CITY OF
WEST HAVEN

REQUEST FOR QUALIFICATIONS (RFQ) FOR CURRENT AND LONG-RANGE LAND USE PLANNING & LANDSCAPE ARCHITECTURE SERVICES

Issued August 2024

SECTION 1- REQUEST FOR QUALIFICATIONS

West Haven City (City) seeks qualifications from firms and individuals qualified to provide professional services for Current and Long-Range Land Use Planning (See Section 3) and Professional (Licensed) Landscape Architectural Services (See Section 4). The City desires to enter into an "on-call contract." The on-call contract will include general provisions for the services to be rendered, with City staff initiating specific tasks or projects to be completed by the Consultant as needed.

The City seeks the most qualified firms and individuals to provide these services. While it is possible for a firm or individual to have qualifications to offer both services, the City may award separate contracts to two firms, one firm to provide land use planning services and the other to provide landscape architecture services.

This Request for Qualifications (RFQ) will assist the City in selecting an experienced Land Use Planner and Licensed Landscape Architect. This RFQ is part of a competitive procurement process to serve the City's and its citizens' best interests. The remainder of this document said Respondent will be referred to as "Consultant."

SECTION 2- BACKGROUND

West Haven, UT- Geographic Background. In 1990, residents of Kanesville and Wilson voted to incorporate the area into West Haven City. Originally comprised of expanses of agricultural fields and dairies, West Haven City has worked to maintain a rural atmosphere. Today, the City comprises 10.64 square miles.

Over the past 30 years, the City has developed an extensive system of parks and trails that residents and visitors enjoy (See Exhibit B). While primarily a bedroom community, the City has a significant commercial/industrial corridor along 21st Street and 1900 West.

West Haven, UT- Growth & Population. In 1990, when West Haven City incorporated, the City had a population of approximately 2,000. For the past few years, West Haven City has been the fastest-growing city in Utah by Percentage Change in Population (2020-2022): 30.26%. The total population is estimated to be about 26,000. Included in Exhibit A are the City's population projections. Some demographic information about the City's residents includes that 31.5% have attained higher education with a median household income of around $92,425. The Fastest Growing City in Utah (msn.com)

West Haven City Organizational Background. West Haven City provides the following municipal services: Public Works, Storm Drain, Parks & Recreation, and Community Development Services. Special Service Districts or other entities provide culinary water, sewer collection, wastewater treatment, fire & EMS. A Mayor, five City Council Members, and a City Manager lead West Haven City.

SECTION 3- SCOPE OF SERVICES LAND USE PLANNER

Purpose. The City desires to enter into an on-call contract with a firm or an individual qualified to provide professional services for Current and Long-Range Land Use Planning. The purpose of this on-call contract is to allow City staff to engage the Consultant to complete specific tasks or projects as funding becomes available and as the need arises. The City seeks to maintain this contractual relationship with the selected Consultant over an extended period.

Objective. West Haven seeks to have an on-call contract with a Land Use Consultant with expertise in reviewing current land use applications and creating long-range plans. The role of the Land Use Consultant is crucial in promoting the general health, safety, and welfare of the citizens, and in increasing convenience and prosperity to the present and future citizens of West Haven City.

Scope of Services— Current Planning. Depending on the City's staffing levels and as the number of submitted land use applications necessitates additional support, the Land Use Planner will supplement current planning services by providing reviews of subdivisions, site plans, conditional uses, etc.

Scope of Services—Long-Range Planning. The City has budgeted the following long-range planning projects. With the selected consultant, the City would like to refine and detail the scope of work contemplated for these projects, including deciding the appropriate professionals to include in the process.

- *Future Land Use & Annexation Plan.* Utah Code 10-2-401.5 states that no municipality may annex an unincorporated area into their City unless the municipality has adopted an annexation policy plan. While West Haven City does have an annexation policy plan, City staff believes that more thoughtful and thorough consideration of some of the State Code requirements in 10-2-401.5 may aid the City Council in deciding if any amendments should occur to the City's current Annexation Plan. Some of the State Code requirements to consider when preparing or amending an Annexation Plan include the following:

    - the character of the community;
    - the need for municipal services in developed and undeveloped unincorporated areas;
    - the municipality's plans for the extension of municipal services;
    - how the services will be financed;
    - an estimate of the tax consequences to residents both currently within the municipal boundaries and in the expansion area;
    - consider current and projected costs of infrastructure, urban services, and public facilities necessary:
        - to facilitate the full development of the area within the municipality and
        - to expand the infrastructure, services, and facilities into the area being considered for inclusion in the expansion area;

As part of this planning exercise, the City may need to have the Consultant review its current Future Land Use Plan and propose amendments based on adjacent development occurring in Weber County, the City's adopted transportation plan, and other factors.

- *Water Use and Preservation Element of the General Plan.* West Haven City desires to create a Water Use and Preservation Element, which will be an element of the General Plan as required by recent state legislative decisions. More specifically, this plan addresses how land use planning impacts water use and needs to be completed by the end of the calendar year 2025. Accordingly, the plan will address the effect of permitted development or development patterns on water demand and water infrastructure, methods of reducing water demand and per capita consumption for future and existing development, and opportunities to modify municipal operations to conserve water.

- *Land Use Ordinances Updates.* The City is committed to updating its Land Use Ordinances to enact any existing and future land use policies approved by the City, ensuring the best planning outcomes for the City's existing and future residents.

SECTION 4- SCOPE OF SERVICES LANDSCAPE ARCHITECTURE

Purpose. The City desires to enter into an on-call contract with a firm or an individual qualified to provide professional landscape architecture. The purpose of this on-call contract is to allow City staff to engage the Consultant to complete specific tasks or projects as funding becomes available and as the need arises. The City seeks to maintain this contractual relationship with the selected Consultant over an extended period. The City believes that it is essential to engage licensed landscape architects to design public spaces for the use and benefit of City residents.

Objective. To have an on-call contract with a Licensed Landscape Architect who has the expertise to prepare landscape plans or otherwise give direction and guidance to the Beautification Committee, City Staff, Planning Commission, or City Council on projects or enhancements of property owned by the City. Furthermore, the City's objective is that the Landscape Architect will specify designs and plant materials with lower maintenance and water requirements yet are still attractive and appropriate for public spaces.

Scope of Services— Landscape Architect. The City has identified some future landscape-focused projects that it would like to accomplish. The timing of these projects will be dependent upon budgeted funds. The City would like to refine and detail the scope of work contemplated below with the selected Consultant.

