Utah Valley University
I-15 Pedestrian Bridge Preliminary Design
Area Transportation Facilities Preliminary Design

Request for Qualifications

Value Based Selection Method

November 2016
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NOTICE TO CONSULTANTS
Mountainland Metropolitan Planning Organization (MPO) under the Mountainland Association of Governments is soliciting the services of qualified firms/individuals to perform consulting services for the following project:

PROJECT BACKGROUND
In 2012-2013 a “Utah Valley University I-15 Pedestrian Crossing Study” was performed to estimate the feasibility of a pedestrian bridge between the existing Orem FrontRunner Station and the Utah Valley University (UVU) campus. The pedestrian bridge would need to cross a railroad corridor, private property, I-15, 1200 West (Orem), and land on UVU property. From this study a preferred alternative was recommended by the project team.

STUDY DESCRIPTION
The Utah Valley University (UVU) I-15 Pedestrian Crossing Preliminary Design shall provide a concept design of the pedestrian structure and the landings and access to the bridge. This project will review the previous crossing study and consider best practices to confirm the proposed alignment. This project will also provide bridge concepts including suggested materials for construction and aesthetics, provide cost estimates for construction perhaps multiple estimates including low, medium, and high finishes, and identify needed property. Provide a concept Situation and Layout of the Pedestrian Crossing include plan, elevation and cross section of the structure upwards to a 30% design. Include details of the systems and elements required to gain access to the pedestrian bridge. The purpose of the project is to develop concepts and conceptual design packages as well as a solid cost estimate so project partners can seek funding for the bridge.

STUDY COMPONENTS
An essential component of the study will be to coordinate with the following entities: Orem City, Mountainland MPO, UDOT, and UTA along with the campus master planning efforts of UVU.

The study document and maps will be submitted in CAD and .pdf format in order to allow easy integration into the various transportation plans of the state, county, municipalities, and the MPO.

Project partners will form a technical advisory committee (TAC) for the project. The consultant will be responsible to set, lead, and keep minutes of these meetings. The committee shall meet monthly or as needed.

The consultant should thoroughly understand and be able to communicate pertinent issues to the committees (TAC).
This study is ultimately intended to identify and provide a design concept and cost estimation for a pedestrian structure that satisfies the demand for access between UVU and the Orem Intermodal Center. The study will be used to illustrate what that pedestrian demand is for the area.

Planning budget for this study is $67,500.00. Ideally, the project will be completed within 3 to 6 months. This study should be coordinated with and include the involvement of UVU and their Master Plan process.

PROCUREMENT PROCESS
Mountainland MPO intends to enter into an agreement with a firm to provide professional services as described. The selection of the firm will be made using a Value Based Selection (VBS) system and is further described in the Consultant Selection section. The Project Schedule in Item 4 below lists the important events, dates, times and locations of meetings and submittals. The terms of the project schedule are hereby incorporated by reference and must be met by the selected firm.

1. Request for Qualifications Documents
The Request for Qualifications (RFQ) documents consist of all of the documents listed in the Table of Contents and all said documents are incorporated in this RFQ by reference. The RFQ will be available at Mountainland per the attached schedule and on the Mountainland web site at www.mountainland.org.

2. Contacting Project Manager
In order to keep the flow of information equitable to all applicants, any contact with the Mountainland project manager will be documented. The project manager has set aside two days to schedule any meetings to answer questions about the project and scope. Interested applicants can call the project manager and schedule an appointment for November 25 & 26. All meetings will be held at the Mountainland office. Questions and answers from these meetings will be documented and posted anonymously on the Mountainland website on or before November 17.

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3. Contacting Others
Contact during the submittal and selection process should be limited to the project manager at Mountainland, though contact with the jurisdictions to acquire background information is allowed. In order to maintain the fair and equitable treatment of everyone, consultants shall not unduly
contact or offer gifts or gratuities to Mountainland, any board officer, or employee of Mountainland, users or selection committee members in an effort to influence the selection process or in a manner that gives the appearance of influencing the selection process. This prohibition applies before the RFQ is issued, as the project is developed, and extends through the award of an agreement. Failure to comply with this requirement may result in a disqualification in the selection process. Consultants should be aware that selection committee members will be required to certify that any contact they have had with any representative of the consultant was for informational purposes only and that no attempt to influence the selection process was made.

4. Project Submittals and Selection Schedule

The project schedule lists the important events, dates, times, and locations of meetings and submittals that must be met by the consultant. All required submittals (six hard copies and an electronic copy in pdf. format) must be delivered to, and be received by, Mountainland MPO previous to the date and time indicated in the project schedule. Submittals received after the specified time will not be accepted. Please allow adequate time for delivery. If using a courier service, the submitting firm is responsible for ensuring that delivery will be made directly to the required location.

