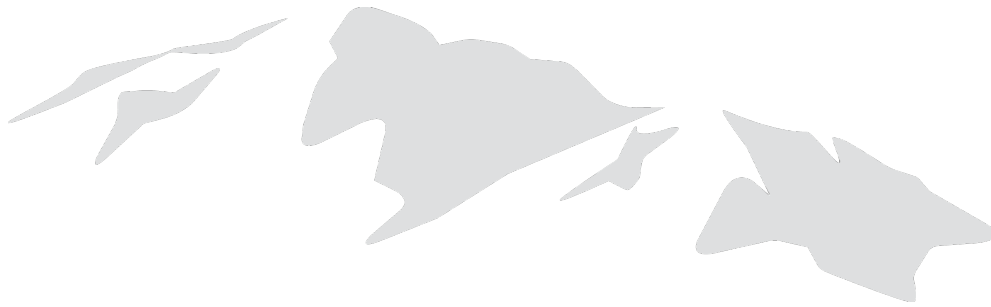




**OGDEN CITY CORPORATION  
REQUEST FOR PROPOSAL**

**OGDEN CITY GENERAL PLAN UPDATE**



Prepared by Brandon Rypien

PLANNING DIVISION

11/03/2023

**OGDEN CITY CORPORATION  
REQUEST FOR PROPOSAL**

**OGDEN CITY GENERAL PLAN UPDATE**

Ogden City is requesting sealed proposals from qualified offerors to submit proposals for the development and update of the City's General Plan. The purpose of this Request for Proposal (RFP) is to outline the scope of work required and the associated legal and insurance requirements.

Proposal packets are available and may be obtained by downloading from the Ogden City website at <http://ogdencity.com/264/Purchasing>.

Proposers are responsible for securing any and all addenda issued.

A non-mandatory proposal meeting at Ogden Municipal Building will occur on November 14, 2023, at 2:30 p.m. The meeting will be held at 2549 Washington Blvd Ogden UT in the 7<sup>th</sup> floor conference room. A virtual meeting option is available. All firms intending to submit a proposal are ENCOURAGED to attend the meeting to obtain relevant information.

Sealed responses to this RFP shall be submitted to the Purchasing Office, c/o 2nd Floor Information / Constable Desk, 2549 Washington Blvd, Ogden, UT, 84401 by **November 30, 2023, no later than 11 AM. LATE PROPOSALS WILL NOT BE ACCEPTED.**

The City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes bids from small, local, women and minority owned businesses and other disadvantaged business enterprises.

**Ad Published:** November 4 & 11, 2023

# OGDEN CITY CORPORATION REQUEST FOR PROPOSAL

## OGDEN CITY GENERAL PLAN UPDATE

### I. INTRODUCTION

The City of Ogden, Utah hereinafter referred to as “Ogden,” invites qualified firms to submit proposals for the development and update of the City’s General Plan. The purpose of this Request for Proposal (RFP) is to outline the scope of work required and the associated legal and insurance requirements.

It is anticipated that this RFP process will result in one OR may result in multiple contract award. The RFP document will become part of the final contract. The contract will be issued for a period of three (3) years.

Ogden City will enter into a formal agreement with the selected firm, which will include standard legal clauses related to confidentiality, indemnification, termination, and dispute resolution. Specific legal wording will be included in the contract.

### II. SCOPE OF WORK or SPECIFICATIONS – Refer to Exhibit A

### III. NON-MANDATORY MEETING

A **non-mandatory** pre-proposal meeting will be held on November 14, 2023, at 2:30 p.m. We will meet at 2549 Washington Boulevard.

Also, an online option is available via Zoom. See details below;

Ogden Planning is inviting you to a scheduled Zoom meeting.

Topic: Non-mandatory RFP Pre-proposal Meeting

Time: Nov 14, 2023 02:30 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85300516805?pwd=WXB0RjdBWVBqRzJGVjFjWUJ5UHNJZz09>

Meeting ID: 853 0051 6805

Passcode: 870130

<https://us02web.zoom.us/j/85300516805?pwd=WXB0RjdBWVBqRzJGVjFjWUJ5UHNJZz09>

Please allow at least one (1) hour for the preproposal meeting and site visit. All firms intending to submit a proposal are ENCOURAGED to attend to obtain relevant information.

