

Millcreek

1330 East Chambers Ave
Millcreek, UT 84106

Request for Proposals

Public Works Maintenance and Parks & Open Space Maintenance Feasibility Study

September 9, 2024, at 2:00 p.m. local time

1. **Introduction.** Millcreek (the “City”) is requesting proposals/bids (“Proposals” or “Responses”) from qualified proposers (“Proposers”) to perform a feasibility study for providing street maintenance, snow removal, storm water compliance maintenance, and maintenance of parks and open space (“Services”).

1.1. **Intent.** It is the intent of this Request for Proposals/Bids (this “Request”) to set forth the minimum acceptable requirements for Responses to this request.

2. **Background and Detailed Description of Services.** The City was incorporated in December 2016 and contracted with Salt Lake County Public Works Department (SLCo PW) to provide public works services. Public works services included labor, equipment, and materials for snow removal, general maintenance of streets, pavement management, sign maintenance, road striping, traffic signal management, street sweeping, and other specific streets-related projects as determined by the City. An exhibit identifying cost of services from the contract with SLCo PW is attached as Exhibit “A.”

The City also contracted with Salt Lake County Parks Department (SLCo Parks) to provide park maintenance services for the City’s four parks consisting of approximately 28.05 acres: Canyon Rim, Ben Franklin (Scott Avenue), Fortuna, and Sunny Vale. An exhibit identifying cost of services from the contract with SLCo Parks is attached as Exhibit “B.” The City also contracts with a private landscaping company to maintain the Mountair Streetscape, which consist of approximately ___ acres and is located along Highland Drive from approximately 3200 South to 3000 South.

Services include the following:

2.1 **Determine Cost to Self-provide Public Works Services.** Determine cost for the City to self-provide Public Works Services (defined below) at current service levels, at best practices level (using the American Public Works Associations (APWA) best practices, determine appropriate baseline levels of service), and enhance service levels (identifying what is included in enhanced services). For purposes of this Proposal Public Works Services means:

- Snow Removal.
- General Street Maintenance.
- Pavement Management.
- Sign Maintenance.
- Road Striping.

Traffic Signal Management and Maintenance.
Storm Water Complaint to UPDES permit (Street Sweeping, etc.).
Parks and Open Space Maintenance.

2.2 Determine Start-up Cost. Start-up cost include capital costs, start-up staffing needs, and potential debt service cost to fund start-up cost and anticipated escalation in cost over a ten-year period.

2.4 Utilize Three Scenarios. The Services must include analysis of the following three scenarios:

Option 1: SLCo PW and SLCo Parks continue to provide Public Works Services;

Option 2: City to self-provide Public Works Services. Include in a table format the recommended equipment, staffing, space requirements, and any additional requirements necessary to self-provide. Identify potential problems with respect to proposed self-provide Public Works Services; and

Option 3: City to combine with other cities to provide Public Works Services. Identify proposed combinations of cities and potential problems with respect to combining with other cities to provide proposed Public Works Services.

2.5 Deliverables. Consultant will provide the City with a PDF file Report which includes an executive summary of the findings.

3. **Proposal Requirements.** One electronic copy of a single PDF file of the Proposal is required to be submitted to John E Miller, Millcreek Public Works Director/City Engineer, no later than 2:00 p.m. local time on **September 9th, 2024**. Any response, modification, or amendment received after the due date and time is considered late. No late response, modification, or amendment will be accepted. Except for the PDF copy described above, no electronic Responses will be accepted. Proposals must include the following elements and be signed by an authorized representative of the Proposer:

3.1. Introductory Letter. An introductory letter expressing an interest in providing the Service should be included. The introductory letter should be addressed to:

John E Miller, P.E.
Public Works Director/City Engineer
Millcreek City Hall
1330 East Chambers Ave
Millcreek, UT 84106
jmiller@millcreekut.gov

Include an e-mail address for the primary contact of the Consultant.

3.2. Experience and Qualifications. Describe the Proposer's experience and qualifications to meet the Service requirements of the City as outlined herein. Affirmatively state if you are able to satisfy the Requirements. Include a general overview and history of your company, number of years in business, number of employees, corporate headquarters location, type of business, names of the firm's chief officers (include an organizational chart if possible), and where you do business. Identify proposed staff members who would be involved in providing the Services requested herein and submit statements or resumes detailing their qualifications.

