



**REQUEST FOR STATEMENTS OF QUALIFICATIONS  
CACHE COUNTY, UTAH  
COG TRANSPORTATION MASTER PLAN**

Issued: March 10, 2022

**1. GENERAL INFORMATION:**

Cache County Public Works Department (County) and the Cache County Council of Governments (COG) are working together to solicit Statements of Qualifications (SOQ) from qualified consultants and firms interested in providing services for a Transportation Master Plan.

**2. BACKGROUND:**

In 2007 Cache County voters approved a 0.25% sales tax to fund transportation improvements in Cache County. Utah State Code 59-12-2217 specifies how sales tax funds collected under this code are to be allocated and administered. State code calls for a Council of Governments which includes all the Mayors and the County Executive. In 2007 the Cache County Council of Governments (COG) was organized and tasked with general oversight in addition to creation and administration of a written project prioritization process.

Within the COG boundaries there are 19 cities and towns, and the unincorporated portion of the County. COG has generally relied on cities and town as well as other organization's master plans to help prioritize project funding. The cities, towns, and county are seeking to create a County Wide Transportation Master plan that all the jurisdictions can use to prioritize projects and the use of the sales tax that is collected by the county for the funding of transportation projects

The Cache County Public Works department has been tasked with solicitation, contracting, and management of the development of the COG Transportation Master Plan.

**3. PROJECT OBJECTIVES:**

The objective of this project is to work with the cities, towns, county, and UDOT to prepare a Transportation Master Plan that identifies current, as well as, future transportation needs of regional corridors, arterials, and collectors with focuses on improving congestion relief, connectivity, safety and advanced corridor preservation.

As part of the selection process the selected firm will work with the County to prepare a more detailed scope of services for the County Wide Transportation Master Plan. However, items that anticipated to be part of the scope include:

- Develop Plan Vision and Goals.
- Review current zoning and future land use plans
- Identification of a future comprehensive roadway network that optimizes connectivity
- Identification of how to fully integrate the future roadway network, future public transit, and existing and future active transportation infrastructure
- When considering and recommending new road design standards, identify strategies for a smooth transition between urban, urbanizing, and rural areas.
- An analysis of future capacity needs based on projected traffic volumes.
- Recommendations for safety and capacity improvements
- Recommendations for right of way widths and uses for various road classifications
- A prioritized list of transportation projects and planning level cost estimates
- Maps and illustrations that clearly communicate recommendations
- An Engagement Plan for the Cities and Town.
- Prioritize advanced Corridor Preservation Projects
- Jurisdictional Coordination (City-County) As the study area continues to grow there will be a greater need to coordinate within and across jurisdictional boundaries to manage growth, development issues and services.
- Recommend changes to County and City road designations (functional classification).

#### **4. PRELIMINARY SCHEDULE MILESTONES:**

It is anticipated that a notice to proceed will be issued in mid-April 2022, with the objective of having the Transportation Master Plan completed by the end of 2022.

#### **5. PRE-SUBMITTAL INFORMATION MEETING:**

To assist those consultants interested in submitting a proposal for this project, staff from the County and COG will conduct a web-based informational meeting at 10:00 a.m. on Tuesday, March 22, 2022. Staff will make a presentation describing this project, anticipated roles and responsibilities, project scope, project schedule, and expected outcome. A question and answer session will follow the presentations. Registration in advance is required to attend this informational meeting. The informational meeting will be recorded and made available online.

Registration and the recording can be found at the following:

<https://www.cachecounty.org/public-works/bids-and-proposals.html>

#### **6. STATEMENT OF QUALIFICATIONS (SOQ)**

1. Introductory letter is limited to one (1) page and not included in page count.
2. Maximum length ten (10) single-sided pages or five (5) double-sided pages.
3. Résumés to be included as an appendix and are not included in the page count.
4. Résumés should not be more than one (1) page per person.
5. Pages shall be 8 ½ x 11 unless otherwise noted and minimum font size of 11 point.
6. Cover pages and Table of Contents are not included in the page count.

### **Section A: Company Experience & Qualifications – 15 Points**

- Describe your company's history, locations, area of expertise and how you are organized to deliver this type of project.
- Include descriptions of no more than three (3) successfully completed projects and describe the similarities to this project.
- Include three (3) current professional references for the company with name, e-mail address and phone number.

### **Section B: Project Manager – 30 Points**

- Identify the project manager who will be responsible for this project and provide the project manager's experience, education and qualifications (including Utah Professional Registration).
- Provide brief descriptions of no more than three (3) successfully completed projects. Provide references for each of these projects.

