



REQUEST FOR PROPOSALS

Virgin River Development Standards and Ordinances

Town of Springdale

1. REQUEST

The Town of Springdale requests proposals from planning and engineering firms with expertise in river preservation and management to produce a consultant study identifying erosion setbacks, river corridor buffer zones, development standard best practices, and a concept for a river restoration demonstration project along the Virgin River in Springdale, Utah. The study is aimed at restoring natural river function and protecting river quality by managing development along the river. This study will guide future development along the river in Springdale through Land Use Ordinances that preserve and protect the Virgin River.

2. OVERVIEW

The Town of Springdale has adopted a Virgin River Management Plan that outlines the importance of preserving and protecting the Virgin River as development increases in Zion Canyon. The plan focuses on three topic areas; land use, environment, and recreation. The Town is now seeking to implement the strategies in the plan to guide residents, landowners, businesses, and visitors who reside in the canyon, particularly as new development occurs in the river corridor.

The elements of the plan are tools to guide the Town through action steps including enhancing the Land Use Zoning and Ordinances to improve the function of the river, protect the riparian ecosystem and habitat, and provide appropriate recreational opportunities. The consultant study will promote these goals by providing the technical analysis and background data required for drafting Land Use Ordinances regulating new development in the river corridor.

The Virgin River Management Plan also contemplates a restoration demonstration project. This will be used as an example for landowners along the river to enhance the natural river function, ultimately protecting their land along with those up and down stream. The study will provide concept plans and analysis for a river restoration demonstration project.

This study will be used as a foundation for more detailed river management efforts. It will also allow the Planning Commission and Town Council to adopt Land Use Ordinances shaped around preserving and enhancing the Virgin River.

About the Town of Springdale

The Town of Springdale is located immediately adjacent to Zion National Park and serves as the gateway to the Park's south entrance. Springdale experiences an influx of millions of visitors a year due to the proximity to the Park. As desert communities go, Springdale is fortunate to have the Virgin River running

the length of town. The headwaters to the Virgin River begin in Zion National Park and meanders into the Town of Springdale. The town resides on both sides of the Virgin River for about three miles. The properties along the river include, residential, commercial, public, and open space. The Virgin River provides drinking water to all of Springdale and beyond. Town residents and visitors alike value the Virgin River for the habitat it provides for a wide array of aquatic and terrestrial wildlife. Therefore, Springdale feels responsible for managing growth and encroachment on one of our most valued resources, the Virgin River.

Existing Resources

The Town of Springdale has access to studies, data, and other resources that can help inform the consultant's work and that will serve as background for the study and analysis requested in this RFP. These resources include:

- *North Fork of the Virgin River – Town of Springdale, Utah – Section 206 Special Study, January 1996, US Army Corps of Engineers*
- *The Potential for Restoration Along the Virgin River in Zion National Park, September 2001, Grand Canyon Trust*
- *Flood Insurance Study for Washington County, Utah And Incorporated Areas, April 2009, Federal Emergency Management Agency.*
- *Virgin River Toolkit – Town of Springdale Report, 2013, Form Tomorrow*
- *High Resolution Aerial Imagery of the River Corridor (Spring 2018)*

3. FEASIBILITY STUDY SCOPE OF WORK

The study will address the following specific areas.

- 1- Review the Springdale Virgin River Management Plan Land Use, Environment, and Recreation Strategies. Review all available existing studies, data, and other resources related to the Virgin River in Springdale, Utah.
- 2- Peer Riverfront Communities Analysis
 - a. Identify other communities who are similar to Springdale, Utah and the Virgin River and have adopted river management practices These peer communities should be similar climate and similar perennial riverfronts.
 - i. Communities which have identified erosion setbacks and river overlay zones
 - ii. Communities who depend on water quality for drinking and wildlife
 - iii. Communities who experience flash flooding
 - iv. Communities with similar development pressures in the river corridor
- 3- Geographic Analysis
 - a. Analyze areas along the river that would benefit by having additional development regulations aimed at protecting the natural function of the Virgin River. These areas should particularly be:
 - i. Erosion hazard areas near the Virgin River