#### **IV. RESPONSE TO RFP**

Ogden City is seeking proposals from offerors capable of providing all the work described in the Scope of Work including attachments.

A. Each Proposal must include, as a minimum, the following information:

1. Authorized Representative – Indicate name, address, email, and telephone number of the company submitting the proposal.
  - a. Include the name and contact information of the person designated as authorized to contractually bind the offer.
2. Company Experience - A description of the firm's experience and capability of fulfilling this contract if awarded.
  - a. Include company history with biographies and/or resumes for principal contacts.

3. Team Information – Provide the names of any outside consultants and/or subcontractors to be utilized, including contact information and a brief description of their role(s) in the project.
  4. Team Availability and Response Time - Provide a project schedule to accomplish the scope of work and describe your team’s approach to completing the general plan update.
  5. Cost Proposal - A detailed breakdown of the proposed costs and timeframes to complete the project. Include a price guarantee period.
  6. References – Provide list of at least three references; include project dates, scope, summary of work performed, and contact information.
- B. Proposals are to be no longer than 20 pages. Double-sided pages count as two pages.
- C. For City record-keeping purposes, please do not use spiral or wire binding methods. The following methods will be accepted:
- a. Submitted as loose leaf with binder clip
  - b. Submitted in a regular 3-ring binder
- D. Proposals submitted to Ogden City are considered public records, unless protected within [Utah Code 63G-2-1](#).

## V. EVALUATION OF PROPOSALS

Proposals will be evaluated in accordance with the criteria listed below:

A. Methodology and resources	30%
B. Capability and experience	40%
C. Availability and response time	20%
D. Cost / fee proposal	10%

The selection committee will primarily be composed of City employees. On occasion, consultants may be invited to participate in the review.

Note that proposals that are received after the deadline or not conforming to the RFP requirements may be deemed non-responsive and eliminated. Each proposer

bears sole responsibility for the items included or not included in the response submitted by that proposer.

All proposals in response to this RFP will be evaluated in a manner consistent with the Ogden City policies and procedures. Ogden City reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP.

In the initial phase of the evaluation process, the selection committee will review all responsive proposals in a cursory manner to eliminate from further consideration proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration.

At the conclusion of this initial phase, finalist proposals will be selected for detailed review and evaluation.

Ogden City may require an in-person presentation by a proposer to supplement their written proposal.

Being selected and entering into an agreement does not guarantee the offeror will be extended any specific amount of work.

## **VI. SUBMISSION OF PROPOSALS**

**November 30, 2023 No later than 11 AM;** proposers shall submit five (5) copies of the proposal in a sealed envelope.

On the envelope, indicate your company's name and the RFP name.

### **Submit to:**

Ogden City Corporation  
c/o 2<sup>nd</sup> Floor Information / Constable Desk  
ATTN: Purchasing Office  
"OGDEN CITY GENERAL PLAN"  
2549 Washington Blvd.  
Ogden, UT 84401

## **LATE PROPOSALS WILL NOT BE ACCEPTED.**

If the sealed proposal is submitted by mail or other delivery service, it must be received prior to the submission deadline.

The Proposal may also be hand-carried to the 2<sup>nd</sup> Floor Information / Constable Desk at the same address.

**No facsimile or email transmittals will be accepted.**

It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location and in compliance with the stated date and time.

City offices are closed on holidays.

## **VII. INSURANCE REQUIREMENTS**

The successful proposer shall procure and maintain for the duration of the contract the required insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. **The Contractor shall pay the cost of such insurance.**

a. The amount of insurance shall not be less than:

- i) Commercial General Liability: Minimum of \$4,000,000 in general aggregate with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.

- ii) Business Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.
  - iii) Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.
  - iv) Professional Liability: Minimum of \$1,000,000 aggregate with \$500,000 per occurrence.
- b. Each insurance policy required by this Agreement shall contain the following clauses:
- i) "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation".
  - ii) "It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy."
- c. Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause in a separate endorsement:
- i) "Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation."
- d. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Contractor's insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in



writing by Ogden City Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract.

