

# **REQUEST FOR PROPOSALS**

## **National Environmental Policy Act (NEPA) Document**

### **Development Services**

#### **City of La Verkin / Zion Regional Collaborative**

## **1. REQUEST**

The City of La Verkin, in partnership with the Zion Regional Collaborative, is soliciting proposals from qualified firms to complete environmental review in compliance with the National Environmental Policy Act (NEPA). The review will address a proposed multi-use trail between the City of La Verkin, UT and the Southern Entrance of Zion National Park.

## **2. PROJECT BACKGROUND**

In 2015, the Zion Regional Collaborative (ZRC) proposed a multi-use trail extending from Zion National Park to Hurricane City, a distance of approximately 22 miles. The trail would connect corridor municipalities (including the communities of Springdale, Rockville, Virgin, La Verkin, and Hurricane) with Zion National Park and other recreational amenities. The trail would also connect to other existing and planned trails, eventually creating a continuous network of trails across Washington County.

In June 2020, the ZRC completed a Feasibility Study on the trail. The study addressed proposed trail alignments, public opinion, land management concerns, cost analysis, potential e-bike use, and other related topics. After reviewing 4 separate alignments as part of the Study, the consultants on the Feasibility Study recommended the “SR-9 Alignment,” which would place the trail largely within existing UDOT Right-of-Way adjacent to Utah State Route 9. The contents of the Feasibility Study were reviewed by regional stakeholders, who approved the study’s recommended alignment and directed the ZRC’s Transportation Subcommittee to evaluate next steps.

Following this review, the ZRC Transportation Subcommittee met with representatives from each of the land management entities along the proposed trail to determine priority action items. This list included corridor municipalities, the Bureau of Land Management, the School and Institutional Trust Lands Administration, and the Utah Department of Transportation. These entities recommended completion of an environmental review in compliance with NEPA, as a preceding step to design/engineering.

### *About the ZRC*

The Zion Regional Collaborative was established to facilitate long term planning within the Zion Region while protecting and enhancing the region’s many assets: community character, economic vitality, quality of visitor experience, environmental wellbeing, recreational

opportunities, and historical, cultural, and archeological features. Throughout this process, the ZRC aims to encourage collaboration and communication.

The ZRC is composed of many different stakeholders that collaborate to tackle challenges within the region. These entities include the Bureau of Land Management, Zion National Park, the US Forest Service, the Towns of Rockville and Springdale, the Cities of Hurricane and La Verkin, Iron County, Kane County, Washington County, School and Institutional Trusts Lands Administration, the Utah Office of Tourism, the Zion Forever Project, and more.

#### *About the City of La Verkin*

The City of La Verkin is located approximately 20 miles west of Zion National Park, around the intersection of Utah State Route 9 (the Zion Scenic Byway) and Utah State Route 17. In recent years, the City has prioritized trail-building, trail maintenance, and active transportation as tools to enhance quality of life for residents, and to improve overall visitor experience. Because the ZRC does not have the ability to administer projects like the environmental review directly, La Verkin is acting as administrator for this project. However, all policy decisions regarding the proposed trail will be vetted through the ZRC.

### **3. STUDY AREA**

Consultants should refer to Attachment A (the SR-9 Route as defined in the Zion Corridor Multi-Use Trail Feasibility Study), as well as Attachment B (shapefile of the proposed route) when defining Study Area. While the Feasibility Study does not itself specify a side of the road for the trail, the ZRC Transportation Subcommittee determined review should focus on the area south of SR-9. The Study Area should also consider additional recommendations made by the Feasibility Study including, but not limited to: e-bike charging stations, park-and-ride lots, and rest stations.