- ii. Bank stabilization areas
 - iii. Floodplains and wetlands
 - iv. Areas of significant habitat for native species, both aquatic and terrestrial
 - v. Quality undeveloped land that are prime candidates for protection as permanent open space to river corridor enhancement purposes
 - vi. Potential access points to the river that will reduce impacts on streambanks and the river corridor. Strategies to preserve these access points.
 - b. Analyze properties along the river that are developed and those that are undeveloped to determine best practices for regulating new development near the river.
- 4- Erosion Hazard Analysis
- a. Using available precipitation, streamflow, and other hydrologic data, analyze the river channel for erosion hazard areas.
 - b. Analyze streambank composition, river meander trends, and other geomorphology along the river.
 - c. Combined with the geographic analysis described above, create defensible erosion hazard setback limits for new development.
 - d. Delineate the Virgin River Erosion Hazard Area throughout the Town boundaries in a GIS compatible format.
- 5- River Corridor Buffer Zone
- a. Based on the geographic analysis described above, identify areas in which a buffer zone will buffer the Virgin River from the adverse impacts of new development.
 - i. Identify defensible boundaries for a River Corridor Buffer Zone
 - ii. Suggest enforceable land use regulations and development standards to impose on new development in the River Corridor Buffer Zone, designed to promote and protect the health and natural function of the Virgin River.
 - 1. Develop best practices for natural streambank armoring.
 - 2. Develop standards for controlling runoff from impervious surfaces in new development within the river corridor buffer zone.
 - 3. Suggest limits on the type and density of development allowed in the River Corridor Buffer Zone.
 - 4. Suggest limits on allowable uses in the River Corridor Buffer Zone.
 - 5. Suggest modifications to the Town's Flood hazard ordinance that could complement and help promote the goals of the River Corridor Buffer Zone.
- 6- Concept Plans for Demonstration Project.
- a. With the input and assistance of Town representatives, identify an area on Town-owned river front property where the natural function of the Virgin River could be enhanced.
 - b. Develop concept level plans for a restoration project in this area that will serve as a demonstration project for the rest of the community.
 - c. Incorporate the best practices and development standards identified in the previous sections in the restoration demonstration project.

4. CONSULTANT QUALIFICATIONS

The Town desires the following skills and capabilities in the consultant:

- 1- Familiarity with the Town of Springdale, the Virgin River, and Zion Canyon.
- 2- Expertise in natural channel design for river systems.
- 3- Expertise in creating data-backed and defensible erosion hazard setback limits in other communities with perennial streams subject to extreme flood events, similar to the Virgin River in Springdale.
- 4- Experience drafting development standards, land use regulations, and best practices for development near sensitive river systems.

5. BUDGET

The Town has budgeted \$65,000 for this study. Consultants will be selected based on the best value they can offer the Town while staying within this budgeted amount. Consultants are encouraged to suggest additional services that, based on the consultant's experience and expertise, will help the Town achieve the goals of the Virgin River Management Plan and that can be accomplished within the \$65,000 budget.

The Statement of Proposed Fees (see submittal requirements section below) should include a projected lump sum amount for each of Tasks 1 through 5 as identified in the scope of work section above. The Town understands the scope, extent, and complexity of Task 6 (the Town demonstration project) has not yet been fully developed. In conjunction with the consultant the Town will develop a refined scope and budget for Task 6. However, all Tasks (1 through 6) should be completed within the Town's budget of \$65,000.

6. SUBMITTAL REQUIREMENTS

Consultants interested in providing the services listed above should prepare and submit proposals pursuant to the details listed below. Proposals must adhere to the format and contain all the required information listed below. Submittals should be prepared economically and be as concise as possible. There is no minimum or maximum length requirement, but submittals should be as brief as possible while still containing all required information. Submittals will be evaluated on quality of content, not on quality of presentation. Failure to include any of the required information is grounds for rejecting the proposal, regardless of the consultant's qualifications.

1. Format:
 - a. Proposals must be submitted in PDF format.
 - b. Each page of the proposal must be numbered and must contain the consultant's name in the footer.