3.3. Project Approach. Describe in detail the following, a detailed work plan outlining each required task necessary for completion of the Project described in this Request. Include anticipated hours for completing each task. Identify the major risks associated with this Project. For each risk, identify those activities which can be undertaken to reduce, mitigate, or eliminate the risk. In addition to the specific service proposals specified above, identify and/or recommend any additional or innovative services and products provided by your firm that may be related to or helpful to this Project.

3.3. Timeline. Describe, in detail, the timeline for completion of the Project and delivery of the Deliverables. Provide a tentative schedule for completing the work based on a deadline of **Friday, January 10, 2025**. A timeline that satisfies the deadline of **January 10, 2025** is a mandatory minimum requirement and may result in a disqualification based on the City sole and absolute discretion.

3.4. Cost. Provide a detailed fee schedule that includes a total cost not to exceed and terms for performing the Services. The City's maximum available budget for the Project is **\$50,000**

3.5. References. Include the name, address, and contact person with which the Proposer has provided a similar service. The City may contact such references and do its own investigations and depending on the result of the investigation may result in disqualification based on the City's sole and absolute discretion.

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

- Experience and Qualifications (40%)
- Project Approach (30%)
- Cost (30%)

6. **Selection.** The Public Works Director/City Engineer may conduct discussions with Proposers that are being considered to be selected for the award. In addition, one or more Proposers may be invited to participate in an interview; however, Proposals may be accepted without discussion or interview. The Mayor or his designee will make the award.

7. **General Information.** City reserves the right to reject any and all Responses. 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, 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 to the contact person described below no later than **Tuesday, September 3rd, 2024, at 2:00 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, their response, if any, will be posted on the City's website at millcreekut.gov (which constitutes a written response). Entities responding to this Request are encouraged to review the 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 Record Access 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 Management Act.

8. **Terms of Contract.** The successful Proposer will be required to enter into a contract with the City to provide the services described herein. If the selected Proposer and the City Attorney are unable to negotiate an acceptable agreement, then another Proposer(s) will be selected by the Mayor, or his designee, and negotiation will continue with such other Proposer(s) until an acceptable agreement is completed.

9. **Contact Person.** For more information on the Proposal, contact John E Miller, P.E., Public Works Director/City Engineer, jmiller@millcreekut.gov, 1330 East Chambers Ave, Millcreek, UT 84106 or for American with Disabilities Act (ADA) accommodation, contact the ADA coordinator at, adainfo@millcreekut.gov.

Exhibit “A”

(exhibit identifying cost of services from the contract with SLCo PW)



PARKS & RECREATION



Salt Lake County Park Operations Standard Operating Guidelines



Standard Operating Guidelines

Standard Operating Guidelines

- Ball Fields
- Building/Trades
- Caretaking and Garbage Collection
- Grounds
- Irrigation and Plumbing
- Playgrounds
- Reservations
- Snow Removal
- Trees

Millcreek Parks

- Ben Franklin (Scott Ave.)
- Canyon Rim
- Fortuna
- Sunnyvale

Maintenance Activities

- Ball Field's Maintenance
- Building/Trades Maintenance
 - Carpentry
 - Electrical
 - Paint
- Caretaking
- Garbage Collection
- Grounds Maintenance
 - Fertilizing
 - Aerating
 - Weed Spraying
 - Mowing
 - General Maintenance of Grounds
- Irrigation and Plumbing
- Playground Inspection and Maintenance
- Administration/Reservations
- Snow Removal
- Tree Maintenance





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Ball Field Maintenance

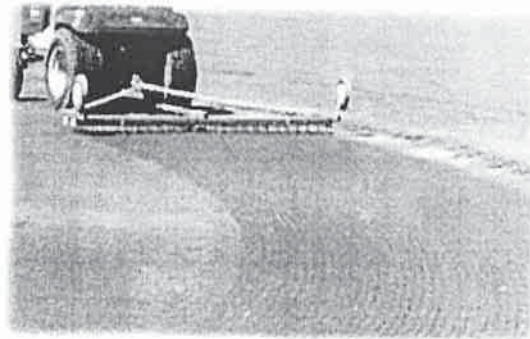
Spring Start-up

- Clean up fields
- Add dirt as needed
- Find and install base pegs

Drag dirt and chalk fields daily during seasonal use

Mow outfield grass weekly

Replace and repair bases, pegs, and pitching rubber as needed



Fall Shutdown

- Sod cut edges to square up lines
- Add dirt as needed
- Seal dirt for winter season



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Willcreek Parks

- Ben Franklin (Scott Ave.)
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- Fortuna
- Sunnyvale

Building/Trades Maintenance

Carpentry

Annual inspection and maintenance of roofs, structures, park benches and tables, etc. Repair and replace as needed.