### **4. ENVIRONMENTAL ASSESSMENT SCOPE OF WORK**

Using the Zion Corridor Multi-Use Trail Feasibility Study and Trail Shapefiles as guides, the consultant will develop an Environmental Assessment document, in compliance with the National Environmental Policy Act. Preparation of this document should include the below tasks and responsibilities:

1. Project Management
2. Purpose and Need Statement
3. Data Collection
4. Environmental Assessment/Environmental Impacts
5. Public Involvement and Interagency Coordination
6. EA/EIS Document
7. Section 4(f) Evaluation and Section 106 Evaluation

*All NEPA, AASHTO, BLM, SITLA, UDOT, Federal, and State of Utah rules and regulations will be followed in all tasks of the project.*

### **Task 1 – Project Management (All Tasks):**

Monthly Invoices and Progress Reports: The consultant will provide monthly invoices to the La Verkin City Administrator for approval and timely payment. Along with invoices, the consultant will prepare and submit monthly progress reports to the ZRC Transportation Subcommittee, which will include the task accomplishments, minutes from meetings held, hard copies of all materials developed that month, status of deliverables, expected activities for the next period, issues for resolution and the responsible party, and problems and their disposition from the previous period. The consultant shall meet with the ZRC Transportation Subcommittee biweekly and provide project progress reports throughout the life of the project.

### **Task 2 - Develop Purpose and Need:**

The consultant will develop a draft Purpose and Need Statement in close coordination with the City of La Verkin, ZRC Transportation Subcommittee, and other key stakeholders.

*Task deliverables: Final purpose and need statement*

### **Task 3 - Data Collection:**

Collect all data necessary for the environmental study, using existing databases and studies, additional field surveys, sampling and exploration. The consultant will confer with the Utah Department of Transportation and Bureau of Land Management, St. George Field Office, to determine needs. The consultant will prepare a detailed inventory of all the environmental elements in the study area. The consultant shall perform a detailed environmental data collection. All data collection will be carried out according to NEPA, federal, and UT regulations and requirements. The environmental data collection, at a minimum, shall include:

1. Land use and Zoning
2. Land Acquisition and Displacement
3. Demographics
4. Community Resources, Economics and Development issues
5. Environmental Justice & Title VI
6. Transportation (including Transit, Pedestrian, Bike, Vehicular)
7. Utilities
8. Cultural/Historic Resources
9. Visual and Aesthetics
10. Vibration
11. Water Quality
12. Navigable Waters
13. Biotic Communities
14. Endangered and Threatened Species
15. Construction impacts
16. Archaeological Investigation and Report
17. Flood Plains

18. Wetlands and 404 Permit Requirements
19. NPDES (section 402) Permit Requirements
20. Fish and Wildlife issues
21. Hazardous waste and materials/contaminated soil investigation
22. Noise Analysis
23. Air Quality
24. Erosion
25. Indirect and Cumulative Impacts
26. Section 4f

*Task Deliverables: Existing Data and Inventory, 4 hard copies, 2 electronic files of the report (1 in Adobe PDF and 1 in Microsoft Word).*

#### **Task 4 - Environmental Assessment / Environmental Impacts:**

The consultant will analyze the existing environment for all environmental data listed in Task 4 and the impacts of the project to prepare the Affected Environment and Environmental Consequences Chapters.

#### **Task 5 - Public Involvement and Interagency Coordination:**

The consultant will develop a Public Involvement Plan (PIP) according to BLM, UDOT, and SITLA requirements. The PIP shall include community meetings, public meetings, meeting announcement modes, and a public outreach plan. Agency coordination will include coordination with BLM, SITLA, UDOT, SHPO, and other related federal and Utah agencies. A total of 4-6 agency meetings will be held. The consultant team will hold and arrange at least three public meetings (2 public meetings & a public hearing) and 2-4 community meetings during the project. For an EIS, a public hearing after the release of the DEIS is required per NEPA. The consultant will host and develop a project website.

*Task Deliverables: Public Involvement Plan (4 hardcopies), Project Meeting presentations and handouts, Maps, Graphic Display boards, other related material, meeting venue and logistics.*

#### **Task 6 - Environmental Review Document:**

The document will be produced consistent with BLM, UDOT, and SITLA regulations and requirements. The EA/EIS document will include: 1) Executive Summary; 2) Table of Contents; 3) Purpose and Need; 4) Alternatives; 5) Affected Environment; 6) Environmental consequences; 7) Section 4(f); 8) Public & Agency Coordination; 9) References; 10) List of Preparers; 11) Sec 106 Report; 12) Other Appendices. The Final document will include all formal comments (public/agency) and must show how these comments were addressed or responded. The consultant will develop a FONSI, if the EA determines no significant impacts.