2. Content: Proposals should contain all the information listed below. The proposal should present the information in the order it is listed below.
 - a. *Letter of Transmittal*. This letter must contain:
 - i. The consultant's name, address, and contact information.
 - ii. A brief summary of the consultant's key qualifications.
 - b. *Statement of Qualifications*.
 - i. Relevant Experience.
 - ii. Key personnel involved in the project. List the name and relevant experience of the lead personnel that will be involved in the project.
 - iii. Sub-consultants. List any sub-consultants that will be involved in the project, along with their experience and qualifications.
 - iv. Additional Information (optional). This section should be limited to information not covered elsewhere in the proposal that is directly related to the consultant's qualifications to provide the services listed above.
 - c. *References*. Provide name and phone contact information for three individuals who can provide a reference regarding the consultant's professional abilities.
 - d. *Proposed Project Plan*. Include a detailed description of how the consultant plans to provide the services listed in the "Scope of Work" section of this RFP. Include proposed project deliverables and a project timeline. Include any other services or products the consultant proposes.
 - e. *Statement of Proposed Fees*. Include the total compensation the consultant is seeking for the services listed in the "Scope of Work" section of this RFP. **The Statement of Proposed Fees must in a separate PDF document from the rest of the submittal cleared identified as the Statement of Proposed Fees.**

Consultants must submit their proposals electronically in PDF format. The electronic submittal may be submitted via USB drive, or email to tdansie@springdaletown.com with the subject line: Virgin River Consultant Study Proposal.

7. SELECTION PROCESS

Evaluation of submittals shall be on the following criteria:

- A. Consultant's professional experience and expertise (based on Section 4: Consultant Qualifications).
- B. Consultant's experience with river channel and erosion hazard limit studies similar in scope, nature and complexity to the Springdale project.
- C. References.
- D. Completeness / Quality of submittal.
- E. Other evaluation criteria listed in section 10-9-6(J) of the Springdale Town Code.
- F. After consideration of all the criteria listed above, costs and value for services.

After an initial review the Selection Committee may elect to select a successful proposal. Alternatively, the Selection Committee may elect to contact proposers to ask for final and best offers, pursuant to the Town of Springdale procurement policy. After scoring all proposals (and all final and best offers, if applicable), the selection committee will make a recommendation to the Springdale Town Council regarding the successful proposal. The Springdale Town Council will formally award the work and enter into a contract with the consultant. The Consultant will prepare a draft contract and forward it via email to tdansie@springdaletown.com no later than 10 days after the Town Council formally selects a consultant.

8. SCHEDULE

The selection process for the trail feasibility study consultant will follow the schedule listed below.

- A. Request for Proposals Issued June 21, 2019
- B. Deadline for submissions of Proposals July 19, 2019 (5:00pm)
- C. Selection Committee Recommendation to Town Council August 14, 2019
- D. Work begins Upon execution of contract
- E. Study concludes.....No later than December 31, 2019

The Town reserves the right to modify the schedule at its sole discretion in order to best facilitate the selection and review process.

9. ADDITIONAL INFORMATION

Reserved Rights

The Town of Springdale reserves the right to reject all proposals and re-issue the Request for Proposals. The Town further reserves the right to waive minor irregularities in the qualifications when such a procedure is reasonably in the best interest of the Town.

Ownership of Work Products

All work products produced by the consultant in completing the services in the “scope of work” section of this RFP will become property of The Town of Springdale. The Town will retain copyright and intellectual property rights over all work products completed pursuant to the “scope of work” section of this RFP. All documents, communication, reports, drawings, designs, etc. submitted to the Town become public information subject to public disclosure according the Utah Government Records Access and Management Act.

Amendments

If it becomes necessary to revise or amend any part of this Request for Proposals the Town will post the amended Request on its website.

Concise Submittals

Proposals should be prepared simply and economically, providing a straightforward and concise description of the consultant’s ability to perform the work in the “Scope of Work” section of this RFP.

Demands for Additional Information

Should the Town require additional information from any respondent to reasonably conduct its review of submittals, the respondent shall furnish the requested information in a timely manner.

No Reimbursement for Preparation Costs

Costs to prepare a submittal pursuant to this Request for Proposals are entirely the responsibility of the respondent. The Town will not reimburse any respondent any costs associated with responding to this Request for Proposals.

Requests for Information

All inquiries regarding this Request for Proposals should be directed to:

Thomas Dansie
Town of Springdale
Director of Community Development
435-772-3434
tdansie@springdaletown.com