: June 22 & 29, 2024

OGDEN CITY CORPORATION

REQUEST FOR PROPOSAL

WALL AVENUE CORRIDOR PLAN

I. INTRODUCTION

The City of Ogden, Utah hereinafter referred to as “Ogden,” invites qualified firms to submit proposals for the development of a corridor plan for Wall Avenue. The purpose of this Request for Proposal (RFP) is to outline the scope of work required and the associated legal and insurance requirements.

It is anticipated that this RFP process will result in one OR may result in multiple contract awards. The RFP document will become part of the final contract. The contract will be issued for a period of three (3) years.

Ogden City will enter into a formal agreement with the selected firm, which will include standard legal clauses related to confidentiality, indemnification, termination, and dispute resolution. Specific legal wording will be included in the contract.

II. SCOPE OF WORK or SPECIFICATIONS – Refer to Exhibit A

III. NON-MANDATORY MEETING

A **non-mandatory proposal meeting** at Ogden Municipal Building will occur on **July 9, 2024, at 1 PM**. The meeting will be held at 2549 Washington Blvd Ogden UT in the 7th floor conference room. A virtual meeting option via Zoom is available. See details. Please allow at least one (1) hour for the pre-proposal meeting. All firms intending to submit a proposal are **ENCOURAGED** to attend to obtain relevant information.

Ogden Planning is inviting you to a scheduled **Zoom meeting**.

Topic: Wall Avenue Corridor Plan - RFP - non-mandatory pre-proposal meeting

Time: Jul 9, 2024 01:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85192430558?pwd=Df0cZ0abk46bnBXCdwZnNEhUbZ5Vli.1>

Meeting ID: 851 9243 0558

Passcode: 539207

Find your local number: <https://us02web.zoom.us/j/kd5wSyhHIL>

IV. RESPONSE TO RFP

Ogden City is seeking proposals from proposers capable of providing all the work described in the Scope of Work including attachments.

A. Each Proposal must include, as a minimum, the following information:

1. Authorized Representative – Indicate name, address, email and telephone number of the company submitting the proposal.
 - a. Include the name and contact information of the person designated as authorized to contractually bind the offer.
2. Company Experience - A description of the firm's experience and capability of fulfilling this contract if awarded.
 - a. Include company history with biographies and/or resumes for principal contacts.
3. Team Information – Provide the names of any outside consultants and/or subcontractors to be utilized, including contact information and a brief description of their role(s) in the project.

4. Team Availability and Response Time - Provide a project schedule to accomplish the scope of work and describe your team's approach to completing the corridor plan.
 5. Cost Proposal - A detailed breakdown of the proposed costs and timeframes to complete the project. Include a price guarantee period.
 6. References – Provide list of at least three references; include project dates, scope, summary of work performed, and contact information.
- B. Proposals are to be no longer than 10 pages. Double-sided pages count as two pages.
- C. For City record-keeping purposes, please do not use spiral or wire binding methods. The following methods will be accepted:
- a. Submitted as loose leaf with binder clip
 - b. Submitted in a regular 3-ring binder
- D. Proposals submitted to Ogden City are considered public records, unless protected within [Utah Code 63G-2-1](#).

V. EVALUATION OF PROPOSALS

Proposals will be evaluated in accordance with the criteria listed below:

A. Methodology and resources	30%
B. Capability and experience	40%
C. Availability and response time	20%
D. Cost / fee proposal	10%

The selection committee will primarily be composed of City employees. On occasion, consultants may be invited to participate in the review.

Note that proposals that are received after the deadline or not conforming to the RFP requirements may be deemed non-responsive and eliminated. Each proposer bears sole responsibility for the items included or not included in the response submitted by that proposer.

All proposals in response to this RFP will be evaluated in a manner consistent with the Ogden City policies and procedures. Ogden City reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP. Ogden City reserves the right to disqualify a proposal due to any late response, no response or missed deadline.

In the initial phase of the evaluation process, the selection committee will review all responsive proposals in a cursory manner to eliminate from further consideration proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration.

At the conclusion of this initial phase, finalist proposals will be selected for detailed review and evaluation.