- *Landscape Refresh at City Hall.* West Haven City constructed a City Hall approximately 20 years ago. Over the years, some of the original plant materials have died and been replaced with other materials that may not be appropriate. In some cases, when the original plant material died, there was no replacement planting. The City desires to improve the landscaping by having a Landscape Architect specify changes that need to

occur with the current landscaping at City Hall.

- *Parks, Park Strips & Landscape Islands.* The City desires to refresh existing parking lots, islands within City parks, and park strips along roadways with planting material that is appropriate for the location, beautiful in its application, and lower in water use and maintenance. The City also desires to improve the existing park spaces with additional tree plantings or landscape features.

- *Landscape Ordinance Update.* In conjunction with the required Water Use and Preservation Element of the General Plan described above, the City also desires to meet the state requirements (HB 282) by modifying its existing landscape ordinance to encourage a water-wise approach to landscape in West Haven. More specifically the City desires to engage a landscape architect to update its landscape ordinance. Working on these two interrelated projects concurrently will ensure that these distinct yet interlinked projects are integrated to achieve the common objective of conserving water.

- *Placemaking and Gateway Features.* While there are some tremendous public spaces within the City, there is no downtown or nucleus where people gather within West Haven City. Entryways into the City lack a sense of arrival. The City desires to improve the public's perception of West Haven City by considering placemaking and gateway features. The placemaking objective may be a long-term goal that takes years to implement, while improving the City's gateways may be more of an immediate goal.

SECTION 5- STATEMENT OF QUALIFICATIONS REQUIREMENTS

Statement of Qualifications Requirements. Consultant's submitted Statement of Qualifications shall be organized to comply with and include the following:

- *Letter of Transmittal.* The transmittal letter shall consist of an introduction of the Consultant as well as the name, address, telephone number, and email address of the contact person and other representatives dealing with the RFQ.

- *Qualifications for Meeting Scope of Services.* The Consultant shall specify if they are submitting their qualifications to be considered for the land use planning services or the landscape architecture services, or for both. Further, the Consultant shall indicate an understanding of the requested services described in the "Scope of Services" section and explain their ability to provide these services.

- *Statement of Qualifications.* The statement of qualifications shall include the Consultant's education, certifications, licensure, and experience, including any individual participating in providing various services described in the "Scope of Services" section. A small bio on key individuals to be included.

- *References.* The Qualifications shall include references of similar contracts or work experience relevant to this RFQ. More specifically, references shall consist of email addresses and phone numbers of individuals, groups, or organizations with which the Consultant has previously worked.

- *Portfolio.* The Consultant shall provide a portfolio of examples of their work relevant to the Scope of Services. The portfolio should include only the Consultant's exclusive work; any work not the Consultant's sole work shall be excluded.

- *Additional Information.* Any information deemed pertinent to the RFQ by the Consultant but not outlined in the RFQ may be included.

- *Cost of Services.* The Statement of Qualifications shall include the compensation the Consultant would require for services provided. The compensation shall be hourly rates, and the hourly rate for each individual who may participate in providing services shall be detailed.

SECTION 6- DEADLINE AND SUBMITTAL REQUIREMENTS

The deadline for submitting to the City a Consultant's Statement of Qualifications is 5:00 P.M. Mountain Standard Time (MST) on Monday, September 9, 2024. Interested Consultants shall submit the Qualifications by email to emilyg@westhavencity.com by the deadline.

One electronic PDF file of the Statement of Qualifications and the subject line should state LAND USE PLANNING & LANDSCAPE ARCHITECTURE SERVICES.

SECTION 7- REVIEW CRITERIA & SELECTION PROCESS

The selection of the Consultant will not be based solely on cost, although the cost for services rendered may be a significant evaluating factor. West Haven City shall review and select the Consultant based on the following evaluation factors:

- Qualifications meeting the City's scope of work or other services needed.
- Qualifications of assigned staff; experience with a similar scope of work.
- Proposed cost of provided services.
- Providing the requested information in this RFQ in the prescribed format.
- Proven merit of prior relevant work.
- Information obtained from professional references.
- The City preference of the Consultant's previous work product included in the portfolio.
- Other factors deemed necessary or advantageous by the City.

West Haven City shall open the submitted Consultant's Statement of Qualifications to avoid disclosing contents to competing Consultants during the evaluation and negotiation process. In reviewing the Consultant's Qualifications, West Haven City may have phone calls or oral

interviews with some of the preliminary selected Consultants to aid in the reviewing and selection process. The ultimate selection of the Consultant will include successful contract negotiations to complete the scope of work contained herein, which is mutually acceptable to both the City and the Consultant.

West Haven City reserves the right, without qualification, to:

- Select any Consultant's Qualifications and engage in written or oral communication with any or all of the Consultants when such an action is considered in the City's best interest.
- Select any Consultant based on the initial submission received and after detailed discussions or contract negotiations.
- Select the Consultant that is determined to be the most advantageous to West Haven City, considering cost and the evaluation factors.
- Reject any qualifications submitted by Consultants in whole or in part when it is in the best interests of West Haven City.
- Waive minor defects as West Haven City deems appropriate and when it is in the best interests of West Haven City.
- Each Statement of Qualifications submitted shall be valid for one hundred and eighty (180) days.
- The City shall not be liable for any losses incurred by Consultants submitting qualifications.
- Award separate contracts to two firms, one firm to provide land use planning services and the other to provide landscape architecture services; OR award one contract to on firm to provide land use planning and landscape architecture services.

SECTION 8- TERMS OF RFQ

Administration of RFQ- Right to Modify. Every effort will be made to administer the Statement of Qualifications process by the terms and procedures discussed in this RFQ. However, the City reserves the right to modify the terms and process as it deems necessary or prudent for its interest.

Questions Regarding RFQ. All questions or requests for clarification regarding this RFQ are expected to be submitted by email only. Please submit all questions and correspondence via email to shawnw@westhavencity.com. The subject line should state Planning and Landscape Architecture Services RFQ Question.

GRAMA. As a government entity, the City is subject to the Government Records Access and Management Act, Title 63G, Chapter 2 of the Utah Code ("GRAMA") and cannot guarantee that information provided in a Statement of Qualifications will not be subject to disclosure under GRAMA. The Respondents accept the City's sole decision-making regarding what materials submitted by the Consultant will be made public and agree to hold the City harmless.

SECTION 10- SUMMARY OF EXPECTED PERFORMANCE STANDARDS & CONTRACT TERMS

This subsection summarizes some contract provisions that the City anticipates will be included in the on-call contract. The final terms will be established during contract negotiations.

