REQUEST FOR PROPOSALS
SITE PLANNING, ARCHITECTURAL AND ENGINEERING SERVICES REQUESTED FOR WALNUT LANE APARTMENTS

In October 2018, the City of Moab purchased an existing 38-unit mobile home (or "trailer") park located at 193 Walnut Lane in Moab, Utah. The City intends to redevelop the property to an 80-unit, affordable, sustainable, mixed-income development to be known as the Walnut Lane Apartments.

The project shall include a mix of unit types including, but not limited to, apartments, duplexes, fourplexes, cottages, or other units suitable to the site, and shall house a mix of income-restricted and market rate units. It shall prioritize green infrastructure and construction methods, and include walking paths, shared space, and other amenities for residents. During all phases of redevelopment, the City and Selected Firm shall, to the best of the team's ability, prioritize housing the current residents of Walnut Lane first and will not displace any current residents during the redevelopment process.

This Request for Proposals (RFP) is a follow-up to a Request for Proposals and Qualifications (RFQ) published by the City of Moab in June 2019. Since the issue of the RFQ, the City has hired a new Senior Project Manager to oversee the project, and City Staff has continued to work to narrow down the scope of work for the project, as reflected in the requirements set forth in this RFP.

Copies of the detailed RFP, including a description of the services to be provided by respondents, the minimum content of responses, and the factors that will be used to evaluate the responses can be obtained by contacting Kaitlin Myers, Senior Project Manager for the City of Moab, at (435) 259-5129 or kmyers@moabcity.org.

All proposal responses to this solicitation must be received by the City of Moab Recorder's office by no later than **5:00pm MST on Friday, December 20, 2019** at the address above.

The City of Moab is an equal opportunity employer. Minority business enterprises, women-owned businesses, and disadvantaged business enterprises are encouraged to apply.

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II. INTRODUCTION

The City of Moab is seeking proposals and qualifications for Architectural, Engineering, Planning, Design, Master Planning and Financial Analysis Services for City-owned property located at 193 Walnut Lane in Moab, Utah.

The Firm shall provide various professional services and perform any and all requirements necessary to investigate and access all work, prepare cost estimates, develop plans and specifications, and provide construction administration and inspection services for all work described. The Firm shall be prepared to provide services as and when requested by the City of Moab, following the Notice to Proceed.

The projects in this RFP include:

1. **Creation of a master plan** that includes phasing, pre-development, design guidelines, net zero and/or sustainable design methods, affordable housing & financial/pro-forma development analysis, realistic timelines for completion, and recommendations on development and parking approach.
2. **Phase One of Walnut Lane Apartments**, including the feasibility, schematic, engineering, and construction document design, construction bidding, and construction administration for the project.

This RFP and associated contract are specific to the first phase of this development, but, if successful, the Firm will follow its submitted master plan to design and build subsequent phases of the Walnut Lane Apartments until project is complete. Details of the contracts are provided in Section V of this RFP.

This project is intended to be financed through taxable bonds, various grants and equity investments.

Contingent upon successful applications for funding, the Walnut Lane Apartments funding will close and start construction in approximately June 2021, with construction completion in June 2022 and 100% lease-up in November 2022. The contract for proposed services is anticipated in January 2020 and is contingent upon successful award of funding for the Professional Services.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services.

Contact Information

The primary contacts for questions regarding this RFP will be Kaitlin Myers, Senior Projects Manager (435-259-5129 / kmyers@moabcity.org), and Joel Linares, Moab City Manager (435-259-5121 / jlinares@moabcity.org).

Moab City Hall is located at 217 E. Center St., Moab, UT, 84532. The URL for the City's website is www.moabcity.org.

Optional Q&A Phone Call

The RFP Selection Team will hold one pre-submittal question and answer meeting for interested firm leaders to learn more about the project prior to submission of the proposal. The meeting will be held at **2:00pm MST on Monday, November 25, 2019.** All are invited to participate by phone. Contact Kaitlin Myers at (435) 259-5129 or kmyers@moabcity.org for details on how to participate in the call.

III. TIMELINE

Unless otherwise notified, this RFP shall follow the following timeline:

RFP Issued	11/13/19
Optional Q&A Phone Call	2:00pm MST on 11/25/19
Deadline for Proposal Submission	12/20/19
Consultants Selected for Interviews	01/07/20
Interviews Conducted	01/13 – 01/17/20
Firm Selected	01/24/20

Unless otherwise noted, the deadlines for the above dates will be 5:00pm MST.

