

# **STANSBURY SERVICE AGENCY**

## **Request for Proposal**

### **Update Impact Fee Facilities Master Plan**

#### **1. NOTICE TO PROFESSIONALS**

Through this **Request for Proposal** (RFP), the Stansbury Service Agency (hereinafter the 'Agency') is soliciting requests from qualified firms that wish to develop an updated Impact Fee Facility Master Plan.

#### **2. BACKGROUND**

The purpose of this solicitation is to update the Agency's Impact Fee Facilities Master Plan. This plan aims to create additional open space and recreational facilities to account for the expanding population of the area. This plan was established in 1998 to collect impact fees from the developers constructing housing within the boundaries of the Stansbury Service Agency (SSA). This Impact Facilities Master plan was updated in 2001, 2007, and 2009. In 2019, a community master plan was done to encompass the outbuilding of all facilities within the Agency with the intent of providing a cohesive plan to spend both the Capital Improvement plan designated monies as well as those collected by the impact fee process. With current growth and additional areas being developed within the SSA boundaries, it is necessary to update the plan to include these new areas of growth and provide recreational and open space management for the entire community.

The SSA is a management organization formed in 1992 to manage the combined assets of two Special Districts that were created by Tooele County in 1982 to manage the assets abandoned by the 1982 bankruptcy of Terracor LLC., the developer of Stansbury Park, Utah. The County established two Special Districts to manage the assets. Special Service District number 1 was later renamed the Stansbury Greenbelt Service District, which was formed to manage the green spaces. Special District Number 2, later renamed the Stansbury Recreation District, was formed to manage the Recreation assets. In 1992, these two special districts formed the Stansbury Service Agency to manage and maintain the assets. The two districts maintain separate taxing authorities, combining funds from taxation to allow the agency to operate. Fees are collected by the Agency as a second revenue source; these include the collection of impact fees from the developers within the area. The agency then uses the impact fees to build out additional green space and recreation facilities to support the increased population.

#### **3. INSTRUCTIONS TO PROPOSERS**

The following timetable has been established for this project:

***Initial Opening Date for Receipt of RFP's is May 12<sup>th</sup>, 2025 @ 9:00 a.m.***

***Final Closing Date for Receipt of RFP's is June 13<sup>th</sup>, 2025 @ 3:00 p.m.***

***LATE RFP'S WILL NOT BE ACCEPTED***

Responses to this RFP may be provided in written or electronic form. Each respondent must submit a proposal to the Stansbury Service Agency with the following information: "*Company Name* – STANSBURY SERVICE AGENCY UPDATED IMPACT FEE FACILITIES MASTER PLAN." The RFPs must be either mailed to:

**Stansbury Service Agency  
1 Country Club Dr. Suite 1  
Stansbury Park, Utah 84074**

or e-mailed to

[s.chidester@stansburypark.gov](mailto:s.chidester@stansburypark.gov)

- The Agency reserves the right to reject any or all RFP's for any reason and or waive minor irregularities when to do so would be in the best interests of the Agency. Minor irregularities are those that will not have a significant adverse effect on overall competition or performance levels.
- The responding party agrees that the Agency may terminate this procedure at any time, and the Agency shall have no liability or responsibility to the responding party for any costs or expenses incurred in connection with this RFP or such party's response.

Questions regarding this RFP should be submitted no later than **June 6<sup>th</sup>, 2025 @ 3:00 PM**, at the above address. The Agency requires that all questions be submitted to the following staff:

- Shawn Chidester, Project Manager
- [s.chidester@stansburypark.gov](mailto:s.chidester@stansburypark.gov)

Business Hours: M-Th 8:00 a.m. to 4:00 p.m.

Telephone: 385-285-5002

#### **4. RFP ORGANIZATION AND CONTENT**

RFP's must comply with the following formatting requirements:

- One (1) RFP per firm or business.
- 8-1/2" x 11" or 11"x17" page size
- 12-point or greater standard Arial or Times New Roman font
- 7-page maximum, including cover letter (a page is defined as a single-sided 8-1/2" X 11" or 11" X 17" sheet that contains text, pictures, tables, graphs, charts, plan sheets, or any other graphics).
- RFP may include a cover sheet, which is not included in the page limit.