Ogden City may require an in-person presentation by a proposer to supplement their written proposal.

VI. SUBMISSION OF PROPOSALS

July 17, 2024, No later than 1 PM; proposers shall submit five (5) copies of the proposal in a sealed envelope.

On the envelope, indicate your company's name and the RFP name.

Submit to:

Ogden City Corporation
c/o 2nd Floor Information / Constable Desk
ATTN: Purchasing Office
"WALL AVENUE CORRIDOR PLAN"
2549 Washington Blvd.
Ogden, UT 84401

LATE PROPOSALS WILL NOT BE ACCEPTED.

If the sealed proposal is submitted by mail or other delivery service, it must be received prior to the submission deadline.

The Proposal may also be hand-carried to the 2nd Floor Information / Constable Desk at the same address.

No facsimile or email transmittals will be accepted.

It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location and in compliance with the stated date and time.

City offices are closed on holidays.

VII. INSURANCE REQUIREMENTS

The successful proposer shall procure and maintain for the duration of the contract the required insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. **The Contractor shall pay the cost of such insurance.**

A. The amount of insurance shall not be less than:

1. **General Liability:** Minimum of \$3,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.

2. **Business Automobile Liability:** \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.

3. **Workers' Compensation and Employer's Liability:** Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.

4. **Professional Liability:** Minimum of \$1,000,000 aggregate with \$500,000 per occurrence

B. Each insurance policy required by this Agreement shall contain the following clauses:

1. "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation".

2. "It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy."

C. Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause in a separate endorsement:

1. "Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation."

D. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Contractor's insurer must be authorized to do business in Utah at the time the contract is executed and throughout the time period the contract is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew

coverage or to provide evidence of renewal will be treated as a material breach of contract.

- E. City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the City before work begins on the premises.
- F. City reserves the right to require complete, certified copies of all required insurance policies at any time.
- G. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- H. Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for Contractor's contractors shall be subject to all of the requirements stated herein.
- I. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees, or contractors upon the Premises during the License Period.
- J. Under the "**Certificate Holder**" section, list the following information:

Ogden City Corporation
2549 Washington Blvd., Ste 510
Ogden, UT 84401

VIII. GENERAL TERMS AND CONDITIONS

- A. Qualified respondents shall be Licensed Contractors in the State of Utah, for this type of work, and who meet Ogden City's insurance and bonding requirements, and have experience with all work defined in the scope of work.
- B. For projects that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows "Criminal History Verified" and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFP.
- C. All work must meet current industry standards including all Federal, State and local rules and regulations.
- D. Ogden City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- E. Ogden City will make every effort to ensure all proposers 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.
- F. Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the proposer. Ogden City assumes no liability for any costs incurred by proposers throughout the entire selection process.

- G. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the proposer.
- H. Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.
- I. Non-Collusion – The proposer guarantees the proposal is not a product of collusion with any other proposer
- J. and no effort has been made to fix the proposal price or any proposer or to fix any overhead, profit of cost estimate of any proposal price.
- K. Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussion of proposals received from prospective service providers.

The selected company shall enter into a written agreement with Ogden City.

Ogden City reserves the right to cancel this Request for Proposal.

Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter contracts with more than one vendor.

- L. Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If an p wishes to protect any records, a request for business confidentiality may be submitted to the Ogden City Records Office at the time of bid submission. The form can be accessed through the Recorder's webpage at: [https://pr-ogdenut.mycusthelp.com/WEBAPP/rs/\(S\(suopfgvelrynrtwqydhpu0\)\)/support](https://pr-ogdenut.mycusthelp.com/WEBAPP/rs/(S(suopfgvelrynrtwqydhpu0))/support)

IX. ADDITIONAL INFORMATION

Price Guarantee: All pricing must be guaranteed for one (1) year of execution of the contract. Following the guarantee period, any request for price adjustment must be for an equal guarantee period and must be made at least 30 days prior to the effective date.

Requests for price adjustment must include sufficient documentation supporting the request and demonstrating a logical mathematical link between the current price and the proposed price.

Any adjustment or amendment to the contract will not be effective unless approved by Ogden City.