- e. City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the City before work begins on the premises.
- f. City reserves the right to require complete, certified copies of all required insurance policies at any time.
- g. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- h. Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for Contractor's contractors shall be subject to all of the requirements stated herein.
- i. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees or contractors upon the Premises during the License Period.
- j. Under the "**Certificate Holder**" section, list the following information:
  - Ogden City Corporation
  - 2549 Washington Blvd., Ste. 510
  - Ogden, UT 84401

## **VIII. GENERAL TERMS AND CONDITIONS**

- A. If applicable, qualified respondents shall be Licensed Contractors in the State of Utah, for this type of work, and who meet Ogden City's insurance and bonding requirements, and have experience with all work defined in the scope of work.
- B. For projects that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows "Criminal History Verified" and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFP.
- C. All work must meet current industry standards including all Federal, State and local rules and regulations.
- D. Ogden City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- E. Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.
- F. Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.

- G. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.
- H. Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.
- I. Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit of cost estimate of any proposal price.
- J. Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussion of proposals received from prospective service providers.

The selected company shall enter into a written agreement with Ogden City.

Ogden City reserves the right to cancel this Request for Proposal.

Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter contracts with more than one vendor.

- K. Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If an offeror wishes to protect any records, a request for business confidentiality may be submitted to the Ogden City Records Office at the time of bid submission. The form can be accessed through the Recorder's webpage at: [https://progdenut.mycusthelp.com/WEBAPP/rs/\(S\(suopfgrvelrynrtwqydhpu0\)\)/supp](https://progdenut.mycusthelp.com/WEBAPP/rs/(S(suopfgrvelrynrtwqydhpu0))/supp)

## **IX. ADDITIONAL INFORMATION**

Price Guarantee: All pricing must be guaranteed for one (1) year. Following the guarantee period, any request for price adjustment must be for an equal guarantee period and must be made at least 30 days prior to the effective date.

Requests for price adjustment must include sufficient documentation supporting the request and demonstrating a logical mathematical link between the current price and the proposed price.

Any adjustment or amendment to the contract will not be effective unless approved by Ogden City.

Price Reductions: It is understood and agreed that the City will be given the immediate benefit of any decrease in the market, or allowable discount.

Contractor will only be allowed to invoice for the cost of services / goods in compliance with the submitted proposal as accepted by Ogden City Corporation.

- A. Invoices must contain a complete description of the work / service / goods that was performed / provided, the contract price for each service, the City purchase order or contract number, and address of service location or delivery address.
- B. Upon the Award of Contract, Contractor may receive a request to process payments electronically.
- C. If offered by Contractor, Ogden City seeks a discount for early payment. The City shall only take such a discount if earned.

D. Invoices shall be sent to the following address:

Ogden City Corporation  
c/o Planning Division  
2549 Washington Blvd.  
Ogden, Utah 84401

Or;

Email invoices to: [brandonrypien@ogdencity.com](mailto:brandonrypien@ogdencity.com)

**X. GOVERNING INSTRUCTIONS**

This RFP will constitute the governing document for submitting Proposals and will take precedent over any oral representations.

**XI. RFP SCHEDULE**

Ogden City will follow the timetable below. Ogden City reserves the right to modify the dates due to unforeseen circumstances. Revision of dates, specifically the RFP response deadline will result in an RFP amendment. Amendments will be published in the City’s Purchasing webpage - <https://www.ogdencity.com/264/Purchasing>.

<b>EVENT</b>	<b>TARGET DATE</b>
Open RFP Process	November 3, 2023
1 <sup>st</sup> Ad – Standard Examiner	November 4, 2023
2 <sup>nd</sup> Ad - Standard Examiner	November 11, 2023
Non-Mandatory Pre-Proposal Meeting via Zoom and In-Person	November 14, 2023 @ 2:30 pm
Last day for Q&A	November 20, 2023; No later than 3 PM

RFP Response Deadline	November 30, 2023; No later than 11 AM
Committee Review and Selection process	December 1 through December 15
Contract Start Date	To Be Determined

**XII. CONTACT INFORMATION**

For any questions related to this RFP, please contact the Ogden City Purchasing Office via email [purchasing@ogdencity.com](mailto:purchasing@ogdencity.com) or at (801) 629-8742.

The question-and-answer period ends at 3 PM on November 20, 2023.