- Each contract with a Consultant shall contain indemnity/hold harmless clauses, and the Consultant shall provide worker's compensation if the Consultant has employees.

- The Consultant's work shall be deemed work for hire, with West Haven City owning the copyright.

- The on-call contract must not be misconstrued to require the City to use the Consultant for any project.

EXHIBIT "A"

The West Haven City Engineer has created the graph below regarding West Haven City's population data and projections. The grey line in the graph is historical census data. The blue line estimates population projections based on a historical average.

The orange line estimates population projections based on 3.5% annual growth. Assuming growth will slow as the developable area is used up, the projected growth rate (orange line) is the City's best guess approach.

Based on land use and future land plan density, the estimated buildout population is around 40,000. The estimated buildout year for each scenario is labeled.

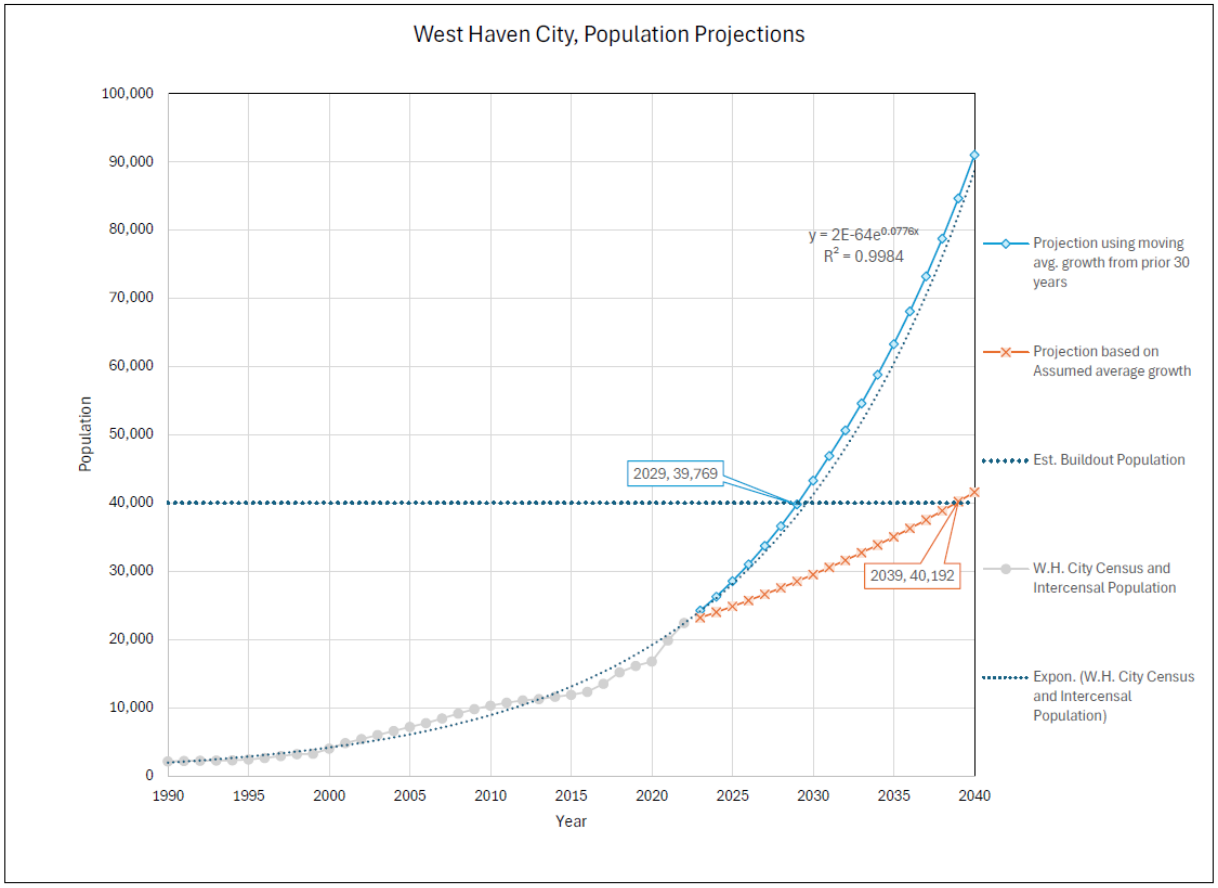

EXHIBIT "B"

LEGEND

WEST HAVEN CITY BOUNDARY (10.30 sq. miles, 6,598.40 acres)

PARK LOCATIONS

1	COUNTRY PARK	30.00 ACRES (2900 WEST 3300 SOUTH) (16.25 acre wetlands not included) (ENTRANCE AT MAINTENANCE OFFICE)
2	STONEFIELD PARK	6.32 ACRES (4500 SOUTH 4700 WEST)
3	COUNTRY HAVEN PARK	2.70 ACRES (3950 SOUTH 3650 WEST)
4	FAIR GROVE	8.88 ACRES (4150 SOUTH 4700 WEST)
5	WINDSOR FARMS PARK (FISHING POND)	18.79 ACRES (2683 SOUTH 3150 WEST)
6	RECREATION COMPLEX PARK	18.03 ACRES (4215 SOUTH 3900 WEST)
7	MOULDING AND SONS PARK	10.95 ACRES (2100 SOUTH 910 WEST)
8	PREVEDAL PARK	83.40 ACRES (1300 SOUTH 2300 WEST)
9	RIVER PARKWAY TRAIL HEAD	0.20 ACRES (610 WEST SKATE STREET)
10	HOLMES PARK	1.01 ACRES (1775 SOUTH 2475 WEST)
11	TUSCAN PARK	3.00 ACRES (3150 SOUTH 2150 WEST)
12	STAKER FARMS PARK	8.00 ACRES (2900 SOUTH 3500 WEST)
13	SYCAMORE PARK	0.73 ACRES (2550 SOUTH 2300 WEST)
14	GREEN FARMS PARK	30.08 ACRES (W 3750 S - GREEN FARM WAY)

TRAILS

	CITY TRAIL SYSTEM (PROPOSED/EXISTING)	31.90 ACRES/21.93 MILES/12 FEET WIDE
	RIVER PARKWAY TRAIL SYSTEM	5.75 ACRES/3.93 MILES/12 FEET WIDE
	TOTAL	123.7 ACRES

TAYLOR

HOOPER

PARK LOCATION MAP
OF
WEST HAVEN CITY
WEBER COUNTY, UTAH

T HAVEN CITY FOLDER\Parks\Overall Parks Map\OVERALL CITY PARKS_updated 12-18-2020.dwg