If a meeting with the Mountainland project manager is desired, please call to sign up for an appointment for a pre-submittal meeting on November 15 & 16.

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5. Submittal Format
The response to this RFQ is a short document that indicates the experience and qualifications of the firm, the project manager and other critical members of the team. It describes what talents their team brings to the project, how their knowledge of the subject will provide benefit to the process, how the team has been successful in the past and how that relates to this project. It should include information on similar projects that have been completed by the firm, project manager and other team members. Include the experience and special qualifications that are applicable to this project and/or are part of the project specific selection criteria. A write up on scope ideas for the project can also be included.

The submittal for the RFQ shall consist of no more than 10 single sided pages, as well as a cover sheet and a blank end sheet (double sided pages can be used but the total pages allowed would reduce to 5.) The submittal shall include a Past Performance and Reference Information section, a Management Plan, Statement of Qualifications, and any proposal information.

5a. Statements of Qualifications
Consultants shall submit information about each team member regarding education, facilitation, collaboration, presentation, communication, and other pertinent skills necessary to be a productive team member. State the lead consultant firm and any sub-consultant firms experience and availability in supporting a project team. Provide firms capabilities such as specific and unique strengths of firm that show quality transportation planning abilities. This section shall contain no more than 3 single sided pages.

5b. Past Performance and References
Consultants shall submit a Past Performance and Reference Information section as part of their submittal for the RFQ. This section shall contain no more than 3 single sided pages. List at least 3 prior projects that show the experience needed to complete this project. Also, list all projects the consultant or any sub-consultants have worked on within the study area.

For past projects provide the following information:

Point of Contact: Person who will be able to answer any customer satisfaction questions.
Phone Number: Phone number of the contact we will be surveying.
User Name: Name of Company / Institution that purchased the construction work.
Project Name: Name of the project.
Date Completed: Date of when the work was completed.
Address: Street, city and state where the work was performed.
Size: Size of project in dollars.
Duration: Duration of the project / construction in months.
Bid Duration: What the original bid for the project listed as the duration of the project.
Type: Type of the project (i.e.: corridor study, environmental work, etc.)

Project Information: Explain detail about the project and how your firm completed the project.

5c. Management Plan
Firms will be required to develop and submit a Management Plan section that consists of no more than 4 single sided pages. The Management Plan shall demonstrate how the lead consultant will manage their responsibilities and responsibilities of any sub-consultant, identify risks, and how risks will be mitigated. An organization chart showing the roles, responsibilities, and time dedicated by all pertinent decision-makers is a required part of the presentation and shall include a breakdown of the roles and responsibilities of the lead consultant and any sub-consultants. The lead consultant must perform work valued at not less than 50% of the total work, excluding specialized services, with its own staff.

Address project specific criteria, risks that have been identified by the RFQ and additional risks that the team has identified. State how those risks will be mitigated.

As part of the management plan include your proposed project schedule. Indicate critical dates and other information in sufficient detail for the selection committee to determine if the time frames are reasonable. The management plan should be concise yet contain sufficient information for evaluation by the selection committee.

CONSULTANT SELECTION
The selection shall be under the Value Based Selection method using the process outlined in A-D below. The Request for Qualifications (RFQ) documents, including the submittal requirements and the selection criteria and schedule, will be available in electronic format on the Mountainland web site at www.mountainland.org. For questions regarding this solicitation, please contact Chad Eccles at 801/229-3824.

A. Request for Qualifications
B. Shortlist qualified firms
C. Interviews

1. Selection Committee
The Selection Committee will be composed of individuals from the MPO, UDOT, UTA, UVU staff, municipal staff from the city of Orem, and could include mayors, council, or city staff.

2a. Interviews
It is the intent of the selection committee to perform interviews with all firms who have met all of the requirements, but holds the right to decline holding interviews. From this process, the
committee may convene to develop a short list of firms to be invited to be interviewed. This evaluation will be made using the selection criteria noted below based on the information provided by the past performance/references, performance plan and statement of qualifications.

The purpose of the interview is to allow the firm to present its qualifications, past performance, management plan, schedule and general plan for accomplishing the project. It will also provide an opportunity for the selection committee to seek clarifications from the firm.

The proposed primary project management personnel, including the project manager, should be in attendance. The project manager is the firm’s representative who has overall job authority, will be in attendance at all job meetings, and is authorized by the firm to negotiate and sign any and all change orders in the field, if necessary. Unless otherwise noted, the attendance of sub-consultants is at the discretion of the firm.

The method of presentation is at the discretion of the firm. The interviews will be held on the date and at the place specified in the Project Schedule.

2b. Selection Criteria for VBS Professional Services/Short List
The following criteria will be used in ranking each of the teams. The criteria are not listed in any priority order. The selection committee will consider all criteria in performing a comprehensive evaluation of the proposal. Weights have been assigned to each criterion in the form of points.

