

# Request for Statement of Qualifications (SOQ)

Town of Apple Valley, Utah

Impact Fee Facilities Plans – General Municipal Services (CIB) and Parks & Recreation (ORPA)

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## 1. Introduction

### Procurement Compliance Statement

This solicitation is being conducted in accordance with the Utah Procurement Code (§63G-6a). Because the estimated value of services exceeds the small purchase threshold of \$100,000 for design professional services, the Town of Apple Valley is required to use a qualifications-based selection process.

Accordingly:

- **Statements of Qualifications shall NOT include cost or fee information.**
- Selection will be based solely on the published evaluation criteria.
- Following selection, the Town will enter into negotiations with the highest-ranked consultant to establish a fair and reasonable contract. If agreement cannot be reached, the Town may enter into negotiations with the next highest-ranked consultant.

The Town of Apple Valley invites qualified engineering firms to submit Statements of Qualifications (SOQ) for professional services to prepare an Impact Fee Facilities Plan (IFFP):

1. **General Municipal Services IFFP** – funded by the Utah Permanent Community Impact Fund Board (CIB), Grant #26-DWS-0207.
2. **Parks & Recreation Master Plan with IFFP** – funded by the Utah Division of Outdoor Recreation's Outdoor Recreation Planning Assistance (ORPA) program, Contract APP-004540.

The Town may award both projects to a single consultant or to separate firms. Respondents should clearly indicate whether they are submitting qualifications for one or both scopes.

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## 2. Project Funding

This information is provided for context only. Respondents shall not submit cost/fee information.

### **A. General Municipal Services IFFP – CIB Funded**

- **Funding Source:** Utah Permanent Community Impact Fund Board (CIB) Grant #26-DWS-0207 Department of Workforce Services.
- **Total Project Budget:** \$100,000
  - CIB Grant: \$50,000
  - Local Cash Match: \$50,000

### **B. Parks & Recreation Master Plan with IFFP – ORPA Funded**

- **Funding Source:** Utah Outdoor Recreation Planning Assistance (ORPA) grant, Contract APP-004540.
  - **Total Project Budget:** \$150,000
    - IFFP and Master Plan ORPA Grant: \$100,000
    - Site Design ORPA Grant: \$50,000
  - **Contract Term:** Effective through **December 31, 2026.**
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## **3. Scope of Work**

### **A. General Municipal Services IFFP (CIB Funded)**

1. Facility inventory and service level analysis.
2. Growth projections and demand modeling.
3. Development of a 6–10 year Capital Improvement Plan (CIP).
4. Impact fee calculation methodology, service area boundaries, and defensible cost allocation.
5. Draft and final IFFP compliant with Utah Code.
6. Recommended ordinance language and adoption support.
7. GIS maps, spreadsheets, and supporting documentation.

### **B. Parks & Recreation Master Plan with IFFP (ORPA Funded)**

1. Prepare a comprehensive Parks & Recreation Master Plan paired with a legally defensible IFFP.
2. Inventory and map existing and potential parks, trails, and recreational facilities.
3. Assess community needs, establish service levels, and identify long-term goals for equitable access to recreation.
4. Integrate conservation and open space values into the planning process.
5. Facilitate community engagement, including surveys, workshops, and public meetings.

6. Develop a 6–10 year Parks & Recreation Capital Improvement Plan with costs, priorities, and phasing.
  7. Provide draft and final deliverables, including ordinance recommendations to implement impact fees.
  8. Deliver GIS datasets, spreadsheets, and public-ready planning materials.
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## 4. Deliverables

- Municipal IFFP (CIB funded).
  - Parks & Recreation Master Plan with IFFP (ORPA funded).
  - Recommended ordinance language for both projects.
  - GIS and financial modeling support files.
  - Community presentation materials for workshops and adoption hearings.
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## 5. Qualifications

Respondents must demonstrate:

- Expertise in impact fee planning for municipalities and recreation systems.
  - Familiarity with Utah Impact Fees Act (Utah Code 11-36a).
  - Experience preparing master plans with IFFPs for Utah communities.
  - Strong skills in GIS mapping, financial modeling, and public engagement.
  - Capacity to complete both projects within the specified grant periods.
  - Design professionals work history and experience.
  - Performance ratings for professionals performing the work
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## 6. Procurement & Selection

- Procurement will follow Utah Procurement Code (§63G-6a).
- Firms may apply for one or both scopes.
- The Town reserves the right to award one or both projects to the consultant(s) deemed in the Town's best interest.

**Evaluation Criteria:**

- Relevant Experience & Qualifications – 40%
- Understanding of Project Scope & Approach – 30%
- Capacity & Availability – 20%
- References & Past Performance – 10%

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## 7. Submittal Instructions

SOQs must clearly state whether the firm is responding to:

- (a) General Municipal Services IFFP (CIB Funded),
- (b) Parks & Recreation Master Plan with IFFP (ORPA Funded), or
- (c) Both Projects.

**Submittal Deadline:** September 10, 2025 at 3:00 PM

**Questions and Answer Period will be held until September 4, 2025 at 3:00 PM**

**Plan to attend the Apple Valley Town Council Meeting on September 17th at 6:00 pm for interviews.**

**Email Submittal :** [mkinney@applevalleyut.gov](mailto:mkinney@applevalleyut.gov)

Delivery Address:

Town of Apple Valley

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