WEST HAVEN COUNTRY PARK

30.0 ACRES
16.25 ACRES WETLANDS

Country Park
Existing Facilities
Pickleball Courts
Baseball Fields
Play Ground
Pavilion
Basketball Court
Volleyball Court
Rodeo Arena
Restrooms
Open Space
Parking

Country Park
Proposed Facilities
Wetlands Walking Path
Exhibit Hall
Parking

0' 100' 200' 400'

Scale in Feet
1" = 200'

CITY OF WEST HAVEN

Revisions	
Date	Description

Date: 12-23-20
Scale: 1" = 200'
Designed: KAN
Drafted: DRAWN
Checked: CHECKED

COUNTRY PARK
WEST HAVEN PARKS INVENTORY
VARIOUS LOCATIONS
WEST HAVEN, WEBER, UTAH

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1

STONEFIELD PARK

6.32 ACRES

Stonefield Park
Existing Facilities
Football
Open Space
Gravel Parking
Play Ground
Pavilion
Restrooms

Stonefield Park
Proposed Facilities
Walking Paths
Picnic Pocket Pavilions
Parking

CITY OF WEST HAVEN

0' 50' 100' 200'

Scale in Feet
1" = 100'

Revisions		Date: 12-23-20
Date	Description	Scale: 1" = 100'
		Designed: KAN
		Drafted: DRAWN
		Checked: CHECKED

STONEFILED PARK
WEST HAVEN PARKS INVENTORY
VARIOUS LOCATIONS
WEST HAVEN, WEBER, UTAH

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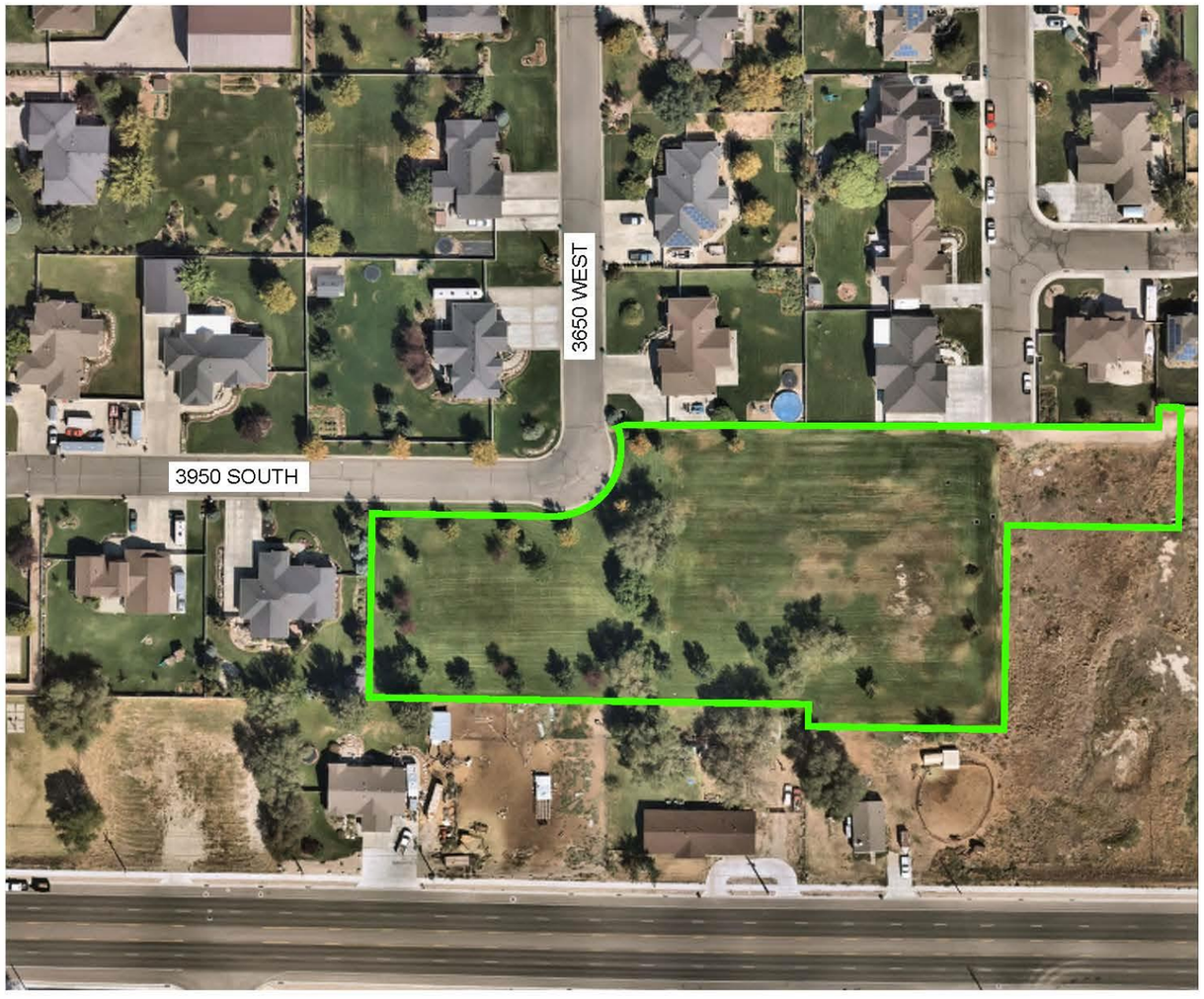
COUNTRY HAVEN PARK

2.7 ACRES



Country Haven Park
Facilities Available
Open Space

Country Haven Park
Proposed Facilities
Picnic Pavilions
Parking

Revisions	
Date	Description

Date: 12-28-20
Scale: 1" = 100'
Designed: KAN
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COUNTRY HAVEN PARK
WEST HAVEN PARK AND OPEN SPACE INVENTORY
VARIOUS LOCATIONS
WEST HAVEN, WEBER, UTAH