IV. PROJECT DESCRIPTION

General Project Information

In October 2018, the City of Moab purchased a 38-unit mobile home (or "trailer") park located at 193 Walnut Lane in Moab, UT 84532. The City intends to redevelop the property to an 80-unit, affordable, sustainable, mixed-income development to be known as the Walnut Lane Apartments.

The site includes two parcels and is approximately 2.91 acres. It is currently split-zoned, with the northern 1.62 acres zoned in the R-2 (Single-Household and Two-Household Residential Zone) and the southern 1.29 acres zoned in the R-4 (Manufactured Housing Residential Zone). City Staff is in the process of rezoning the entire property to the R-4 zone, and for the purposes of this solicitation, Applicants shall assume the R-4 zoning will be in place upon the Notice to Proceed.

The Selected Firm shall redevelop the property using the Planned Affordable Development (PAD) overaly, which grants higher density and other development incentives in exchange for deed-restricted affordable units. PAD affordable units are subject to deed restrictions that preserve affordability for at least fifty (50) years and must make up at least seventy percent (70%) of the total units in the development. For more information about the Planned Affordable Development, consult Moab Municipal Code Section 17.68.

Target Population

One of the City's primary goals during the redevelopment of Walnut Lane is to provide adequate housing for the current residents of the Walnut Lane Trailer Park. To the best of its ability, the City shall not displace any of the current residents during any phase of this project, and these families and individuals will be granted priority for the new units produced from redevelopment. Current residents range from extremely low- to low-income, work in service or other low-wage jobs, and most are Hispanic and/or Native American.

To comply with the requirements of the PAD, the Walnut Lane Apartments must include at least fifty-six (56) deed-restricted affordable units, and the remaining twenty-four (24) may be available to individuals

and families at market rate rents. The City shall grant priority to Firms that propose higher ratios of affordable and/or deed restricted units.

To be a person eligible for a PAD unit, the person(s) must satisfy the following criteria:

- The persons comprising the household must have a combined household income that does not exceed one hundred percent (100%) of the Grand County, Utah Area Median Income (AMI), as published by HUD from time to time;
- At least one person in the household must be either: (a) employed full time in Grand County; (b) disabled; (c) a retired person over sixty years of age who was a full-time employee of an entity located within Grand County for at least five continuous years immediately preceding his or her retirement; or (d) a parent residing with one or more minor children; and
- All persons occupying PAD affordable housing units must utilize the housing as their sole place of residence.

Site and Neighborhood

The site consists of two parcels numbered 01-0001-0106 and 01-0001-0229, located at 193 Walnut Lane, Moab, UT 84532.

The property is adjacent to the Moab Regional Hospital campus and a mix of single-family and multi-family residential developments. It is proximate to downtown Moab, which offers a variety of commercial services and amenities for residents and tourists, and community amenities such as the Moab Valley Multicultural Center, Swanny Park, and the Moab Recreation and Aquatic Center. Many current residents rely on active transportation methods to travel to work and to access these and other community amenities.

Physical Description

The property currently includes thirty-six (36) mobile homes constructed prior to 1976 (or "trailers"); in July 2019, two trailers were damaged from fire and were removed from the site. By the time of Notice to Proceed, the City will have removed six additional trailers from the site. The removal of eight total trailers will create enough room for The Firm to develop phase one of this project. See Section XIII for maps and more information.

Each site includes hookups for water, sewer, gas, and electricity. Several trees exist on site, but there is no other landscaping or green infrastructure included on site. The City plans to remove most of the trees currently on the site before redevelopment begins. Each parcel is accessed by a compacted, unpaved driveway, and the trailers sit on dirt and/or gravel pads.

Components Related to the City's Sustainability Goals

The City of Moab has established rigorous sustainability and housing affordability goals and expects the Selected Firm to balance affordability and sustainability in all phases of the project.

Priority shall be granted to Firms that have demonstrable experience with Net-Zero or energy efficient building standards including, but not limited to: the International Living Future Institute (ILFI)'s Zero Energy Certification and/or Living Building Challenge (LBC), Energy Star Homes, Enterprise Green Communities, Leadership in Energy and Environmental Design (LEED), Home Energy Rating System (HERS) Score of 50 or below, or similar.

However, the City shall grant higher priority to Firms that demonstrate sustainability *and* affordability in the proposal and requests specific experience with affordable and/or federally funded housing projects. The City's highest priority for Walnut Lane is to ensure permanently affordable housing for all current and future resents of the development.