Please check the City’s Purchasing webpage for any published Q&A document(s) that might have already addressed your questions or concerns - <https://www.ogdencity.com/264/Purchasing>.

**Thank you for your interest in doing business with Ogden City.**

## **EXHIBIT A SCOPE OF WORK\***

The selected firm must perform the following tasks:

1. Project Management

- a. Manage the project and consultant team.
- b. Host regularly scheduled meetings with management committee.
- c. Establish project goals, objectives, and priorities.

2. Public Engagement:

- a. Develop and implement a public engagement strategy, including meetings, surveys, and outreach.
- b. Gather public input from all residents and stakeholders and integrate it into the General Plan.
- c. Host and Present during public engagement meetings.
- d. Involve public during initial kickoff, visioning, drafting general plan, final public review.
- e. The consultant will provide workshop materials and presentation materials for all meetings. At a minimum, this will include:
  - i. 4-6 Public Workshops
  - ii. 4-6 Planning Commission Workshops
  - iii. 2 City Council Reviews

3. General Plan Review:

- a. Review and analyze the current General Plan, Community Plans, District Plans, Corridor Plans, Citywide Master Plans, and Areas Specific Master Plans.
  - b. Assess their compliance with applicable laws and regulations.
  - c. Identify areas in need of revision, update, or improvement.
  - d. Provide a General Plan Assessment Report (what did we get right, what did we get wrong, what is missing? What should we do next)
4. Data Collection and Analysis:
- a. Collect and analyze existing demographic, economic, and environmental data.
  - b. Collect data for future demographics, housing needs, and economic forecast.
  - c. Assess and inventory existing land use patterns and transportation networks.
5. Scenario-planning and Citywide Vision
- a. Conduct survey to determine community values and priorities.
  - b. Scenario-based planning to generate growth scenarios (ArcGIS Urban & Business Analyst). Shall include a baseline scenario and 3 additional scenarios generated by public input and sound planning principles.
  - c. Provide data for each scenario that demonstrates potential impacts of each growth scenario on a household and citywide.
  - d. Determine preferred growth scenario based on community values and priorities and develop vision which shall include a citywide vision map.
6. Review of Best Practices/Establish Format of General Plan



- a. Review Best Practices for creating a general plan that is user-friendly and informative.
  - b. Develop a table of contents - Identify areas that should be added, consolidated, or removed from the general plan.
  - c. Provide examples of other similar general plan formats.
7. Outline and Develop New General Plan
- a. Setup chapter organization with sections and subsections.
  - b. Determine how to deal with Community Plans in the updated general plan.
  - c. Determine how to incorporate or consolidate master plans, community plans, district plans, corridor plans.
  - d. Outline goals and objectives for each general plan element. Ensure alignment with State, Regional, and local laws.
  - e. Propose tasks to accomplish goals and objectives.
  - f. Determine how to develop general plan electronically and in a printable format.
8. Drafting the General Plan (Approx. 15 months)
- a. Draft text, tables, images, and graphics
  - b. General Plan shall include the following elements:
    - i) Community Engagement
    - ii) Vision, and Goals,
    - iii) Community Profile, Population, and Demographics,

- iv) Housing and Residential Land Use Element,
  - (1) Station Area Plans,
- v) Economic Development Element,
- vi) Parks, Recreation, and Open Space Element,
- vii) Land Use Element
- viii) Transportation Element,
- ix) Public Services Element (Utilities, Police, and Fire),
  - (1) Water Use and Preservation Element,
- xi) Environmental Element,
  - (1) Natural Resources, Historic Resources, Environmental Quality, and Natural Hazards Element,
- c) Community, District, Corridor Plans,
- d) and Appendix.
- e. Review draft general plan elements with city staff in manageable portions.
- f. The draft general plan shall be reviewed as a digital version of the general plan using the software that will be used to host the adopted general plan. (ArcGIS Storymap and shared through ArcGIS Hub).
- g. City Staff will provide edits to initial draft – key portions of the general plan elements will be reviewed by other city departments to provide feedback.
- h. Review of specific chapters by professional experts (Architects, Landscape Architects, Engineers, Developers, Land Use Attorneys, etc.)
- i. Public Review – Base public reviews on topics or general plan elements (4 public open houses)
- j. Create general plan as a digital document with the option to print.