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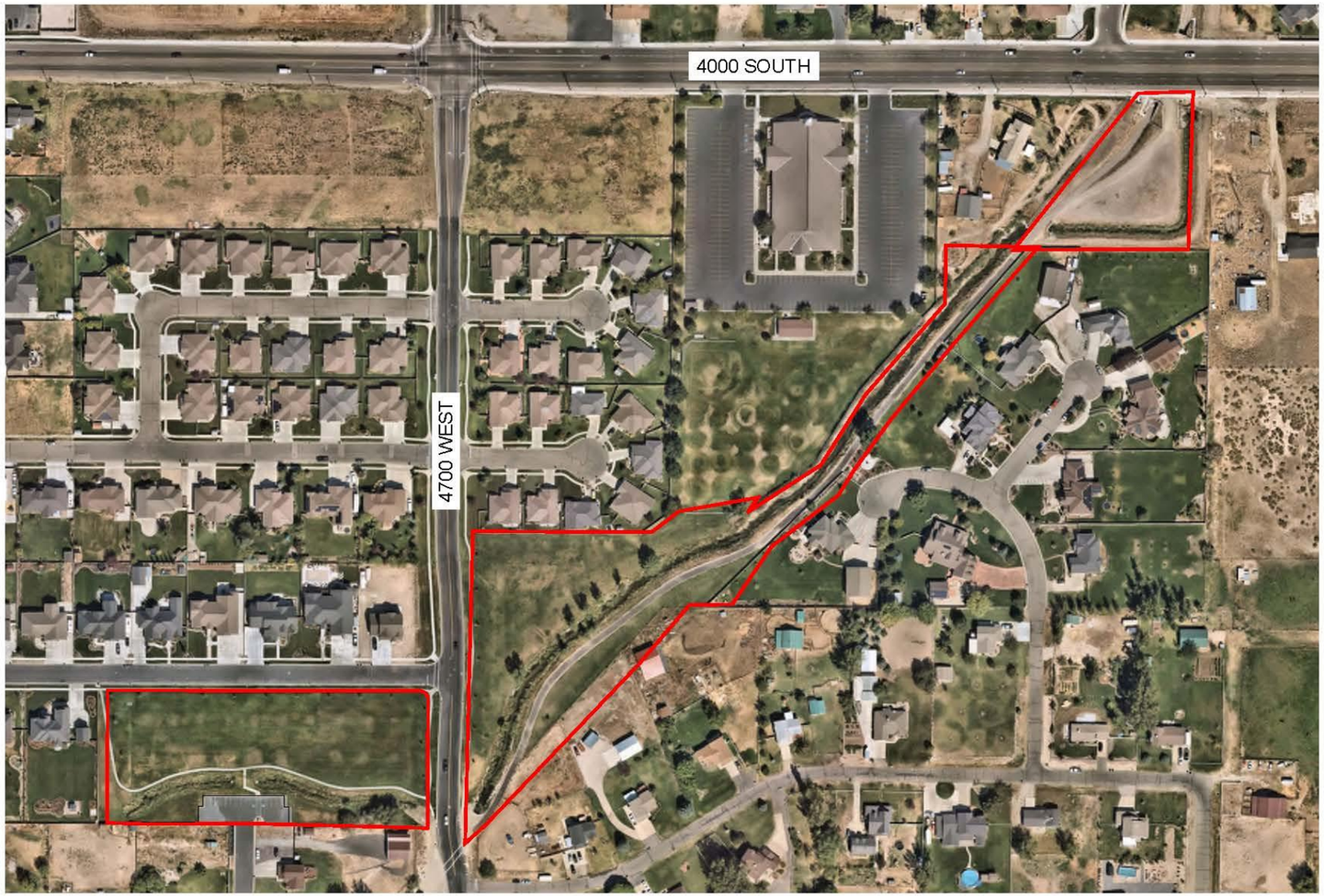
CITY OF WEST HAVEN

0' 50' 100' 200'
Scale in Feet
1" = 100'

FAIR GROVE PARK

8.88 ACRES



Fair Grove Park
Existing Facilities
OpenSpace
Parking
Trails

Fair Grove Park
Proposed Facilities
Trail Head
Picnic Pavilions

CITY OF WEST HAVEN

0' 100' 200' 400'

Scale in Feet
1" = 200'

Revisions		Date: 12-28-20
Date	Description	Scale: 1" = 200'
		Designed: KAN
		Drafted: DRAWN
		Checked: CHECKED

FAIR GROVE PARK
WEST HAVEN PARKS INVENTORY
VARIOUS LOCATIONS
WEST HAVEN, WEBER, UTAH

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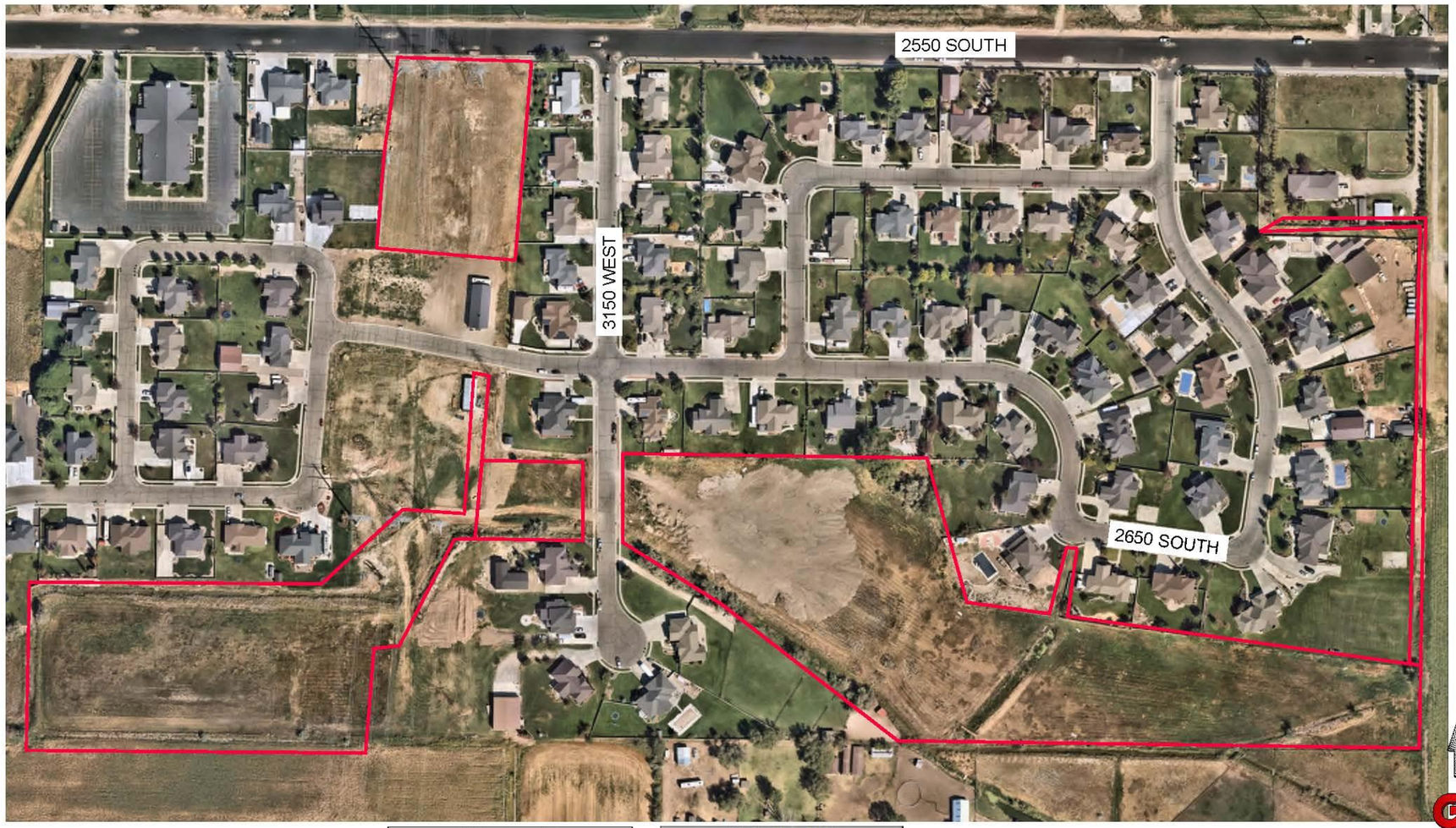
WINDSOR FARMS PARK