V. SCOPE OF WORK

A multi-discipline design consulting team ("Team" or "Firm") is required for services described below. The Team should include architecture, structural engineering, mechanical engineering, electrical engineering, civil engineering, financial/development analysis and programming. The Team should include members with demonstrated success in work in the following specific areas:

- Affordable housing projects;
- Net zero or similar design;
- Neighborhood and community building, master planning and place making;
- Real estate/development expertise; and
- Design/build experience in resort, rural, and/or remote communities.

The Team is expected to coordinate regular meetings with a working committee to further refine the project goals, budget, design of the project, and entitlements. The working committee will include representatives from the City, including Planning, Building Inspection, Engineering, Public Works, and other departments as required.

As requested by project funders, the Team is also expected to attend meetings with funder representatives for discussions as needed to ensure funder compliance, which will likely require meetings set within tight time constraints.

During all phases of redevelopment, the City and Selected Firm shall, to the best of the team's ability, prioritize housing the current residents of Walnut Lane and will not displace any current residents during the redevelopment process.

Applicants will be considered for all phases of work included in this RFP, but the City reserves the right to select a different Firm or Firms for subsequent phases of work depending on the quality of work product produced in each phase of the project.

The Scope of Work for each phase of the project are as follows.

Project Management

- Attend regular meetings on the phone and in person with City Staff.
- Affirm the City Council's affordability, sustainability, and other goals.
- Present to City Council at key decision points.
- Provide baseline schedule and schedule updates including entitlement projections.
- Organize and manage community engagement meetings, specifically including meetings with current members of Walnut Lane and other stakeholders, at key decision points.
- Work with relevant Moab City Staff on all necessary permitting and correction to plans.
- Create a Development and Phasing Strategy for all projects.
- Deliver net zero or energy efficient projects.

Pre-Development – Planning and Schematic Design

- Develop two to three conceptual master plans compatible with the neighborhood.
- Develop phasing plan to ensure the current residents of Walnut Lane are not displaced during redevelopment. Phasing plan should include the removal of trailers from the site and/or the relocation of trailers to other locations on the site, as necessary.
- Determine appropriate density / housing unit types (apartments, townhomes, duplexes micro-homes, or a mix of types) that best meet the needs of residents and will be an asset to the current neighborhood.
- Develop costing and development (pro-forma) analysis and template that allows changeable inputs.
- Develop schematic and other pre-development designs of development and housing units.
- Provide renderings for public meetings showing the selected plan and housing types.
- Create 2-3 alternative parking approaches and supporting financial models, demonstrating the effects of minimizing parking costs with the tradeoff of less site, and less units.
- Elicit Policy direction to establish preferred development parameters, balancing height, density, amount of site development, affordability, and net zero approach.
- The project team shall strive to deliver Net Zero projects and shall create a "menu" of minimum design standards for the City to consider for energy efficient design.
- Conduct survey, title and platting work, as needed.
- Provide to support as necessary to acquire funding sources for the project.

The design shall be sensitive and responsive to the various cultures of current and future residents.

The master plan shall include community amenities, including open space, external storage, bicycle storage, a pet area, and other amenities as deemed appropriate by the development team. Parking shall be clustered on the exterior of the development, and the units shall be primarily accessed via walking paths. The Firm shall design all communal amenities and features and a portion of the units to be ADA accessible.

The buildings and site work designs must, at a minimum, exceed IECC 2018 requirements and meet additional sustainability initiatives established by funding guidelines that address a range of building practices, smart siting, materials and resource conservation, water management, healthy living environment goals, and energy efficiency targets.

Design – Design, Engineering & Construction Document Development

- Coordinate Entitlement and Planning Review, including acquiring all necessary surveys, geotechnical, water, traffic, and other studies as necessary.
- Provide all necessary engineering design for all potential onsite and offsite infrastructure improvements required by the City and the associated costs.
- Secure necessary approvals from regulatory agencies and service providers for permits and agreements.
- Provide design and prepare construction documents.
- Assess the project cost estimates and schedule of construction for the priorities.
- Provide bidding assistance for chosen procurement method including bid instructions.

Construction – Construction Contract Administration

- Assist City Staff in bidding the improvements, including pre-bid meeting and support, contractor questions, issuing addenda, preparing bid tabulations, verification of bidder's qualifications, and presentation to City Council for the contract award.
- As necessary, the Team shall review, analyze, and manage change order requests from contractors. All recommendations are subject to review and approval by the City.
- Provide construction administration and ensure contract compliance.
- Provide construction administration for the improvements.

