

**Millcreek
Engineering**

1330 E Chambers Ave
Millcreek, Utah 84106
(801) 214-2700
Millcreekut.gov

**MILLCREEK
REQUEST FOR PROPOSALS
DESIGN SERVICES FOR
WASATCH BLVD MULTI-USE PATH
Due Date and Time: Aug 30, 2024 at 4:00 p.m.**



1. **Introduction/Background.** Millcreek ("City") desires to contract for engineering design services ("Consultant") as described in Attachment "A". The City is requesting proposals (sometimes referred to as "Request", "Proposal" or "RFP") from qualified firms/individuals ("Proposer") to provide the Services.

2. **Proposal Requirements.** One electronic copy in Word or PDF format of the Proposal is required to be submitted to John E Miller P.E., as listed below, no later than 4:00 p.m. local time on Friday Aug 30, 2024. The Proposal, not including cover letter, shall not exceed three (3) letter size pages. Other than the electronic version of the Proposal there is no specific format for use when submitting responses to this Request. Any response, modification, or amendment received after the due date and time is late and will not be accepted. Proposals must be signed by an authorized representative of the Proposer and include the following elements:

2.1 **Introductory Letter.** An introductory letter expressing an interest in providing the Services should be included. The introductory letter should include an e-mail address and phone number for the primary contact of the Proposer and be addressed to:

John E Miller, P.E.
Millcreek Public Works Director/City Engineer
Millcreek, UT 84106
jmiller@millcreek.us

2.2 **Qualifications.** Demonstrate the ability to perform the required Services at specified levels described in this RFP. Identify the type of business (corporation, partnership, sole proprietor, etc.) under which your firm operates, date business started, and license number to do business in the State of Utah. The Proposal shall provide the address for the office that would provide the services and location of headquarter office. Indicate the number of employees in the office providing the service.

2.3 **Project Team.** Provide an organizational chart showing the level of organizational responsibility of all major participants of your proposed project team. For each person listed in the chart, please provide the estimated number of hours or the percentage of time the person is expected to work on the project. The percentages

should be based on a 40-hour work week. In addition to the Proposal, Proposer may include up to three (3) single page resumes of key members who will be directly involved in the project. By listing the individuals in the proposal, the Proposer is making a commitment that the personnel listed are the personnel who will be assigned to this project. The City must approve any changes to the personnel indicated. If any part of the work will be provided by a subcontractor(s), please state their company name, their role in this contract, and the estimated amount of time. The City reserves the right to request a substitution of personnel or subcontractor(s). The Proposer will be responsible for verifying the qualification and validity of all licenses and permits for any out-sourced work to subcontractors.

2.4 **Relevant Experience.** Provide detailed relevant experience for projects of similar scope and comparable size and complexity which shall include the following: name of client, contact person and current phone number, brief description of project, date, total contract amount, and any other pertinent information regarding the experience. Provide a brief history of the Proposer's ability to complete projects in a timely manner. The City may contact any or all your clients for a reference.

2.5 **Proposed Approach.** Describe the overall philosophy and how it will be applied to the project. Describe how the Proposer will approach each task of the project. Give a full description of the methodology to be employed in completing the tasks and deliverables of this RFP. Rather than stating commonly followed practices, focus on discussing issues and ideas that are unique to this project and propose innovative and "value added" practices that may be employed.

2.6 **Schedule.** Time is of the essence in all project activities to assure the earliest possible project delivery. Provide a time schedule stating when the key tasks and milestones of your Proposal would be completed. This Section shall demonstrate the Proposer's ability to provide desired Services within time frames specified and at specified levels as described in the scope of work.

2.7 **Cost.** The Proposal must include a total "not-to-exceed" price to complete the project that includes all fees and costs the Proposer may incur, including any costs for transportation, lodging, communication, printing, etc. The Proposal must also include an hourly rate for each project team member who the Proposer plans to utilize in completion of the project. The City is not willing to pay an hourly fee for travel time.

3. **Identification of Anticipated Potential Problems.** Proposer should identify and describe any potential problems with respect to providing the Services.

4. **Evaluation Criteria and Scoring Process.** All Proposals received will be reviewed by the Public Works Department. Each evaluation criterion has been given a percentage based on its relative value. The criteria and each associated percentage are as follows:

<u>Evaluation Criteria</u>	<u>Weight</u>
• Qualifications	10%
• Project Team	15%
• Relevant Experience	10%
• Proposed Approach	25%
• Schedule	10%
• Cost	<u>30%</u>
• Total	100%

5. **Selection.** Discussions may be conducted with Proposers determined by the City to be reasonably susceptible of being selected for the award. In addition, select Proposers may be invited to interview. Provided, however, that Proposals may be accepted without discussion or interview.

6. **General Information.** The City reserves the right to reject any and all Proposals. The City reserves the right to amend, modify or waive any requirement set forth in this Request. Response to this Request is at the Proposer's sole risk and expense. All Proposers must comply with applicable federal, state, and local laws and regulations. Except for written responses provided by the contact person described below ("Contact Person"), the City has not authorized anyone to make any representations regarding the subject matter of this Request. All requests for clarification or additional information regarding this Request must be submitted in writing (including email) to the Contact Person no later than Monday, August 26, 2024 at 1:00 p.m. The Contact Person will endeavor to respond to such request for clarification or additional information; and if the Contact Person deems, in their sole and absolute discretion, that such response is of general applicability, the response, if any, will be posted on the Utah Public Procurement Place (SciQuest) website (which constitutes a written response). Entities responding to this Request are encouraged to review such website frequently. The City anticipates selecting one or more of the responding Proposers, but there is no guarantee that any responding Proposer will be selected. Responses will be placed in the public domain and become public records subject to examination and review by any interested parties in accordance with the Government Records Access and Management Act (Utah Code Ann. § 63G-2-101, et seq.). All materials submitted in response to this Request will become the property of the City and will be managed in accordance with the Government Record Access and Management Act

7. **Terms of Contract.** The successful Proposer will be required to enter into a written agreement with the City to provide the Services. If the selected Proposer and the City are unable to negotiate an acceptable agreement, then another Proposer(s) will be selected by the City Council or City Council elect and negotiation will continue with such other Proposer(s) until an acceptable agreement is completed.

8 . Contact Person. For further information contact John E Miller at (801) 214-2719 or jmiller@millcreekut.gov. For American with Disabilities Act (ADA) accommodation contact Kurt Hansen at (801) 214-2700.