   A.       MPO Past Performance Rating  **10 Points**  Each prime firm will be given a past performance rating. The rating will be based first on how well the firm did on past projects with the MPO. If a minimum of three MPO past performance ratings are not available a rating will be established using any MPO past performance ratings that are available, supplemented by references supplied by the firm at the time the Management Plans and RFQ are submitted.

   B.       Strength of Team  **25 Points**  Based on the RFQs, the interview, and management plan, the selection team shall evaluate the expertise and experience of the team and the project lead as it relates to this project in size, complexity, quality, duration, etc. Consideration will also be given to the strength brought to the team by critical consultants including how they were selected and the success the team has had in the past in similar projects.

   C.       Project Management Approach  **25 Points**  Based on the information provided in the RFQ, the management plan and information presented in the interview the selection team shall evaluate how each team has planned to approach the project. The
selection team will also evaluate the degree to which risks to the success of the project have been identified and a reasonable solution has been presented.

D. Schedule   **20 Points**  The consultant’s schedule will be evaluated as to how well it meets the objectives of the project. Unless other objectives are stated the shorter the duration that is evaluated to be feasible while achieving an appropriate design is preferred. The consultant shall identify in the RFQ the project schedule identifying major work items with start and stop dates that are realistic and critical with the sub-consultants and if they have reviewed and agreed to the schedule. The completion dates shown on the schedule will be used in the contract.

E. **Local Knowledge   20 Points**  The consultant’s knowledge of the local and regional plans for the area and their past involvement with jurisdictions in the area will be evaluated as to how well issues of the area are known.

**TOTAL POSSIBLE POINTS: 100 POINTS**

**OTHER ITEMS**
The awarded firm shall agree, complete, or certify compliance with the following items:

1. **Fee Negotiation**
   Following selection of a consultant by the Selection Committee and prior to the award of the agreement, the MPO will negotiate the final agreement fee with the selected firm. Should the MPO be unable to agree to a satisfactory contract with the top ranked firm at a price that the MPO determines to be fair and reasonable to the MPO, discussions with that firm shall be formally terminated. Negotiations will then be undertaken with the second ranked firm. This process will be repeated until an agreement is reached or the MPO determines that it is in the best interest of the MPO to initiate a new selection process.

2. **Form of Agreement**
   At the conclusion of negotiations, the selected consultant will be required to enter into an agreement using the attached form of the Professional Services Agreement.

3. **Required Completion and Acceptance Criteria:**
   Progress payments will be made for work in progress. Final invoice payment, shall be made after all of the work has been completed and the final estimate, project records, and documentation have been received and accepted by the UDOT, UTA, UVU and MAG as accurate and complete.
4. Applicable Federal and State Regulations:
The Consultant shall conform to all applicable state and federal regulations.

5. Debarment Certification:
Federal regulations require certification by prospective participants (including contractors, subcontractors, and principals) as to current history regarding debarment, eligibility, indictments, convictions, or civil judgments. The selected Consultant will be required to certify in accordance with contract Standard Terms and Conditions.

6. Licensure
The consultant shall comply with and require its sub-consultants to comply with the license laws of the State of Utah.

7. Disposition of RFQ
RFQ’s become the property of Mountainland, are treated as privileged documents, and are disposed of according to department policies, including the right to reject all submitted RFQ’s. The RFQ of the successful consultant shall be open to public inspection for a period of one year after award of the contract. RFQ’s of consultants who are not awarded contracts shall not be open to public inspection and will be destroyed once the contract is executed with another consultant. If the consultant selected for award has required in writing the nondisclosure of trade secrets and other proprietary data so identified, the Mountainland Project Manager shall examine the request in the RFQ to determine its validity prior to award of the contract. If the parties do not agree as to the disclosure of data in the contract, the project manager shall inform the consultant in writing what portion of the RFQ will be disclosed and that, unless the consultant withdraws the RFQ, it will be disclosed. If the consultant withdraws their RFQ, the consultant will not be awarded the contract.

8. Ownership of Documents
All tracings, plans, manuscripts, specifications, data, maps, reports, photos, etc. prepared or obtained by the consultant as a result of working on this contract, shall be delivered to and become the property of Mountainland.
SCOPE OF WORK

PURPOSE
In December of 2012, the UTA FrontRunner began operations in Utah County. The Intermodal Center in Orem is located on the west side of I-15 while the main campus of UVU is located on the east side of I-15. The purpose of this study is to establish a preliminary design, orientation, and cost estimate of a pedestrian bridge to better connect the Intermodal Center with the main UVU campus. This will include working to identify and define a proposed width of the pedestrian crossing facility to accommodate both bicycle and pedestrian traffic. Bridge aesthetics and design options will also be required as part of the deliverable. Describe and illustrate the problem with analogies and graphics that the general population can understand. Identify potential solutions, costs, and impacts based upon future land use set forth in the Orem City general plan, UVU campus master plan, UTA, UDOT, and the MPO. The focus of the consultant work is to develop a package that the project partners can market to raise funding. The consultant should develop a cost estimate for the project. It is critical that the cost estimate be as accurate as possible.