VI. SUBMISSION REQUIREMENTS

Submission Process and Deadline

All copies of proposals must be received by **5:00pm MST on Friday, December 20, 2019.**

Applicants are required to submit one (1) electronic PDF and two (2) physical copies to the City of Moab by the deadline. Electronic copies shall be sent to Senior Project Manager Kaitlin Myers at kmyers@moabcity.org and City Recorder Sommar Johnson at sommar@moabcity.org. Proposals will not be accepted by fax.

Physical copies shall be sent to the following:

ATTN: Walnut Lane RFP
Sommar Johnson, City Recorder
217 East Center St.
Moab, UT 84532

Submissions must either be delivered or placed in the mail in time to be received on the date and at the time required. Proposals not in physical possession of the Recorder at the deadline will not be accepted. All timely submissions will become property of the City of Moab and will not be returned to the respondent.

Minimum Submission Requirements

Each proposal is limited to fifteen (15) double-sided pages or thirty (30) single-sided pages (excluding cover page and dividers). If the Applicant submitted to the City's June RFQ, it may omit previously submitted materials, submit the same materials, or submit updated information, as appropriate and necessary.

The proposal should address the following:

Experience & Qualifications

Cover Letter: Can include, but is not limited to, statement of understanding & approach to the project.

Qualification of Team: List the composition of the Team for all contracts and phases of the project. Clearly indicate all primary contacts and/or team leaders, and describe the respective roles, responsibilities, related experience, and qualifications of each team member.

Specific Project Experience: Descriptions of completed, similar, or relevant project experience that the Team has executed. Details should include the project scope and size, project budget and ability to stay

within the budget, types of services performed by Team, and any affordability, sustainability, accessibility or other noteworthy details about the project.

List of References: Provide a minimum of four (4) client references with which the applicant has provided similar design/build services within the last five years. Include the name, telephone, and email and a description of the role and services provided to that contact.

Technical Proposal

Project Approach: A description of the approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.

Scope of Work: Scope of work that includes steps to be taken, including any products or deliverables.

Estimated Labor Hours: A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each sub-contractor by task.

Project Schedule: A proposed schedule that indicates project milestones and overall time for completion.

Supplemental Information: Any other information deemed necessary to address the requests of this RFP.

Cost Proposal

Lump Sum: Price to complete the Scope of Work, written as a "not to exceed" amount.

Hourly Price: To complete any additional items not identified in the above Scope of Work.

VII. EVALUATION CRITERIA

The proposal must include complete information on each of the following and shall be evaluated as indicated below.

Criteria	Weight
Experience & Qualifications relevant to key personnel and/or sub-contractors	15%
Project Understanding & Knowledge of Area depth or relevant technical experience	5%
Firm Experience & References with projects of a similar size, structure & complexity	10%
Proposed Scope of Work and Bid for Contracts 1 & 2 outlined in this RFP	25%
Proposed Timeline required to complete the plan and deliverables	15%
Proposed Fee Schedule, Project Budget, and Value of Work including proposed and additional costs	20%
Demonstration of Innovative Approaches	5%
Responsiveness, Quality & Completeness of Submittal Package	5%

VIII. CITY CONDITIONS

Eligibility

The Applicant must certify that The Firm and the members of The Firm are not debarred, suspended, voluntarily excluded, or otherwise ineligible for participation in federally assisted projects. In addition, the status of prospective candidates will be checked prior to execution of any contract.

Conflict of Interest

The Applicant must certify that it has no current conflicts of interest and will not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of its services hereunder. The Applicant further certifies that, for the duration of the project, it will not employ any person who has any such conflicts.

Contract Responsibilities

Based upon responses received, the City of Moab reserves the right to negotiate the scope of work with the Selected Firm, dependent on the responses received to this RFP.

The City shall first execute a contract for master planning services, and subsequent contracts will be contingent upon satisfaction with the initial work product and project feasibility and funding.

IX. AWARD CONTINGENCIES

Insurance Requirements

All insurance carriers must have an AM Best rating that meets the syndicator and lender requirements (typically AM BEST Rating A VIII or better).