18.79 ACRES



Windsor Farms Park
Proposed Facilities
Bike Path Obstacle Course
Walkways/Trails
Play Ground
Parking
Restroom
Nature Play area

Windsor Farms Park
Existing Facilities
Disk Golf

CITY OF WEST HAVEN

0' 100' 200' 400'

Scale in Feet

1" = 200'

Revisions	
Date	Description

Date: 12-28-20
Scale: 1" = 200'
Designed: KAN
Drafted: DRAWN
Checked: CHECKED

WINDSOR FARMS PARK
WEST HAVEN PARKS INVENTORY
VARIOUS LOCATIONS
WEST HAVEN, WEBER, UTAH

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SPORTS PARK

18.3 ACRES

Recreation Sports Park
Proposed Facilities
Pickleball Courts
Soccer Fields

Recreation Sports Park
Existing Facilities
Baseball Fields
Football
Pavilion
Playground
Tennis Courts
Basketball Courts
Parking and Open Space

CITY OF WEST HAVEN

0' 50' 100' 200'

Scale in Feet
1" = 100'

Revisions	
Date	Description

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RECREATION SPORTS PARK
WEST HAVEN PARKS INVENTORY
VARIOUS LOCATIONS
WEST HAVEN, WEBER, UTAH

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MOULDING AND SONS PARK

7.02 ACRES

Moulding and Sons Park
Existing Facilities
Trails
Pavilions

CITY OF WEST HAVEN

0' 100' 200' 400'

Scale in Feet
1" = 200'

Revisions	
Date	Description

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MOULDING AND SONS PARK
WEST HAVEN PARKS INVENTORY
VARIOUS LOCATIONS
WEST HAVEN, WEBER, UTAH

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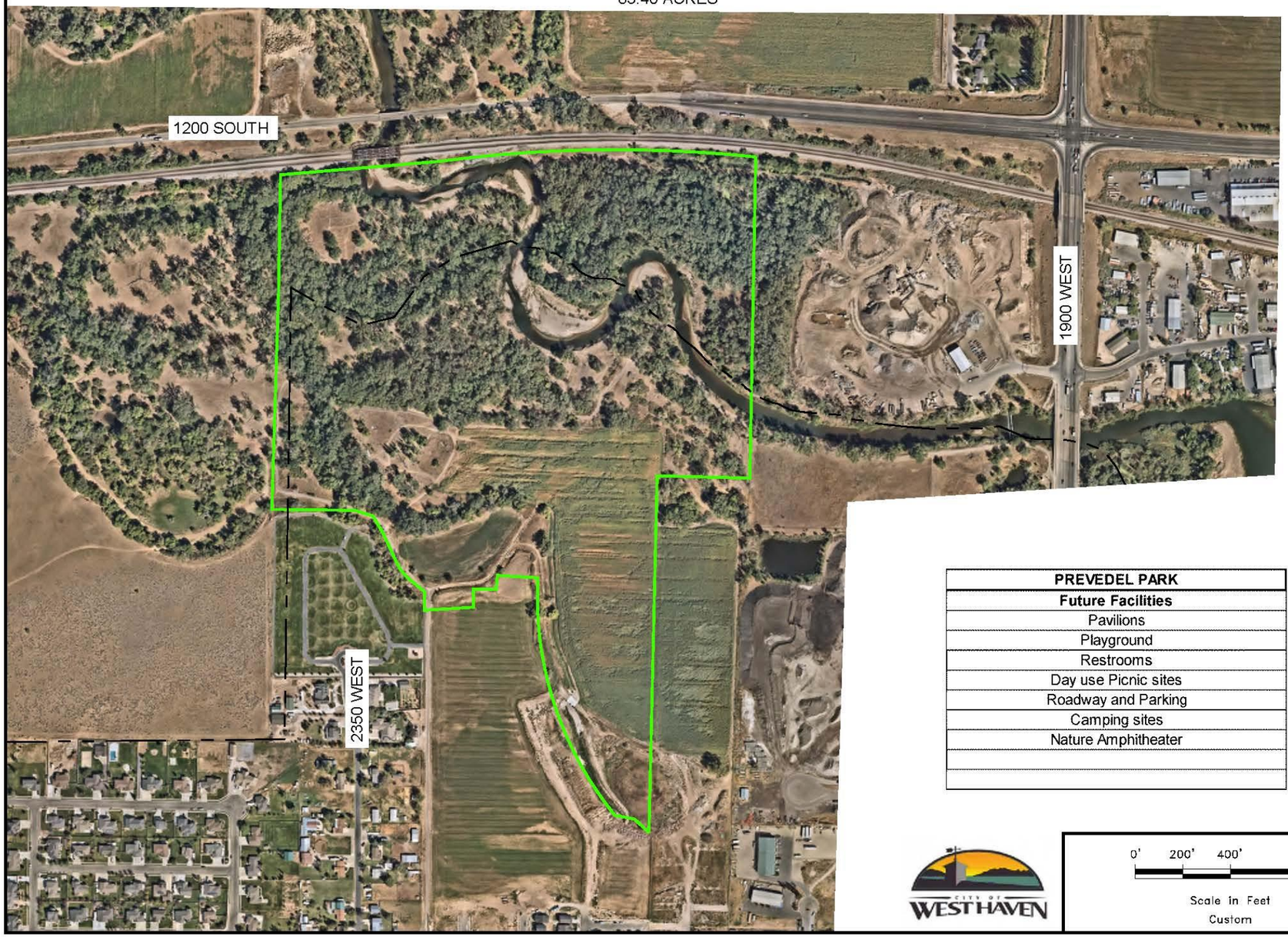
PREVEDEL PARK

