

**REQUEST FOR PROPOSALS**  
**To Prepare**  
**Best Management Practices for Riparian Corridor Conservation and Development**

**BACKGROUND**

**Jordan River**

The Jordan River is an approximately 50-mile river system flowing north through three counties and fifteen cities - from Utah Lake in Utah County to the Great Salt Lake in Davis County. The river is a unique natural feature that ties together the residents of the state's most heavily populated region in many ways.

Settlement and long-term survival along the Wasatch Front was made possible by the water flowing from the Wasatch Mountains and through the Jordan River watershed. Long before the pioneers arrived, Native American communities relied heavily on the river and the earliest human settlements along the Jordan River date back 3,000 years. Many years later, the water in the Jordan River allowed the pioneers to irrigate and grow crops. Today, the river still serves as an important water resource for irrigation, and water is diverted from the river through eight different canal systems. The river and the Jordan River Parkway trail system also serve as important recreational resources for local communities.

As a natural resource, the Jordan River serves as a critical rest stop for birds making their bi-annual migratory trips along the North American Central Flyway. The corridor is the permanent home to dozens of types of waterfowl, fish, and mammals. The water within the Jordan River feeds the Great Salt Lake's Farmington Bay Waterfowl Management Area, where hundreds of thousands of birds visit during the migration and nesting seasons. Maintaining and improving the water quality and habitat along the Jordan River is critical to protecting the well being of all species within the corridor.

While densely populated, the Wasatch Front still contains significant amounts of undeveloped open space. In 2007, Envision Utah found that 7,300 acres of undeveloped open space still remains along the banks of the Jordan River. Of this total, 3,800 acres are identified for development in zoning and long range land use plans. There is growing support to preserve as much open space as possible, and to ensure that any future development is appropriate, responsible, and embraces the Jordan River as a natural amenity.

**Jordan River Commission & Technical Advisory Committee**

Over the course of 2007 and 2008, Salt Lake County and Envision Utah facilitated the development of a regional visioning document for the Jordan River Corridor. The highly collaborative process resulted in the development of the Blueprint Jordan River. The Blueprint vision process involved nearly 3,000 participants and was supported by Resolution by the majority of local governments adjacent to the river. One of the recommendations of the Blueprint was the creation of a governing authority to implement the vision concepts.

Building on the public enthusiasm, Envision Utah coordinated the Blueprint Jordan River Implementation Committee, composed of representatives of each of the 18 jurisdictions along the river and other river interests. That group constructed the framework of a regional river commission to make the Blueprint a reality. In late March 2010, the committee completed a draft Interlocal Agreement creating the Jordan River Commission, and unanimously endorsed presenting it to local governments for formal approval.

In August 2010, Davis, Utah and Salt Lake Counties, along with Sandy, North Salt Lake and West Valley City, signed an Interlocal Cooperation Agreement creating the Jordan River Commission. These initial members have since been joined by Taylorsville, South Salt Lake, Draper, Cottonwood Heights, Saratoga Springs, Salt Lake City, the Utah Transit Authority, the Jordan Valley Water Conservancy District, the Department of Natural Resources, and the Department of Environmental Quality. Governmental membership in the Commission continues to expand and additional cities are expected to join throughout the coming year.

The Commission has a full-time executive director, and expanded its membership to include Ex-officio members (non-governmental, community partners). Ex-Officio members currently include Zion's Bank, Rocky Mountain Power, The Jordan River Foundation, Chevron, The Wasatch Rowing Foundation, TreeUtah, the Utah Society for Environmental Education, and a community at large representative.

Jordan River Commission policy and direction is established by a Governing Board that meets monthly. Two-thirds of the representatives on the board are elected officials from the Commission's member governments and appointed representatives of additional governmental partners. The remaining one-third is comprised of representatives of each of the Commission's Ex-Officio members.

In addition, the Commission has a Technical Advisory Committee (TAC) comprised of approximately 40 individuals with specific expertise in planning, architecture, civil engineering, wetlands ecology, watershed science, wildlife, vegetation, Jordan River recreation, transportation, and more. The TAC currently meets monthly.

For purposes of this project, a Project Steering Committee has been established. Members of the Project Steering Committee will be as follows:

- JRC Executive Director
- One JRC Governing Board Liaison
- TAC Chairman
- One representative from each TAC Subcommittee (*a single individual may represent more than one subcommittee*):
  - Water Quality and Stormwater
  - Flood Control and Hydrology
  - Wildlife Habitat and Vegetation
  - Community Building
  - Connections and Circulation
  - Recreation, Tourism, Education, and Outreach
- And potentially a representative of the building/development community and of the environmental advocacy community

### **Riparian Corridor Development Review**

By signing the Interlocal Cooperation Agreement, each of the Commission's member governments have agreed to participate in a development review process for all development proposals (public or private) proposed within a one-half mile distance from the Jordan River. This development review process may take one of two tracks:

- 1) Municipalities or counties where no existing riparian corridor development ordinances have been adopted.