### **Section C: Key Personnel – 20 Points**

- Provide an organizational chart of the key personnel including roles and office locations.
- Provide information on proposed subconsultants (if any) and their role in the project delivery.
- Provide brief biographies of key personnel, including role and experience relevant to that role.
- Provide résumés, no more than one page per person for key personnel (no more than six) to be included in an Appendix.
- Demonstrate ability to perform.

### **Section D: Project Approach & Understanding – 35 points**

- Describe your understanding of this project and why your firm is best qualified to perform this work.
- Describe at a high level the approach you would plan to take if selected, to complete this work.
- Describe any specific challenges you foresee this project presenting, and your approach for addressing these challenges.
- Describe tasks that may be suitable for the County to perform using either in house staff or other commonly used local resources.
- SOQ's shall be developed from the consultant's understanding of and experience with this type of work, and the information provided herein.

## **7. EVALUATION CRITERIA AND WEIGHTING:**

SOQ's will be independently evaluated (scored) by each member of the selection committee and scores will be compiled to produce a ranked list. The highest ranked respondents may be invited to attend an interview or a final selection will be made without an interview. If interviews are performed, they will be independently scored by each member of the selection committee, and the resulting scores will be used to determine the final selection.

The County will engage with the top ranked respondent to develop a detailed scope of services and associated fee proposal that may lead to the execution of an Agreement for Professional Services with the selected consultant.

## 6. SUBMISSION REQUIREMENTS:

Respondents shall submit a PDF version of their SOQ document electronically to [publicworks@cachecounty.org](mailto:publicworks@cachecounty.org), no later than 5:00 p.m. on Thursday, March 31, 2022. All respondents will receive an email confirmation within the next business day that their submittal has been received. Hard copies of the RFP will not be accepted.

For project specific information and questions related to the RFQ contact Matt Phillips, Public Works Director, at [matt.phillips@cachecounty.org](mailto:matt.phillips@cachecounty.org). Questions via telephone will not be accepted.

## 9. SPECIAL CONDITIONS:

**A. General Terms.** This RFQ does not commit the County to enter into an agreement, or to pay any costs incurred in the preparation of an SOQ or subsequent negotiation. All information furnished in the SOQ was gathered from sources deemed to be reliable. No representation or warranty is provided as to the accuracy or completeness of the information contained herein and the County reserves the right to alter or cancel this RFQ.

**B. Reservation of Rights by the County.** The issuance of this RFQ does not constitute an agreement by the County that any professional services agreement will actually be entered into by the County. The County expressly reserves the right to:

- Waive any immaterial defect or informality in any SOQ or procedure.
- Reject any or all SOQ's.
- Reissue the RFQ.
- invite additional respondents to respond to the RFQ.
- Complete the services contemplated by this RFQ by any other means.
- Request additional information and data from any or all respondents.
- Extend the date for submission of the SOQ's.
- Supplement, amend or otherwise modify the RFQ, or cancel this request with or without the substitution of another RFQ.

**C. Negotiation Rights.** Final terms of any agreement will be subject to negotiation. Negotiations may be terminated for failure to reach mutually acceptable terms or for any other reason deemed appropriate by the County.

**D. Right to Disqualify.** The County reserves the right to disqualify any respondent who fails to provide information or data requested herein, or who provides inaccurate or misleading information or data. Further, the County reserves the right to disqualify any respondent on the basis of any real or apparent conflict of interest. By responding to this RFQ, the respondent agrees that any finding by the County of any fact in dispute related to this RFQ or the responses thereto shall be final and conclusive.

**E. Preparation Costs.** Each respondent will be responsible for all costs incurred in preparing a response to this RFQ. All materials and documents submitted by the respondents in response to this RFQ will become the property of the County and will not be returned. As such, they constitute public records that may be delivered to a person making an appropriate request for public records. The selected respondent will be responsible for all costs incurred during negotiations and up to the date of the execution of the final agreement.

**F. Affirmative Action Requirements.** Respondent, by submission of a response, agrees to not discriminate against any worker, employee, subcontractor or any member of the public because of race, creed, color, religion, sex, age, marital status, national origin, or sensory or

physical disability, or otherwise commit an unfair employment practice and further agrees to comply with all Federal, State, and County Equal Employment Opportunity requirements.

**G. Ownership of Documents.** All model files, scripts, networks, GIS files, plans, documents, website content, data, maps, video, etc. prepared or obtained by the Consultant as a result of working on this contract, shall be delivered to and become the property of the County.

**H. Cost Discussion.** The current budget for this project is \$150,000. SOQ's should not include information about project costs. However, Cache County may request this information in the future as part of the selection process.