Painting

General maintenance of painted surfaces, including but not limited to graffiti removal, parking lot stripping, touch-up or resurface painting.

Electrical

Annual inspection of all electrical components, lights, and outlets, etc. Repair and replace as needed.



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- Snow Removal
- Trees

Millcreek Parks

- Ben Franklin (Scott Ave.)
- Canyon Rim
- Fortuna
- Sunnyvale

Caretaking and Garbage Collection

Caretaking (30-34 weeks a year)

- Daily trash clean up
- Daily restroom cleaning
- Daily pavilion cleaning
- Daily playground check
- Customer service with reservations
- General maintenance around parks

Landscape Maintenance (30-34 weeks a year)

- Trimming of bushes
- Weeding of flower beds, parking lots, and playgrounds
- Upkeep of horse pits
- Volleyball courts

Garbage Collection

- Collection of garbage, twice a week April – October
- Weekly from October-March





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Millcreek Parks

- Ben Franklin (Scott Ave.)
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- Fortuna
- Sunnyvale

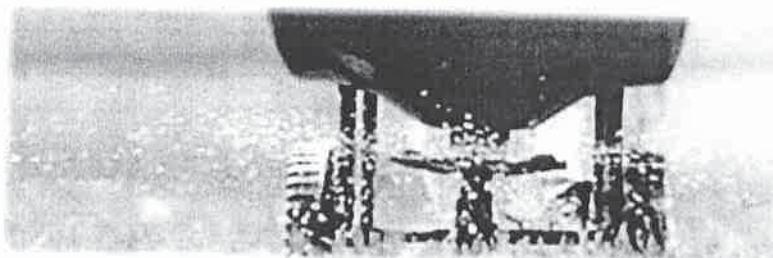
Grounds Maintenance

Fertilizing manicured grass areas, twice a year

Aerating manicured grass areas, twice a year

Weed Spraying once a year, spot spraying as needed.

Mowing of all manicured grass weekly (30 -34 weeks a year)





Standard Operating Guidelines

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- Snow Removal
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Millcreek Parks

- Ben Franklin (Scott Ave.)
- Canyon Rim
- Fortuna
- Sunnyside

Irrigation and Plumbing

Irrigation

- Comprehensive preventative and general maintenance of all aspects of irrigation systems
- Start up and shut down of systems
- Weekly valve checks
- Water management and conservation



Plumbing

- General and preventative maintenance of all plumbing fixtures in restrooms and water fountains.



Standard Operating Guidelines

- Ball Fields
- Building/Trades
- Caretaking and Garbage Collection
- Grounds
- Irrigation and Plumbing
- **Playgrounds**
- Reservations
- Snow Removal
- Trees

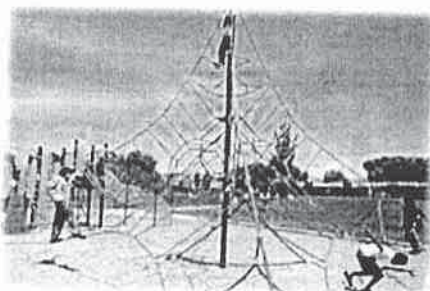
Millicreek Parks

- Ben Franklin (Scott Ave.)
- Canyon Rim
- Fortuna
- Sunnyvale

Playgrounds

Monthly playground safety inspections by certified inspectors.

General repairs as needed





Standard Operating Guidelines

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Millcreek Parks

- Ben Franklin (Scott Ave.)
- Canyon Rim
- Fortuna
- Sunnyvale

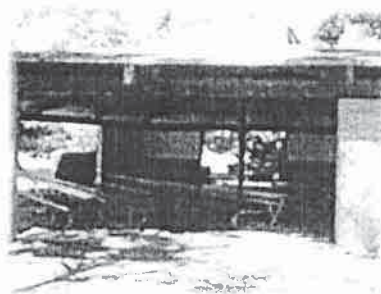
Administration/Reservations

Customer service to the public for scheduling pavilions, ball fields, and special event reservations.

Communicate reservations to staff

Field public concerns and relay information to staff for resolution

Accounts payable and receivable for reservations and special events





Standard Operating Guidelines

- Ball Fields
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Garbage Collection
- Grounds
- Irrigation and
Plumbing
- Playgrounds
- Reservations
- **Snow Removal**
- Trees

Millcreek Parks

- Ben Franklin (Scott
Ave.)
- Canyon Rim
- Fortuna
- Sunnyvale

Snow Removal

Snow removal along frontage of parks for compliance with local ordinances. Average snow removal days are 8 to 10 times a year.

