REQUEST FOR PROPOSAL

MILLCREEK FEASIBILITY STUDY FOR
PROVIDING PUBLIC WORKS OPERATIONS

OCTOBER 2024

I. INTRODUCTION

Millcreek (*"City"*) is the 12th largest city in the state of Utah, with a population of approximately 62 thousand. Millcreek covers 4.9 square miles and sits at an altitude of 4,285 ft above sea level.

Millcreek is soliciting competitive proposals from qualified individuals or firms (“*Proposer” or “Consultant”)* to conduct a feasibility study to determine the most advantageous and efficient means for providing street maintenance, snow removal, and maintenance of parks and open space.

II. PROJECT DEADLINE

Millcreek desires this study to be completed as expeditiously as possible. A final draft of the analysis must be complete and available for review no later than four months from the date of the Notice to Proceed.

III. BACKGROUND AND OBJECT OF THIS REQUEST FOR PROPOSAL

Currently, the City contracts with the Salt Lake County Public Works Department (SLCo PW) to provide street maintenance and snow removal. The SLCo PW contract includes 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.

Millcreek also contracts with Salt Lake County Parks Department (SLCo Parks) to provide maintenance of the City’s four parks: Canyon Rim, Scott Avenue, Fortuna, and Sunnyvale.

The City also contracts with a private landscaping company to maintain the Mount Aire streetscape, which is located along Highland Drive from approximately 3200 South to 3000 South.

Millcreek is seeking an analysis to determine the most efficient method to provide public works and parks maintenance. The analysis should compare / contrast the costs of continued contracts with SLCo PW, SLCo Parks, and contract labor for the maintenance of Mount Aire streetscape with Millcreek self-providing these services.

IV. SCOPE OF WORK

A. Using the American Public Works Association best practices, determine appropriate baseline levels of service and costs.

B. Determine costs for the City to self-provide Public Works Services at current or enhanced service levels which include:

Snow removal;
General street maintenance;
Pavement management;
Sign maintenance;
Road striping;
Traffic signal management;
Street sweeping, etc.
Parks and open space maintenance

Elements of self-providing analysis must include start-up costs (including capital costs), staffing needs, ongoing operational expenses, including any potential debt service, and anticipated escalation in cost over a ten-year period.

C. At a minimum, the analysis shall include the following two scenarios:

Option 1: Salt Lake County Public Works continue as the service provider

Option 2: City to self-provided.

Successful proposals will include a table of required equipment, staffing requirements, and necessary space required to self-provide

D. Proposals must include a calendar outlining the timeframe necessary for the respondent to complete the study.

V. PROPOSAL SUBMISSION FORMAT and EVALUATION CRITERIA SCORING

The award of this study will be through a proposal format that is based upon the following factors and their assigned weights:

1. **25% - Proposed fee**
    a. Provide a detailed fee schedule that includes a "not to exceed" total price to complete the study.
    b. Any outside consulting fees and costs (including travel, lodging, communication, printing, etc.) that may be incurred by the Proposer shall be included in the not-to-exceed amount.
    c. Proposed fee shall be submitted in a separate document
2. **25% - Approach to be used to determine the cost analysis must include:**
    a. Forecast ongoing contract costs based on current SLCo for PW and Parks maintenance and with the independent landscaper for maintenance of the Mount Aire streetscape, and
    b. Determine costs for Millcreek to self-providing these services as outlined in Section IV "Scope of Work"

c. Calendar to complete

3. **50% - Experience and references**
    a. Please attach separate pages listing the following experience and qualifications, limited to 12 single-sided pages, excluding resumes:
        i. Number of years in business
        ii. Detail the experience of all staff who will be involved
    b. Detail your experience in providing the services requested herein for customers of similar size, with dates of performance and/or completion, customer name and contact information
        i. By providing such references you agree that neither the City nor the clients referenced shall have any liability regarding the provision of such references or the City's use of such references in making selections under this RFP.
        ii. Preference will be given to those with prior understanding and/or experience working with SLCo PW and Parks departments).
4. Proposal, including separate file for your fee, must be submitted electronically by **5:00 PM on October 24, 2024**, to:

    Lisa Dudley at ldudley@millcreekut.gov
    1330 East Chambers Avenue
    Millcreek, UT 84106

Request for Proposal Instructions and General Provisions

Failure to comply with the following instructions may cause rejection of your proposal:

1. **Administration Authority:**
   The administration of this purchasing process is conducted by the Millcreek Finance Department. Respondents may not contact the Mayor, City Council, or any employee regarding this solicitation other than those listed herein. Except for written responses provided by the contact person described herein, the City has not authorized anyone to make any representations regarding the subject matter of this Request.
2. **Millcreek Reservations:**
   The City reserves the right to reject any or all responses.
3. **No Obligation Implied:**
   This RFP implies no obligation on the part of Millcreek.
4. **Cost of Proposal Preparation:**
   All costs associated with responding to this RFP are at the sole risk and expense of the respondent. All Proposers must comply with applicable federal, state, and local laws and regulations.
5. **Proposal Submittal Deadline:**
   The proposal must be delivered by the "Due Date and Time." Electronic submittal implies signature.
6. **Requests for Clarification or Additional Information:**
   All requests for clarification or additional information regarding this Request must be submitted in writing to the contact person described below no later than **2:00 PM on October 21, 2024**.
   The contact person will endeavor to respond to such requests for clarification or additional information within forty-eight (48) hours and will provide information to all Proposers.
7. **Responses will become Public Records:**
   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. Section 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.