The agreement will require the Firm provide the following, at a minimum:

Insurance	**Coverage Amount**
Worker's Compensation	Statutory
Comprehensive General Liability	BI $2,000,000 per occurrence
	PD $ 100,000 per occurrence
Automobile Liability	BI/PD $ 500,000 combined single limit
Professional Liability	$ 2,000,000

The City of Moab and all other requested project finance entities shall be named as an additional insured, except on Professional (Errors and Omissions) and Worker's Compensation coverage, and will be given thirty (30) days-notice in advance of cancellation, non-renewal, or material change in any coverage. A certificate of insurance evidencing such coverage shall be approved by the City of Moab and placed on file prior to commencement of work under this contract.

The Firm shall indemnify and hold harmless the City of Moab as well as all other requested project finance entities or partners, from any losses, damages, costs, expenses, judgments, or decrees arising out of, or resulting from, the negligent acts of The Firm.

In the event any action in court is brought against a party so indemnified, the City of Moab shall tender the defense of any such claim or action at law or in equity to The Firm and The Firm's insurer. Upon such tender, it shall be the duty of The Firm and The Firm's insurer to defend such claim or action without cost or expense to the City of Moab.

Professional Licensing

The Respondent shall provide evidence that all relevant members of the Proposal Team are currently licensed and registered to perform work in the state of Utah, that The Firm and/or relevant partners are not debarred, suspended, or prohibited from professional practice by any governmental agency.

X. PAYMENT PROCEDURE

The City of Moab shall make every effort to process payment for the services rendered within thirty (30) calendar days after receipt of invoice and approval of services.

XI. PROCEDURE FOR SELECTION

Initial Review of Applications

Applicants must address all submittal requirements outlined in this RFP. Non-responsive submittals (those not conforming to the RFP requirements) will be disqualified and will not be considered further. Each respondent bears the sole responsibility for the items included or not included in its submittal. Deviations from or exceptions to the terms and specifications contained within this RFP, if stipulated in a submittal, while possibly necessary in the view of the submitting respondent, may result in disqualification.

Interview of Qualified Applicants

After evaluation of the complete proposals received in response to this RFP, the Selection Committee may conduct interviews with and/or submit follow-up questions to one or more of the Applicants.

During the interviews, Applicants will be encouraged to elaborate on why they are the best choice for this work and provide their vision and philosophy. Interview questions may include additional information about prior projects and experience as well as performance data, project approach, and staff expertise relevant to the project. The City expects the key personnel proposed for the project to be present at the interviews.

At the conclusion of the interviews, the Selection Committee shall rank, in accordance with the evaluation factors outlined in Section VII, the Applicants whose professional qualifications and proposed services are deemed most meritorious.

Negotiation of Contract

Negotiations, including the final scope of work, shall be conducted with the Applicant ranked first. If a contract satisfactory to the City can be negotiated at a fee considered fair and reasonable, the award

shall be made to that Applicant. Otherwise, negotiations with the Applicant shall be formally terminated and the City will move on to the next Applicant.

Award of contract may be subject to approval by the Moab City Council. If and when a contract is awarded, all firms that submitted a proposal will receive a written acknowledgement of their proposal. The City of Moab will not reimburse firms for any expenses associated with the submission of proposals or participation in the interviews.

Rights of the City

The City reserves the right to the following:

- To complete the selection process without proceeding to an interview process and may choose to select an Applicant based on the information supplied in the submitted proposal.
- To select the Applicant(s) whose qualifications and/or proposal, in the City's sole judgment, best meet the needs of the City. Price may not be the sole deciding factor.
- To reject any and all proposals submitted and to waive any informality in submittals received whenever such rejection or waiver is in the best interest of the City of Moab.

The City of Moab may, at its own discretion, request a re-solicitation of proposals or abandon the project entirely.

XII. PROCEDURES FOR EXECUTION OF CONTRACT

Once the City of Moab has successfully negotiated the scope of work with the Firm, the procedures described below shall apply for executing the contract.

The City of Moab shall send to the Firm one (1) electronic copy of the Contract for review and an invitation to attend a meeting to execute multiple originals of the Contract as needed.

The City of Moab reserves the right to withdraw a contract award prior to the execution of the contract for any reason including, but not limited to, the Firm's failure to execute the contract within the time specified or failure to present proof of insurance pursuant to the terms specified.

If there are any questions concerning this Request for Proposals, contact Kaitlin Myers, Senior Project Manager, at the City of Moab (435) 259-5129 or kmyers@moabcity.org.

XIII. MAPS

Map of Walnut Lane Parcels

(Image taken 08/02/19)

Map of Trailer Removal – Existing & Proposed

Map of Approximate Phase One Location