*Task 6 Deliverables: Draft environmental review document for internal assessment: 4 hard copies and 2 electronic copies (forwarded to all Subcommittee members via email in both Adobe PDF and Microsoft Word formats); Final Environmental Review document: up to 10 hard*

*copies, 2 electronic copies (forwarded to all Subcommittee members via e-mail). One electronic copy will be an Adobe PDF file, and the other will be an MS Word file.*

#### **Task 7 - Section 4(f) and Section 106 Evaluation:**

The consultant will conduct 4(f) and Section 106 studies, included in the analysis of alternatives, and document and impacts and mitigation required. Consultant will provide coordination with Bureau of Land Management, Utah Department of Transportation, State Historic Preservation Officer, and other State and federal agencies as appropriate.

*Task deliverables: Section 4(f) & Section 106 Evaluation document: 8 hard copies, 2 electronic copies (forwarded to all Subcommittee members via e-mail). One electronic copy will be in Adobe PDF format, and the other will be an MS Word file.*

### **5. CONSULTANT QUALIFICATIONS**

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

1. Experience with the NEPA compliance process and Environmental Assessment document preparation.
2. Familiarity with the Zion Canyon area.
3. Proven ability to effectively respond to and resolve concerns.
4. Good working relationships with local and federal land management agencies.
5. Experience with NEPA projects in southwest Utah.
6. Experience with NEPA projects with BLM as the lead agency.

### **5. BUDGET**

The ZRC anticipates the assessment will cost approximately \$60,000. Consultants will be selected based on the best value and services provided within this budget. The ZRC feels the services requested in the Scope of Work can be provided within the current budget of \$60,000.

That being said, the ZRC would prefer to expand the scope of work (particularly the Study Area) if the Consultants feel that can be accomplished within the budget. Alternatively, Consultants are encouraged to propose, and assist the ZRC in obtaining, additional funding sources to allow for expansion of the Study Area.

Expansion of the Study Area would cover the possible connection between the proposed, multi-use trail and Confluence Park, which borders the City of La Verkin. Confluence Park is a 344-acre natural park managed by Washington County. As its name implies, it is located at the confluence of Ash Creek, La Verkin Creek, and the Virgin River, making its environment particularly sensitive.

### **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:

- Proposals must be submitted in PDF format.
- 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.

- *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.
- *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.
- *References*. Provide name and phone contact information for three individuals who can provide a reference regarding the consultant's professional abilities.
- *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.
- *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 be in a separate PDF document from the rest of the submittal clearly 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 [zioncollab@gmail.com](mailto:zioncollab@gmail.com) with the subject line: ZRC Regional Trail Environmental Assessment Proposal.

## 7. SELECTION PROCESS

Evaluation of submittals shall be on the following criteria:

- Consultant's professional experience and expertise (based on Section 5: Consultant Qualifications).
- Consultant's experience with Environmental Assessments similar in scope, nature and complexity to the ZRC Regional Trail Project.
- References.
- Completeness / Quality of submittal.
- After consideration of all the criteria listed above, costs and value for services.

After an initial review the Selection Committee (ZRC Transportation Subcommittee) 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 City of La Verkin procurement policy. After scoring all proposals (and all final and best offers, if applicable), the selection committee will make a recommendation to the La Verkin City Council regarding the successful proposal. The La Verkin City 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 [zioncollab@gmail.com](mailto:zioncollab@gmail.com) no later than 10 days after the City Council formally selects a consultant.

## **8. SCHEDULE**

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

- Request for Proposals Issued .....(January 4, 2021)
- Deadline for submissions of Proposals ..... (January 29, 2021)
- Selection Committee Recommendation to City Council ..... (February 17, 2021)
- Work begins ..... Upon execution of contract

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

### *Amendments*

If it becomes necessary to revise or amend any part of this Request for Proposals, the City 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 City 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 City 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:

Emily Friedman  
Zion Regional Collaborative  
Coordinator  
203-451-9920  
zioncollab@gmail.com