The Jordan River Commission's TAC will conduct reviews of all development proposals of a certain size against a set of objective, minimum standards. The Jordan River Commission has no regulatory authority to require the project proposal to comply with these minimum standards; however, the Commission will provide the local government a series of recommendations to better address riparian corridor development concerns. The local government would then incorporate those recommendations to the extent possible, through its regular development review process or through a development agreement.

2) Municipalities or counties with existing, adopted riparian corridor development ordinances.

The Jordan River Commission's TAC will conduct a review of any existing ordinances against a set of minimum standards. Ordinances that meet or exceed the minimum standards will become "certified" by the Jordan River Commission. Any development proposals falling under the jurisdiction of a local government with a certified riparian corridor ordinance will follow the local government's established development review process. The Jordan River Commission's TAC will serve as an external resource to these municipalities or counties when difficult projects or questions arise, but the Commission would not serve as a quasi-judicial body conducting development reviews.

As an initial step towards establishing this two-track development review process, the Jordan River Commission is undertaking a process to develop a set of Best Management Practices for Riparian Corridor Conservation and Development.

The Commission would like this process to be a collaborative one. The process should invite all local governments along the Jordan River and along other riparian corridors (Big and Little Cottonwood Creeks, Red Butte Creek, etc.), whether members of the Commission or not, and a wide variety of community stakeholders to participate in the development of the deliverables. The goal of the process is to compile a set of objective, scientifically-sound Best Management Practices (BMPs) that have both broad community support and strong local government buy-in. However, significant public involvement occurred during the Blueprint Jordan River planning process, and the Commission believes that any public outreach associated with this effort can rely heavily on existing community forums and does not need to include a robust series of additional workshops with the general public.

The final deliverables will be used by the Commission in four ways:

- 1) As part of a community education campaign to educate landowners, developers, and local governments about appropriate ways to develop within or adjacent to riparian corridors, and how to embrace the Jordan River as an asset and amenity to any project.
- 2) As the criteria against which the Jordan River Commission's Technical Advisory Committee will review development proposals within the Jordan River corridor.
- 3) As the criteria against which the Jordan River Commission's Technical Advisory Committee will review existing riparian corridor ordinances and development review processes for Commission "certification".
- 4) As a resource for local governments wishing to adopt their own riparian corridor protection ordinance.

## SCOPE OF WORK

### Anticipated Deliverables:

1. A Project Management Plan that meets the requirements of the funding source.

The Division of Water Quality requires a Project Management Plan to be completed and finalized prior to the commencement of work on the awarded projects. A template for this document has been provided, and includes space to identify project goals, timeline, milestones, anticipated risks, and a project cost breakdown.

The Jordan River Commission has 90 days from project award to finalize this plan, which will expire on May 14, 2012. To minimize re-work and to incorporate the project approach ideas of its consultant, the Commission would like to work with the selected consulting team to develop and finalize this plan. Final award and notice to proceed on the remaining deliverables is contingent on the ability of the Commission to finalize this plan with the Division of Water Quality, however the Commission will reimburse the consultant's time spent on this deliverable in the event that a final project management plan acceptable to the Division of Water Quality cannot be negotiated.

2. A Best Management Practices for Riparian Corridor Conservation and Development document.

The Jordan River Commission envisions a printed document that provides local governments and stakeholders along the Jordan River corridor with a common set of guidelines for riparian corridor and water quality protection. The Best Management Practices (BMPs) should be focused on protecting the integrity of the Jordan River corridor specifically, but should be flexible enough to be adapted for application to additional riparian corridors, such as the Wasatch canyon area streams.

The BMPs should provide local governments with a series of guidelines to ensure protection of water quality, wildlife habitat, native plant species, management of invasive plant species, visual quality, etc.. The BMPs should also include rough estimates for implementation costs, and guidelines for ongoing maintenance and operation.

There are several existing models and examples of successful riparian corridor protection BMPs that can be found across the country, and locally. It is not the intent of this effort to start from scratch. This deliverable should compile the most effective strategies from existing resources into a single document that is tailored to the riparian corridors of the Wasatch Front. Rather than focusing on developing new BMPs, the majority of the effort should focus on helping local governments and developers understand *how* to implement these best management practices through their local development review processes (e.g. How do communities adopt and implement best practices? How can local governments and project proponents use the BMPs to strengthen their project designs? What ongoing maintenance is needed to ensure the implemented strategies remain effective?).