Based on discussions with UVU there are currently 3,000 riders per day that use FrontRunner to gain access to UVU. With new housing and a pedestrian bridge, it is expected that this will increase the need and use for the bridge.

FACILITY SPECIFICS

1. Pedestrian crossing between UTA’s Orem Commuter Rail Station and Utah Valley University
   Immediately adjacent to the existing FrontRunner station is the railroad corridor, then the I-15 corridor, and ultimately 1200 West (Orem) that need to be crossed to connect to UVU campus. It is estimated that the structure will be one half mile long.

   Project issues include:
   - Determination of cross section and confirm the layout of the pedestrian facility
   - ADA compliance (ramps or elevators)
   - Likely-hood that pedestrians and bicyclists would use the facility
   - Weather protection/roof system for Pedestrian Bridge and Ramp system
   - Project Programmed Cost
   - Conceptual Aesthetics or architecture
   - Necessary approvals to cross railroad and I-15
   - Potential environmental concerns
   - Fatal flaw analysis
   - ROW needed to accommodate Pedestrian Bridge and ramp system
2. Pedestrian Access to an existing interchange
The University Parkway interchange is located south of the intermodal center site and a proposed interchange at 800 South is to be located to the north. Both of these facilities have pedestrian walkways that are available but not direct.

The UTA station built in Orem at the UVU Westside campus is likely undersized for parking and a future parking structure may be built to accommodate the demand for parking. This parking structure could be incorporated into the pedestrian structure and will be a main collection point for UVU students and it is desired to make a quick and efficient connection to the main campus on the east side of I-15.

CONSULTANT TASKS
Tasks may include the following activities (actual contract tasks will be identified through a scoping meeting after consultant is selected in conjunction with the technical committee):

1. Develop Study Specifics
   - Define Study Area.
   - Define options to be analyzed including:
     - Pedestrian Bridge structure Type
     - Bridge Cross Section Options
     - Provide architectural examples
     - Ramp configuration
     - Pedestrian/bicycle access enhancements

   - Preliminary Cost Estimate for all options evaluated with a much more detailed cost estimate for the selected and preferred option or even multiple estimates of preferred option including low, medium, and high finishes.
   - Prepare 30% design drawings
   - Location Map, Study area, existing land use data, aerial photography data from Mountainland, Orem City, and Utah Valley University (UVU).
   - Create proposed Analysis Criteria

2. Existing Condition Analysis
   - Data Collection - review existing studies/plans.
   - Base Land Use and Demographics.
   - Community and environmental fatal flaw analysis of geophysical and environmental impediments to project development including: ravines, fault zone, hazard material sites threatened and endangered species habitat, wetlands etc.
3. **Proposed Development**  
- Estimate if proposed development surrounding the bridge area will impede or effect the potential for a bridge crossing.

4. **Bridge Selection**  
- Coordinate with Study Sponsors for the most appropriate bridge type to be used.  
- Provide realistic aesthetics that UDOT and FHWA would allow over I-15.  
- Identify Potential Foundation Locations  
- Coordinate with sponsors to create a preferred architectural rendering

5. **Problem identification**  
- Develop and identify problems from the document inventory review, proposed bridge alignment and length in consensus with the committees.  
- Consider transit needs, ADA standards, campus integration, weather impacts, bicycle use, and pedestrian safety and security.  
- Describe and illustrate the problem with analogies and graphics that the general population could understand.

6. **Transportation Solutions**  
- Assess and quantify the benefits to the transportation network and nearby interchanges if UVU on-campus free parking were to move from the east to the west campus location  
- Develop and design conceptual solutions with cost estimates in consultation with project sponsors.  
- Develop facilities by phase that satisfies projected pedestrian/travel demand.  
- Develop preservation areas or needed ROW by facility type in CAD and .shp format to implement a corridor preservation program for proposed projects.

7. **Coordination**  
- Create a Technical Advisory Committee (TAC) comprised of UVU, Orem City, UTA, UDOT, FHWA, and MAG  
- Document the Involvement process and summarize comments.  
- Have at least 2 meetings with Orem City officials and UVU Administration with one meeting to request approval of the study outcome into the municipality transportation plan (if needed).  
- Present study finding to the MPO Technical Advisory Committee and potentially to the Regional Planning Committee.  
- Have 2 meetings with Orem City, 1 with the Orem Transportation Advisory Commission and 1 with the Orem City Council for adoption of this study’s outcome as an element of the city’s municipal transportation plan.