83.40 ACRES



PREVEDEL PARK
Future Facilities
Pavilions
Playground
Restrooms
Day use Picnic sites
Roadway and Parking
Camping sites
Nature Amphitheater

CITY OF WEST HAVEN

0' 200' 400' 800'

Scale in Feet
Custom

Revisions	
Date	Description

Date: 12-23-20
Scale: Custom
Designed: KAN
Drafted: DRAWN
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PREVEDEL PARK
WEST HAVEN PARKS INVENTORY
VARIOUS LOCATIONS
WEST HAVEN, WEBER, UTAH

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WEST HAVEN TUSCAN PARK

3.0 ACRES

TUSCAN PARK Proposed Facilities

TUSCAN PARK Existing Facilities
Play Ground
Dog Park
Parking
Pavilion
Open space

CITY OF WEST HAVEN

0' 50' 100' 200'

Scale in Feet
1"=100'

9

Revisions		
	Date	Description

Date: 12-23-20
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TUSCAN PARK
WEST HAVEN PARKS INVENTORY
VARIOUS LOCATIONS
WEST HAVEN, WEBER, UTAH

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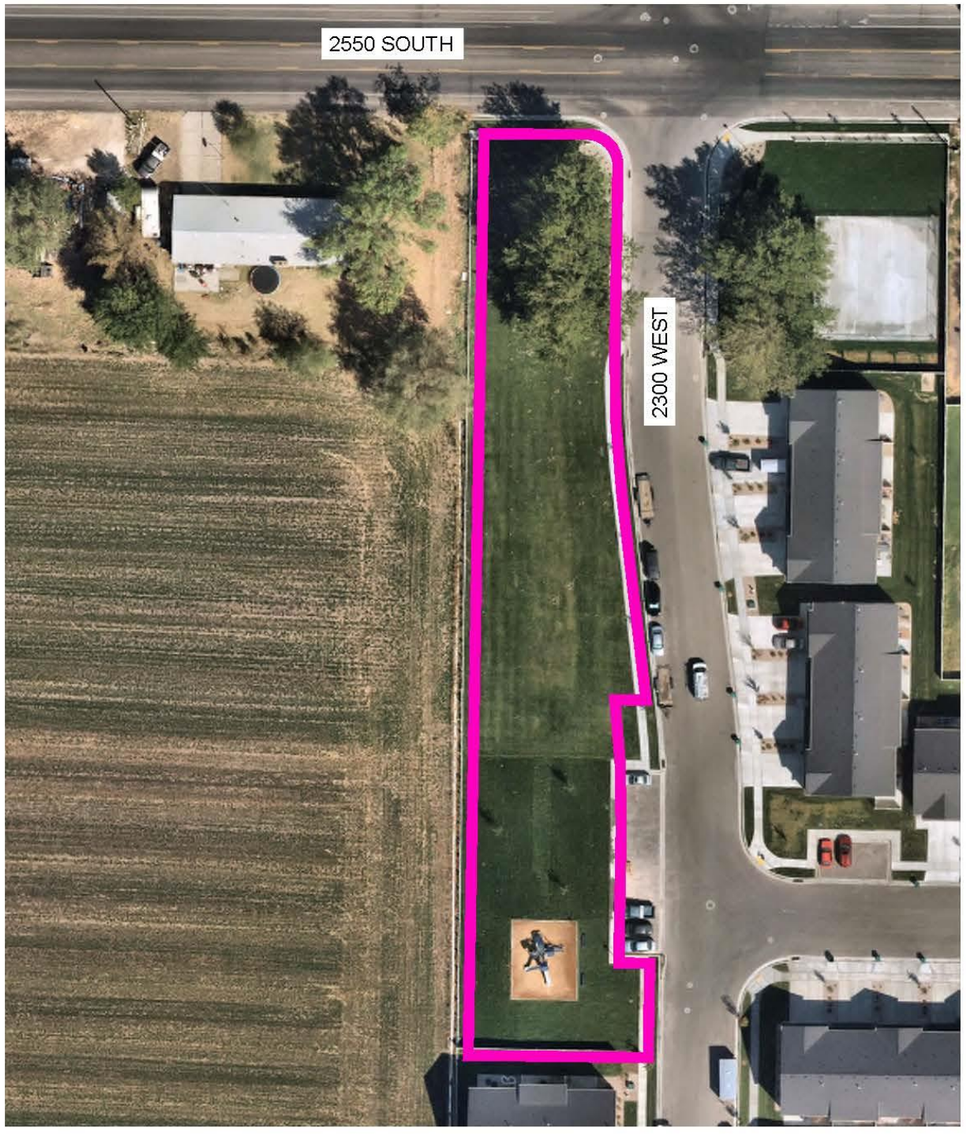
SYCAMORE PARK

0.73 ACRES



SYCAMORE PARK
Existing Facilities
Play Ground
Open Space

CITY OF WEST HAVEN

0' 30' 60' 120'

Scale in Feet
1"=60'

Revisions	
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Date: 12-28-20
Scale: 1"=60'
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SYCAMORE PARK
WEST HAVEN PARKS INVENTORY
VARIOUS LOCATIONS
WEST HAVEN, WEBER, UTAH