Price Reductions: It is understood and agreed that the City will be given the immediate benefit of any decrease in the market, or allowable discount.

Contractor will only be allowed to invoice for the cost of services / goods in compliance with the submitted proposal as accepted by Ogden City Corporation.

- A. Invoices must contain a complete description of the work / service / goods that was performed / provided, the contract price for each service, the City purchase order or contract number, and address of service location or delivery address.
- B. Upon the Award of Contract, Contractor may receive a request to process payments electronically.
- C. If offered by Contractor, Ogden City seeks a discount for early payment. The City shall only take such a discount if earned.

D. Invoices shall be sent to the following address:

Ogden City Corporation
c/o Planning Division
2549 Washington Blvd.
Ogden, Utah 84401

Or;

Email invoices to: brandonrypien@ogdencity.com

X. GOVERNING INSTRUCTIONS

This RFP will constitute the governing document for submitting Proposals and will take precedent over any oral representations.

XI. RFP SCHEDULE

Ogden City will follow the timetable below. Ogden City reserves the right to modify the dates due to unforeseen circumstances. Revision of dates, specifically the RFP response deadline will result in an RFP amendment. Amendments will be published in the City's Purchasing webpage - <https://www.ogdencity.com/264/Purchasing>.

EVENT	TARGET DATE
Open RFP Process	June 21, 2024
1 st Ad – Standard Examiner	June 22, 2024
2 nd Ad - Standard Examiner	June 29, 2024
Pre-Proposal Meeting	July 9, 2024 @ 1 PM
Last day for Q&A	July 11, 2024; No later than 1 PM

RFP Response Deadline	July 17, 2024; No later than 1 PM
Committee Review and Selection process	To Be Determined
Contract Start Date	To Be Determined

XII. CONTACT INFORMATION

For any questions related to this RFP, please contact the Ogden City Purchasing Office via email purchasing@ogdencity.com or at (801) 629-8742.

The question-and-answer period ends at 1 PM on July 11, 2024.

Please check the City's Purchasing webpage for any published Q&A document(s) that might have already addressed your questions or concerns - <https://www.ogdencity.com/264/Purchasing>.

Thank you for your interest in doing business with Ogden City.

EXHIBIT A SCOPE OF WORK

The selected firm must perform the following tasks:

1. Project Management

- a. Manage the project and coordination between UDOT, Ogden City, stakeholders, and consultant team. Coordinate project deliverables and schedules to coincide with planning efforts currently underway within the city.
- b. Host regularly scheduled meetings with Management Committee.
- c. Establish project goals, objectives, and priorities.
- d. Establish Advisory Committee and finalize scope and schedule.

2. Public Engagement:

- a. Develop and implement a public engagement strategy, including meetings, surveys, and outreach. Consider input that has been received through the Union Station Neighborhood Plan.
- b. Gather public input from residents and stakeholders and integrate it into the Wall Avenue Corridor Plan. Provide an interactive map using ArcGIS Storymap throughout the process for the public to provide comments.
- c. Host and Present during public engagement meetings.
- d. Involve public during initial kickoff, visioning, drafting plan, final plan review.
- e. The consultant will provide open-house materials and presentation materials for all meetings. At a minimum, this will include:
 - i. 2-3 Public Open Houses
 - ii. 1-2 Planning Commission Workshops

iii. 1-2 City Council Reviews

3. Plan Review:

- a. Review and analyze, State Plans, Regional Plans, Community Plans, District Plans, Corridor Plans, Citywide Master Plans, and Area Specific Master Plans along Wall Avenue.
- b. Assess how existing development, planned development, and future land uses should influence the future use of Wall Avenue's Corridor and right-of-way.
- c. Provide a Plan Assessment Report (What do we need? What are we missing? What should we do next?)

4. Data Collection and Analysis:

- a. Collect data and analyze existing right-of-way and current needs.