All requested documentation must be included. The RFP must include (in the following order):

A. Cover letter stating the respondent's interest in participating in the drafting,

writing, and development of this Updated Impact Fee Facilities Master Plan. The letter of transmittal shall be on official business letterhead and shall include the following:

1. A statement indicating whether the respondent is a corporation or other legal entity.
  2. A statement of affirmative action that the respondent does not discriminate in its employment practices concerning race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, or handicap.
  3. A certification statement to the effect that the person signing the RFP is authorized to do so, on behalf of the respondent.
  4. The names of the key contact people with their titles and telephone numbers. Also, indicate first and second back-up contact people if the person signing the RFP is not available to take a call from the Agency.
  5. Name and complete mailing address of the respondent, along with telephone number and fax number.
- B. Comprehensive RFP response including all requested information and documentation. RFP's shall be clear, concise, and in the required format and include at a minimum the following sections:
1. Executive summary that clearly identifies the RFP for consideration.
  2. A complete listing of the individuals to be involved in the process, including a listing of their qualifications and any applicable certifications
  3. Firm's Qualifications: This section should describe the firm's qualifications as well as the experience and expertise of the individual team members. Relevant work experience should be briefly summarized. Resumes of principals and other key staff should be included. This section should specifically address the range of services that can be provided to the Agency.
  4. Professional licenses and insurance information for all contractors or subcontractors.
  5. Firm's Cost Breakdown for each phase of the effort, along with a description of the actions taken during each phase.
  6. Project and Client Experience: This category deals with the firm's performance on similar prior service contracts and the firm's willingness and demonstrated ability to work effectively with their clients and the Agency.
  7. References: Provide a minimum of five references, including name, address, and telephone number, of people who can attest to performance on relevant projects.

## **5. DISQUALIFICATION OF RFP**

The Agency reserves the right to reject any RFP's received because of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the Agency. The information obtained will be used in determining the RFP that best meets the Agency's needs and is the most advantageous RFP received. No oral, telegraphic, or telephonic RFP's or modifications will be considered. The occurrence of any of the following may result in the disqualification of an RFP:

1. Failure to respond by the established submission deadline.
2. Failure to completely answer all questions posed in the RFQ.
3. Use of any other type of form or format other than those indicated in the RFQ.
4. Failure to comply with the format requirements for the RFP.
5. Failure to provide requested documentation at the time of RFP submission.
6. Illegible responses.
7. If the proposer adds any provisions reserving the right to accept or reject an award or to enter into a contract under an award, or any other unauthorized conditions, limitations, or provisions.
8. If the proposer is unable to provide a satisfactory record of integrity.
9. If the proposer is not qualified legally to contract.
10. Any contact with any Agency staff not authorized by the Agency Project Manager is prohibited. Questions or requests for clarification must be submitted as outlined in section 3 of this RFP. Firms that engage with any Agency staff (other than those listed in Section 3) regarding this RFP will be disqualified.

***THE AGENCY RESERVES THE RIGHT TO REJECT ANY OR ALL RFP'S***

## **6. EVALUATION CRITERIA**

Each of the following criteria will have a possible score of 5 points, for a total possible score of 30 points. Each criterion will be scored based on the Agency's assessment of the written materials submitted. The criteria being evaluated are:

1. Qualifications of the firm to provide the service requested.
2. Experience and expertise of key personnel.
3. The firm's current capacity to complete projects on time.
4. Previous project experience specific to those disciplines that the proposer has indicated they wish to be considered for.
5. References from other clients attesting to the firm's quality of work, responsiveness to clients' needs, and compliance with performance schedules.
6. Location of Firm. Preference will be given to local firms that can attend regular meetings without extensive travel.

## **7. ORAL INTERVIEW/PRESENTATION**

As part of the evaluation process, selected firms may be invited to interview or provide presentations to the Agency. Firms with a cumulative score of 24 points or higher will qualify for an interview. These meetings must be attended by the same project team personnel who will be assigned to the Agency for future projects should the proposer be shortlisted or awarded a contract for general engineering services.

## **8. SUBMITTAL OWNERSHIP**

All RFP's (and the information contained therein) shall become the property of the Agency. Firms should carefully consider the items submitted before submitting items that would not be disposable to the proposer. RFP's submitted may be reviewed and evaluated by any person at the discretion of the Agency. No RFP shall be returned to the respondent regardless of the outcome of the selection process. The cost for developing RFP's and making presentations is entirely the responsibility of the proposer and should not be chargeable in any manner to the Agency.

## **9. SUBMITTAL STATEMENTS AND ASSERTIONS**

All statements, commitments, assertions, and concepts included in the RFP will be evaluated by the Agency and used in the qualification process and will become required provisions of all future contracts between the proposer and the Agency arising out of this Request for Qualifications. This includes, but is not limited to, proposed personnel, highlighted design practices, project cost control practices, internal quality assurance efforts, and scheduling and response times.

## **10. OMISSIONS**

Should the RFP not contain sufficient information for the firm to obtain a clear understanding of the services required by the Agency, or should it appear that the instructions outlined in the RFP are not clear or contradictory, Firms may obtain clarification or an addendum from the Agency at by submitting a request before the required time and date for questions as defined in Section 3 above. Firms shall acknowledge receipt of any addenda with their submission.

## **11. INSURANCE**

Firms that enter into a contract with the Agency are required to provide Certificates of Insurance to meet the Agency's current guidelines.