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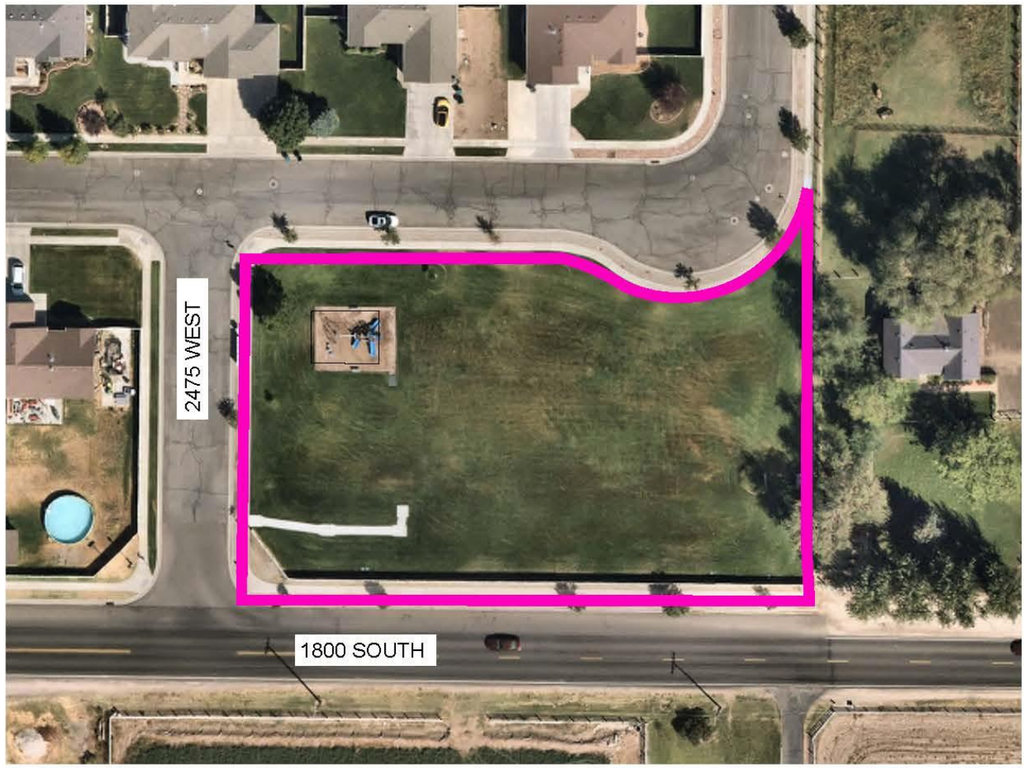
HOLMES PARK

1.01 ACRES



HOLMES PARK
Existing Facilities
Play Ground
Open Space

HOLMES PARK
Proposed Facilities
Basketball Courts

0' 30' 60' 120'

Scale in Feet
1" = 60'

CITY OF WEST HAVEN

Revisions	
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Date: 12-28-20
Scale: 1" = 60'
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HOLMES PARK
WEST HAVEN PARKS INVENTORY
VARIOUS LOCATIONS
WEST HAVEN, WEBER, UTAH

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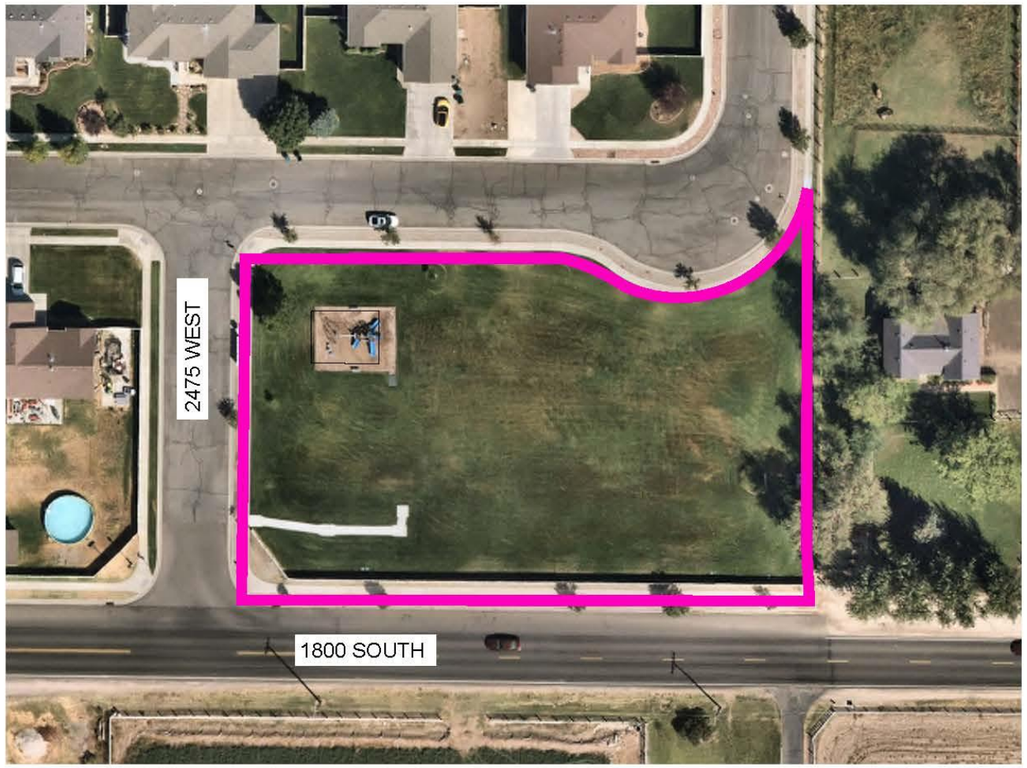
HOLMES PARK

1.01 ACRES



HOLMES PARK
Existing Facilities
Play Ground
Open Space

HOLMES PARK
Proposed Facilities
Basketball Courts

0' 30' 60' 120'

Scale in Feet
1" = 60'

CITY OF WEST HAVEN

Revisions	
Date	Description

Date: 12-28-20
Scale: 1" = 60'
Designed: KAN
Drafted: DRAWN
Checked: CHECKED

HOLMES PARK
WEST HAVEN PARKS INVENTORY
VARIOUS LOCATIONS
WEST HAVEN, WEBER, UTAH

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OFFICE: 801.476.0202 FAX: 801.476.0066

STAKER FARMS PARK

8.44 ACRES

STAKER FARMS PARK
Proposed Facilities
Sports Fields
Play Structure
Restrooms
Pavilions
Scoreboards

Revisions

Date	Description

Date: 12-23-20
Scale: 1" = 100'
Designed: KAN
Drafted: DRAWN
Checked: CHECKED

STAKER FARMS PARK
WEST HAVEN PARKS INVENTORY
VARIOUS LOCATIONS
WEST HAVEN, WEBER, UTAH

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CITY OF WEST HAVEN

0' 50' 100' 200'

Scale in Feet
1" = 100'

GREEN FARMS PARK

30.08 ACRES

GREEN FARMS PARK
Proposed Facilities
Picnic area
Trails
Reservable Building - Community
Fish Pond

CITY OF WEST HAVEN

0' 100' 200' 400'

Scale in Feet
1" = 200'

Revisions	
Date	Description

Date: 12-23-20
Scale: 1" = 200'
Designed: KAN
Drafted: DRAWN
Checked: CHECKED

GREEN FARMS PARK
WEST HAVEN PARKS INVENTORY
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