No snow removal within parks





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Millcreek Parks

- Ben Franklin (Scott Ave.)
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- Fortuna
- Sunnyvale

Tree Maintenance

General and preventative maintenance of trees, tree trimming, pruning, spraying, removal, stump grinding, etc. as well as new tree planting.



EXHIBIT B

COST PROPOSAL



Salt Lake County Parks Maintenance Invoice

Millcreek City

Parks Acreage: 28.05

Year: 2020

Activity	Number of Occurrences	Price Per Occurrence	Parts/Materials	Total Cost
Ball fields Daily Prep				\$3,000
Ball Fields Shut Down				\$636
Ball Fields Start Up				\$636
Building Maintenance				\$576
Caretaking				\$65,000
Carpentry				\$1,754
Electrical				\$2,251
Fertilizing				\$1,712
Garbage Collection				\$16,080
Grounds Maint. - Aeration				\$2,748
Irrigation				\$60,520
Landscape Crew				\$5,895
Mowing				\$65,920
Painting				\$5,660
Playground Inspection				\$9,456
Playground Maintenance				\$1,830
Plumbing				\$15,110
Snow Removal				\$3,750
Tree Maintenance				\$6,224
Utilities				\$64,748
Weed Spraying				\$2,242

Activity	P&R Admin	County Overhead	Total Cost
Administration and Overhead	\$32,987.00	\$27,886	\$60,873
Pavilion Revenue			-\$8,434.00

Total City Cost

\$388,187



Salt Lake County Parks Maintenance Invoice

Park: Ben Franklin
Park Acreage: 6.21

Township: Millcreek City
Year: 2017

Activity	Number of Occurrences	Price Per Occurrence	Parts/Materials	Total Cost
Ball fields Daily Prep	0	\$0		\$0
Ball Fields Shut Down	0	\$0		\$0
Ball Fields Start Up	0	\$0		\$0
Building Maintenance	1	\$144		\$144
Caretaking	214	\$75		\$16,050
Carpentry	2	\$144		\$288
Electrical	2	\$144		\$288
Fertilizing	2	\$192		\$384
Garbage Collection	80	\$75		\$6,000
Grounds Maint. - Aeration	2	\$304		\$608
Irrigation	40	\$335		\$13,400
Landscape Crew	2	\$1,152		\$2,304
Mowing	32	\$522		\$16,704
Painting	6	\$144		\$864
Playground Inspection	12	\$197		\$2,364
Playground Maintenance	1	\$610		\$610
* Plumbing	2	\$5,185		\$10,370
Snow Removal	5	\$125		\$625
Tree Maintenance	3	\$656		\$1,968
Utilities	1	\$2,296		\$2,296
Weed Spraying	1	\$497		\$497

Activity	P&R Admin	County Overhead	Total Cost
Administration and Overhead	\$7,363.00	\$6,174	\$13,537

Total Cost **\$89,301**



Salt Lake County Parks Maintenance Invoice

Park: Canyon Rim
Park Acreage: 15.7

Township: Millcreek City
Year: 2017

Activity	Number of Occurrences	Price Per Occurrence	Parts/Materials	Total Cost
Ball fields Daily Prep	30	\$100		\$3,000
Ball Fields Shut Down	1	\$636		\$636
Ball Fields Start Up	1	\$636		\$636
Building Maintenance	3	\$144		\$432
Caretaking	214	\$150.00		\$32,100
Carpentry	3	\$375		\$1,125
Electrical	4	\$396		\$1,584
Fertilizing	2	\$468		\$936
Garbage Collection	80	\$110		\$8,800
Grounds Maint. - Aeration	2	\$769		\$1,538
Irrigation	40	\$847		\$33,880
Landscape Crew	2	\$1,162		\$2,324
Mowing	32	\$1,235		\$39,520
Painting	1	\$856		\$856
Playground Inspection	12	\$197		\$2,364
Playground Maintenance	1	\$1,220		\$1,220
Plumbing	2	\$1,185		\$2,370
Snow Removal	5	\$250		\$1,250
Tree Maintenance	2	\$1,312		\$2,624
Utilities	1	\$52,449		\$52,449
Weed Spraying	1	\$1,256		\$1,256