Include an inventory and analysis of today's traffic volume to generate an understanding of the following:

- Number of daily trips
 - Peak hours/days
 - Origination and destination of vehicular trips
 - Level of service and capacity
- b. Assess and inventory existing land use patterns and transportation networks. Evaluate existing utilities and infrastructure in right-of-way and determine needed upgrades.
 - c. Collect data on future land use within Wall Avenue's Corridor.
 - d. Collect data on future land use patterns and transportation networks.
 - Volume and capacity analysis of Wall Avenue if number of lanes is reduced between 22nd Street and 27th Street.

- Volume and capacity analysis of logical alternative routes if Wall Ave. no longer serves as a high-volume, high-speed thoroughfare.
- e. Collect data on future right-of-way needs for large trucks, personal vehicles, transit, pedestrians, cyclists, and other types of transportation.
- Traffic Flow Analysis: Detailed study of projected traffic patterns and volumes.
- Public Transit Integration: Assessment of public transit routes and stops, and their impact on traffic flow.
- Parking Analysis: Evaluation of current and future parking needs and strategies. Evaluate the impact of the proposed paid parking program that is being implemented.
- Pedestrian and Bicycle Traffic Consideration: Analysis of pedestrian and bicycle traffic and integration of safe pathways.
- Intersection evaluation of 25th Street and Wall Avenue. Explore opportunities to create an intersection that is seamless between 25th Street and the Union Station plaza. It should be specifically designed to support high volumes of pedestrian traffic.

5. Scenario-planning and Corridor Vision

- a. Conduct a survey during the initial kick-off to determine community and stakeholder priorities for the Wall Avenue Corridor.
- b. Scenario-based plans. Generate 2-4 different street cross-sections for each phase of the corridor that highlight different strengths. Provide intersection improvement options for each intersection based on different cross-sections. Provide 3 different versions of the Wall Avenue and 25th Street intersection. Consider the option of an alternative route to Wall Avenue if lane capacity is reduced. Work with the Union Station Neighborhood consultants to develop cross-sections, intersections and possible mid-block crossings for the phase that includes the Union Station

Neighborhood Area. Provide illustrations of the cross-sections in street-view and plan view. Describe the pros and cons of each street cross-section. Consider impacts on safety, environment, and transportation networks.

- c. Provide option to comment directly on proposed cross-sections and intersections in plan view and street-view using ArcGIS Storymap. Street cross-sections and intersections shall be designed using sound planning and engineering principles.
- d. Provide data on each scenario that describes potential strengths and weaknesses of each street cross-section and intersection.

6. Refine Cross-sections and Intersection Improvements

- a. Ensure alignment with State, Regional, and local regulations.
- b. Define levels of access and mobility.
- a. Determine preferred street cross-sections and vision for the Wall Avenue Corridor. The corridor map's development, with its goals and strategies, should be based on community and stakeholder input and priorities.

7. Drafting the Corridor Plan

- a. Draft text, tables, images, and graphics
- b. Corridor Plan document shall include the following elements (Host of ArcGIS Storymap):
 - i) Community Engagement
 - ii) Vision, goals, and priorities
 - iii) Future land uses within corridor
 - iv) Preferred street cross-sections and intersections in plan view and street view

- v) Future street network
- vi) Appendix
- c. Review draft corridor plan with city management team, Union Station Neighborhood consultants, and advisory committee prior to receiving public input.
- d. City Staff will provide edits to the draft – the corridor plan will also be reviewed by other city departments to provide feedback.
- e. Public Review of Draft Corridor Plan
- f. Review draft Corridor Plan with Planning Commission and City Council.

8. Cost Estimate and Funding Sources

Provide generalized cost estimates for the proposed right-of-way improvements.
Provide a list of funding sources to assist in funding the improvements.

9. Final Plan

Finalize plan and receive public feedback.

10. Final Presentation and Adoption

- a. Presentation on deliverables to Planning Commission and City Council.
- b. Consultant will prepare corridor plan and presentation materials for city adoption.

11. Implementation Plan

- a. The implementation plan shall include a list of prioritized projects to implement the corridor plan with the preferred cross-sections and intersection improvements.

- b. Each prioritized project shall include a description of who is responsible for performing each task specified in the implementation plan.

12. Deliverables

Final Corridor Plan as a printable document and as a shareable ArcGIS Storymap.