



## REQUEST FOR PROPOSALS

### **Duchesne County General Plan**

Lead Agency: Duchesne County Corporation  
Project Partners: Utah Department of Transportation (funder)  
Proposal Deadline: Thursday, October 3, 2024, at 5:00 PM MDT  
Budget: \$130,000.00, as part of the Technical Planning Assistance program

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#### **OVERVIEW**

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Duchesne County hereby establishes this request for proposals (RFP) for the development and production of a county-wide General Plan. All interested professional services firms are requested to submit a scope of work proposal identifying all tasks, deliverables, cost estimates, timetables, and personnel necessary to provide the best general plan for Duchesne County.

#### **PROJECT DESCRIPTION**

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Duchesne County maintains a General Plan first adopted 26 years ago. The plan underwent eight minor amendments since its adoption in 1997, and a major update when the Duchesne County Resource Management Plan was incorporated in 2017. County land use, demographics, economy, and resident values are no longer fully represented in the General Plan. Illegitimate values negate the Plan's role as the primary guide for current and future land use, transportation, housing, and other quality of life issues facing Duchesne County's citizens.

#### **SCOPE OF SERVICES**

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Duchesne County intends to award a contract to a professional services firm for this General Plan project. The General Plan is intended to benefit all communities and landscapes in the unincorporated County. The awarded firm is expected to develop and produce a General Plan through tasks and deliverables including, but not limited to:

- Connecting with the public through outreach,
- Developing legitimate population projections,
- Developing general plan elements unique to Duchesne County's needs for a thriving future,
- Engaging with the Planning Commission as the primary project stakeholder in a regular, effective manner, and
- Producing a dynamic General Plan that engages public officials, staff, and County citizens.

All fieldwork, reports, analysis, and the final General Plan is expected to be completed and adopted by resolution by the Duchesne County Commission within 18 months of the execution of the awarded contract.

## SUBMISSION AND SELECTION REQUIREMENTS

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All proposals are required to include the following:

1. A project approach narrative,
2. key milestones and deliverables,
3. a project timeline,
4. cost estimates,
5. the offeror's professional qualifications,
6. the offeror's specific approach developing long-term population projections, and
7. a timeframe indicating the expiration of the proposal's validity.

All offeror's must indicate in their respective proposals a commitment to comply with the following:

- [Utah Code Title 17 Counties Chapter 27a County Land Use, Development, and Management Act](#)

All offeror's must submit five (5) copies of their proposal by **end of day on Thursday, October 3, 2024**, to the Duchesne County Community Development Department in a sealed envelope and titled: "Proposal for the Duchesne County General Plan." If submitted by mail, the envelope must be postmarked by the submission deadline, and use the following mailing address:

Proposal for the Duchesne County General Plan  
Community Development Department  
P.O. Box 317  
Duchesne, Utah, 84021-0317

All received offers will be opened in a public meeting held Monday, October 7, 2024.

## EVALUATION METRICS AND CRITERIA

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All offers submitted to the County prior to the submission deadline will be considered for award. Evaluation criteria includes:

1. a sound and convincing project approach,
2. clear milestones and deliverables,
3. a reasonable project timeline,
4. fair cost estimates, and
5. necessary professional qualifications.

## AWARDING OF PROPOSAL

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The contract shall be awarded to the responsible and responsive offeror whose proposal is determined in writing to be the most advantageous to the county, taking into consideration the price and evaluation factors set forth in the request for proposals.

Disclosures: Funding for this project is provided by the Utah Department of Transportation's Technical Planning Assistance program, and Duchesne County. This RFP remains valid and in effect until a proposal is awarded to the successful offeror. This RFP adheres to the procurement code found in [Title 1 Chapter 9 of the Duchesne County Code](#).

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