The BMPs will apply to the following:

- Existing Development:

Provide guidelines and tools for mitigating existing encroachments, and strategies for incorporating riparian corridor protection strategies as opportunities for retrofitting infrastructure or developments arise.

- New Development and Redevelopment:  
Provide guidelines to minimize the potential impacts of new development projects, and strategies to implement them. Types of new development or redevelopment to be address in the BMPs include:
  - Residential developments
  - Office and commercial developments
  - Transportation facilities (transit stations, roads, bridges, and parking areas)
  - Recreational facilities (parks, playgrounds, ball fields, urban fisheries, pedestrian bridges, boardwalks, picnic areas, trails, boat launches, fishing docks, etc.)
  - Utility and other infrastructure facilities (pipelines, stormwater structures, water diversion structures, power substations, transmission corridors, etc.)

The BMPs should include a general approach of avoidance, minimization, mitigation, restoration, and then specific strategies and thresholds for:

- Protective buffers
- Stormwater management
- Building massing and scale
- Noise
- Visual quality
- Ongoing maintenance and operation needs
- Developer incentives
- Etc.

3. An evaluation tool for conducting technical reviews of developments and ordinances against the Best Management Practices

As described in the Background section of this RFP, the Jordan River Commission is tasked with conducting technical reviews of all significant proposed development projects occurring within a one-half mile radius of the Jordan River. In addition, the Commission will conduct reviews of our member government's existing riparian corridor protection ordinances and will recommend ways to strengthen those ordinances.

The Commission envisions developing a checklist type evaluation tool, based on the BMPs, that helps to facilitate an objective and evenly applied technical review of each project or ordinance. The evaluation tool should allow the Commission's TAC to determine whether or not a proposed development or ordinance meets, exceeds, or falls short of the guidelines outlined for each of the topics in the BMPs.

In addition, the evaluation tool may be used by local governments along the Jordan River as they conduct their internal reviews of proposed projects, and by developers and project proponents as they plan and design their projects.

The Commission has no regulatory authority over its member governments, and any recommendations based on the evaluation will be left up to the local government to implement to the extent possible and practicable. Both the BMPs and this evaluation tool are intended to serve as a resource to assist local governments in their decision-making processes.

#### 4. Guidelines for developing a Riparian Corridor Protection Ordinance

The ultimate objective of this process is to encourage local governments along the Jordan River and other riparian corridors to adopt riparian corridor protection ordinances based on the BMPs. The Commission believes that each community should be responsible to develop specific ordinance language that fits within their existing format for codes and regulations. However, this project should provide local governments with tools and resources to develop an effective, enforceable, and defensible riparian corridor ordinance that reflects the BMPs.

This deliverable may include an outline of key elements to be included in an ordinance, a sample of a particularly effective ordinance, and recommendations for developer incentives to encourage additional BMP implementation.

#### 5. Educational Campaign and Tools

The Jordan River Commission envisions an education and public relations campaign to communicate and distribute information about the development best practices to local governments, developers, major landowners, and the community at large. The scope of this element will be determined once a consultant is under contract, but may include television and print media, printed materials, mailers, or physical signage along the Jordan River corridor, etc..

### **Public, Local Government, and Commission Outreach and Coordination:**

It is the goal of this process to establish a set of guidelines that facilitates greater consistency and predictability in the way local governments along the Jordan River plan for, manage, and regulate development within the river's riparian corridor. Due to the nature of rivers, decisions made upstream will always affect those located downstream. Therefore, better coordination throughout the entire river corridor is necessary to make significant improvements in water quality and the overall health of the river system.

Each local government along the river corridor maintains its own regulatory sovereignty and the Jordan River Commission holds no regulatory authority to require local governments to follow the same standards. For this reason, a broad, collaborative process designed to build ownership and local support for the BMPs is necessary. The Commission believes that if local governments throughout the corridor play a key role in crafting the BMPs, that they will have greater buy-in into the tools and will be more likely to implement them through the adoption of local ordinances.

Similarly, there is a strong public interest in coordinated planning and regulation of development within the Jordan River corridor. Community participation in the process will lead to better public support for the final BMPs and ultimately the political support necessary to adopt implementing ordinances throughout the corridor. Therefore, this project should include a public outreach element that invites all potential stakeholders to participate in process. Interested community stakeholders may include: architects and landscape architects, developers and home builders,

the environmental advocacy community, the recreational community (cyclists, boaters, equestrians, etc.), and the public at large.