- k. Should be graphically rich, with diagrams, tables and images that inform the reader.

9. Approval Process (Approx. 4 months)

- a. Presentation on deliverables to Planning Commission and City Council
- b. Work Session with Planning Commission
- c. Public Hearing with Planning Commission
- d. Work Session with City Council
- e. Public Meeting with City Council

10. Staff Training

- a. Consultant shall provide training to city staff and elected and appointed officials to help them understand the key parts of the general plan and to provide a clear path forward to carry out the general plan.
- b. Train key staff on the general plan, future land use map, and goals to implement the general plan.
- c. Train planning staff on how to update the general plan document and associated maps

11. General Plan Implementation Plan

- The implementation plan shall:
  - Outline the general plan's goals and prioritize steps to accomplish the vision.
  - Plan to continue public engagement after the general plan is adopted.

- Recommend code updates that will align the Ogden Municipal Code with the general plan recommendations.
- Propose areas that need to be rezoned to meet the future land use map.
- Outline how to amend the General Plan.

12. Legal Compliance:

- d. Ensure that the General Plan is compliant with state and local laws.
- e. Draft legal language to incorporate any necessary revisions.

The general plan will have the following elements:

- c. Community engagement, vision, and goals
- d. Community profile, population, and demographics forecast
- e. Community identity
- f. Land use
- g. Housing and residential land needs
- h. Economy and commercial and industrial land needs
- i. Parks, recreation, and open space
- j. Transportation
- k. Public facilities and services
- l. Natural resources, historic resources, and environmental quality
- m. Natural hazards
- n. Community, district, and corridor plans

The sections below describe what should be done to create or update each of these elements.



## Community engagement, vision, and goals

This section establishes the direction for Ogden’s future. It should address items such as citizen involvement and equity.

The “Involve Ogden” general plan developed in 2000 included a robust community engagement effort to establish the plan’s vision and goals. This update would both reaffirm and establish new goals and visions for Ogden. The new plan would have a robust citizen involvement program including a steering committee, stakeholder meetings, regular open houses, surveys, booths at community events, and several hearings.

The final general plan should include the following:

- A concise vision statement for Ogden
- A summary of the major general plan goals
- Policies on ongoing citizen engagement



## Community profile, population, and demographics forecast

This section provides the foundation for preparing the remainder of the general plan. It should include:

- A description of Ogden’s geographical setting
- A brief history of planning in Ogden
- A demographics section that includes past, present, and forecasted future population, age, household size, incomes, ethnicities, commuting patterns, and other relevant information
- A land use inventory that:

- includes the current use of each lot in Ogden;
- summarizes the amount of vacant or redevelopable land by zoning district; and
- summarizes the amount of developed land and use type.

This should be in a GIS format. Ogden has an existing inventory, but this should be updated.



### Community identity

This section should include goals for community image and appearance, gateways and streetscape, marketing, urban design, and public art.



### Land use

This element should describe the existing and future land uses for Ogden. This is a cumulation of the land needs from other elements for residential, commercial, industrial, and institutional lands.

The final general plan should include:

- A current land use map
- Tables summarizing the existing and future land uses by use category
- A future land use map, including areas where existing zoning should change



### Housing and residential land needs

The housing element should include a forecast of housing needs by type, identification of deficiencies, goals and strategies to achieve those goals. This is a state required element

that must be updated annually. However, the plan should look beyond the state required elements to consider housing for all income levels.

It also would engage professionals, agencies, and the community in broad fact finding about housing needs, barriers to housing, and finding solutions to those barriers.



### Economy and commercial and industrial land needs

The economic development element will describe Ogden’s current economy, describe its potential for new economic activity, and forecast future business and land needs. It should include goals and strategies to achieve those goals related to manufacturing, tourism, research, retail, and services. It also should describe the workforce, including needs, opportunities, and constraints. It should also include a plan to become economically sustainable.

The final general plan should include:

- A forecast of future needs for industrial and commercial land
- A comparison of available land supply and future land needs
- A plan to address any gaps between supply and demand
- A plan to become economically sustainable



### Parks, recreation, and open space

The general plan should quantify needs for future park and recreation facilities and identify on the maps the planned locations of these facilities.