Activity	P&R Admin	County Overhead	Total Cost
Administration and Overhead	\$18,614.00	\$15,608	\$34,222
Pavilion Revenue			-\$8,434.00

Total Cost \$216,688



Salt Lake County Parks Maintenance Invoice

Park: Fortuna
Park Acreage: 2.04

Township: Millcreek City
Year: 2017

Activity	Number of Occurrences	Price Per Occurrence	Parts/Materials	Total Cost
Ball fields Daily Prep	0			\$0
Ball Fields Shut Down	0			\$0
Ball Fields Start Up	0			\$0
Building Maintenance	0			\$0
Caretaking	32	\$25.00		\$800
Carpentry	1	\$197		\$197
Electrical	1	\$197		\$197
Fertilizing	2	\$65		\$130
Garbage Collection	0			\$0
Grounds Maint. - Aeration	2	\$100		\$200
Irrigation	40	\$110		\$4,400
Landscape Crew	1	\$576		\$576
Mowing	32	\$172		\$5,504
Painting	0			\$0
Playground Inspection	12	\$197		\$2,364
Playground Maintenance	1			\$0
Plumbing	0			\$0
Snow Removal	5	\$250		\$1,250
Tree Maintenance	1	\$1,312		\$1,312
Utilities	1	\$3,337		\$3,337
Weed Spraying	1	\$163		\$163

Activity	P&R Admin	County Overhead	Total Cost
Administration and Overhead	\$2,149.00	\$2,028	\$4,177

Total Cost

\$24,607



Salt Lake County Parks Maintenance Invoice

Park: **Sunnyvale**
Park Acreage: 4.1

Township: **Millcreek City**
Year: 2017

Activity	Number of Occurrences	Price Per Occurrence	Parts/Materials	Total Cost
Ball fields Daily Prep	0			\$0
Ball Fields Shut Down	0			\$0
Ball Fields Start Up	0			\$0
Building Maintenance	1			\$0
Caretaking	214	\$75.00		\$16,050
Carpentry	1	\$144		\$144
Electrical	1	\$182		\$182
Fertilizing	2	\$131		\$262
Garbage Collection	80	\$16		\$1,280
Grounds Maint. - Aeration	2	\$201		\$402
Irrigation	40	\$221		\$8,840
Landscape Crew	1	\$691		\$691
Mowing	32	\$131		\$4,192
Painting	20	\$197		\$3,940
Playground Inspection	12	\$197		\$2,364
Playground Maintenance				\$0
Plumbing	2	\$1,185		\$2,370
Snow Removal	5	\$125		\$625
Tree Maintenance	1	\$320		\$320
Utilities	1	\$6,666		\$6,666
Weed Spraying	1	\$326		\$326

Activity	P&R Admin	County Overhead	Total Cost
Administration and Overhead	\$4,861.00	\$4,076	\$8,937

Total Cost

\$57,591

CONTRACT SUMMARY PAGE (INTERNAL USE)

Contract Number: CA00000000000797
Sold To: Millcreek
Description: PAR-Interlocal- Parks Services for Millcreek City according to Exhibit A. City to pay a fixed cost of \$388,186 for Base Services & will not exceed that amount w/out consent from City. Term to 6/30/21; may amend to renew//AMD#2 renew to 06/30/23
Revenue Amount: \$0.00
Agency Name: Parks & Recreation
Start Date: 2020-12-02 End Date: 2023-06-30

Exhibit “B”

(exhibit identifying cost of services from the contract with SLCo Parks)

Exhibit B

Cost of Services

2024-2025

	Millcreek	Millcreek	Millcreek
	Metrics	Units	Costs
Direct Employees	15.00	FTEs	
Shared Employees	4.19	FTEs	
Employee Costs			2,002,858
Snow Plow Cost			873,188
Shared Equipment			730,441
Dumping			32,586
Salt	12,130.56	Tons	280,216
Overlay Materials	126,853.02	SqFt	140,680
Concrete Materials			123,600
Crack Seal Materials			49,225
Patching Materials			52,957
Other Materials			137,162
Micropave			180,691
Slurry Seal			56,138
Other Subcontracted Services			-
Street Lighting Maintenance	1,556.00	Lights	116,700
Street Lighting Construction			-
Traffic Signal Preventative Maintenance	21.75	Signals	36,426
Traffic Signal Non Preventative Maintenance	21.75	Signals	20,577
Administration			857,448
Total Contract			5,690,894

* Non-Contracted Services will be billed separately from the contracted services.