Consultant Responsibilities:

- Develop and facilitate opportunities for stakeholder outreach and participation throughout the process. This may include public workshops; utilizing existing public forums (e.g. Annual Salt Lake Countywide Watershed Symposium, Envision Utah's Developers Forum, professional organization conferences); and the Commission's existing website, facebook/twitter accounts, monthly email newsletters; as well as additional tools such as email surveys.
- Develop and facilitate opportunities for broad agency (state and federal) and local government participation at key milestones throughout the process to solicit feedback and suggestions.
- Present project progress to the JRC Governing Board at key project milestones.
- Present project progress to the JRC Technical Advisory Committee at key project milestones.
- Facilitate regular project coordination meetings with Project Steering Committee throughout the project.
- Participate in ongoing project communication as needed throughout the project.

Commission Responsibilities:

- Assist consultant in compiling project contact lists for both public/stakeholder and local government/agency stakeholder outreach.
- Support scheduling of all meetings and project updates.
- Participate in regular project coordination meetings with Project Steering Committee throughout the project.
- Participate in ongoing project communication as needed throughout the project.
- Lead a broad educational campaign at the conclusion of the project to share the final deliverables with local governments, state and federal agencies, and any other decision makers and stakeholders.

**BUDGET**

The Jordan River Commission was awarded \$275,000 from the Division of Water Quality.

A budget range of \$170,000 to \$190,000.00 has been preliminarily identified for the completion of this scope of work by a consulting team.

The remainder of the funding award will include a contingency budget for additional required meetings or changes in scope, and will cover Commission administrative costs, printing of final deliverables for distribution to local governments throughout the watershed, and any physical educational tools used to communicate the BMPs to the community at large (newspaper inserts, television or radio messages, presentations, mailers, etc.).

## **SELECTION COMMITTEE, SCHEDULE & EVALUATION CRITERIA**

### **Selection Committee**

The selection committee will be comprised of the following individuals:

TBD, Jordan River Commission Governing Board  
Julie-Peck Dabling, Jordan River Commission Governing Board  
Gabe Epperson, TAC Member  
Ty Harrison, TAC Member  
Karen Nichols, TAC Member  
Dave Eckhoff, TAC Chairman

### **Selection Schedule**

Proposals Due:	April 6, 2012
Preliminary Selection or Short List Announced:	April 11, 2012
Interviews (if needed):	April 17, 2012
Selection Finalized by Governing Board:	April 26, 2012

### **Evaluation Criteria**

<b>Evaluation Area</b>	<b>Possible Points</b>
Qualifications	35
Proposed Approach	35
Timeline	15
Project Budget	15
<b>TOTAL POINTS</b>	<b>100</b>

### **SUBMITTAL REQUIREMENTS**

Submit one (1) electronic PDF copy of your completed proposal by 5:00 pm on April 6, 2012 to the following:

David Eckhoff, PE  
Jordan River Commission, Technical Advisory Committee Chair  
deckhoff@xmission.com

Proposals must be no longer than 30 pages, including the cover letter and all resumes, and must include the following elements:

1. Cover Letter
  - a. Include a cover letter that includes your firm's contact information and the primary point of contact for the proposal.
2. Qualifications
  - a. Team Organization Chart



- b. Firm Profiles
    - i. Provide a brief overview of the members of your team including the location of the office serving this project.
  - c. Relevant Project Experience
    - i. Provide descriptions of relevant past projects that illustrate your team's experience completing projects of similar scope, topic, or objectives.
  - d. Key Personnel
    - i. Provide brief bio resumes for each the team's key personnel, describing their relevant experience and their proposed role on this project.
3. Proposed Project Approach
- a. Project Approach
    - i. Describe your general approach to completing the scope of work, including:
      - 1. Local Government Outreach and Coordination
      - 2. Community and Stakeholder Outreach and Coordination
      - 3. Deliverable development
  - b. Proposed Project Timeline
    - i. Provide a project timeline illustrating project start and completion dates, all project workshops and meetings and the goals and objectives for each of those meetings, and key project milestones.
4. Proposed Project Budget
- a. Provide an itemized budget showing a breakdown of hours among proposed project tasks and team members.
5. References & Disclosure of Any Conflicts of Interest
- a. Provide three client references for relevant past projects. Projects must have been completed within the last five years.
  - b. Provide a statement disclosing any conflicts of interest.

## FOR MORE INFORMATION

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