Ogden adopted a Parks and Recreation Master Plan in 2019. The new general plan can rely heavily on this plan. The 2019 plan was based on a population of 105,000 by 2045. While the plan identified the need for additional park land to meet future needs, the plan did not identify any locations for this additional park land. In addition, several community

plans identify needs for future parks. Consideration should also be given to identifying existing and future open space needed in the downtown area.

Because Ogden has finite space and finite financial resources, creating additional parks and recreational resources will require trade-offs. The scenario plan should identify different scenarios both in terms of land use and funding for the community to consider.



## Transportation

The transportation element should address roads, bicycles, pedestrians, public transportation, air, and alternative modes.

The city adopted a master transportation plan in 2019. The general plan can borrow heavily from this plan, rather than developing a new plan from scratch.

Because the general plan will forecast population for at least 20 years, and because the land use plan may change land use patterns, the transportation element should include modeling of future transportation patterns. This should include modeling of traffic volumes at key intersections and near those areas with anticipated changes in land use patterns. The plan may include transportation improvements to address these changes that were not included in previous plans.

The adopted plan should include the following:

- Transportation goals, objectives, and strategies
- A road classification map
- A future road map
- A bicycle route map
- A sidewalk gap map
- A trails map
- Regional connections map



- Transportation network map
- Current transit routes and potential new routes
- Description of current air service and general discussion of future air service
- An updated project list from the 2019 plan
- A discussion of transportation funding options



#### Public facilities and services

The public facilities and services element should address the following:

- Potable water
- Secondary water
- Sanitary sewer
- Storm water
- Education
- Communication
- Lighting and energy
- Public buildings and city facilities
- Emergency services

The City has adopted separate master plans for some of these facilities. These master plans are detailed engineering studies that analyze system needs and create capital improvement lists. Updating these master plans is beyond the scope of the general plan. However, changes in the growth forecasts and land use plans could trigger needs for substantial new facilities. These needs should be understood at least at a high level and reflected in the general plan.

The water master plan was adopted in 2011. This plan used a 2050 horizon and population forecast of 117,000.

The sewer master plan was adopted in 2013. The plan was based on forecasted build out of each sewer basin with the zoning then in place.

The storm water master plan was adopted in 2012. The plan was based on forecasted build out at the zoning then in place.

For each item, the final plan should include:

- Maps showing the facilities
- A description of future needs



Natural resources, historic resources, and environmental quality

These elements should address:

- o. Natural resources, such as streams and rivers, wetlands, trees, wildlife, open spaces, and scenic views
- p. Historic resources
- q. Environmental quality, such as air, water, land, noise, energy use, and climate change

The plan should include policies on sustainability and conservation.

The current general plan contains information on most, but not all of these topics. For example, while the zoning ordinance has strict standards on preserving trees, the general plan does not contain any information on tree species that should be preserved.

For each item, the final plan should include:

- Maps of the locations of these resources
- Goals and policies related to each



## Natural hazards

The natural hazards element should address at least the following hazards:

- Earthquakes
- Landslides
- Slope instability
- Flooding
- Wildfire
- Extreme weather

For each hazard, the plan should include:

- Maps showing the location of the hazard
- History of the hazard
- Goals and policies to mitigate the hazard



## Community, district, and corridor plans

Ogden's General Plan includes 14 community plans, 4 district plans, and 5 corridor plans. The advantage of having separate plans is that the City can engage neighborhoods on issues important to that area that do not interest the whole community. The disadvantage is that items that are important to the city as a whole, such as trail, parks, infrastructure, and housing, may not be addressed well at the neighborhood level. The plan also loses a comprehensive look.

All of these should be updated at some level as part of the new general plan. Staff and the consultant will create a strategy to do this. Some possibilities include:

- Consolidate the community plans to be fewer.

- Consolidate policies common to all plans, such as increasing home ownership, improving property maintenance, and installing sidewalks.
- Remove dated demographic and other information from each plan.
- Create each plan as a more concise chapter, keeping only the information and policies specific to that community.



### Implementation Plan

The plan should include an implementation section. This should include a list of action items to achieve the plan.

\*Ogden City reserves the right to modify the scope of work or other aspects of this RFP at its discretion. Firms submitting proposals should ensure they review any amendments or updates issued by the City.