

Millcreek

1330 East Chambers Ave
Millcreek, UT 84106

Request for Proposals

Millcreek Feasibility Study
for
Providing Public Works Operations

Due October 30, 2024, at 5:00 p.m. local time

1. **Introduction.** Millcreek (the “City”) is requesting proposals (“Proposals” or “Responses”) from qualified proposers (“Proposers”) to perform a feasibility study (“Services”) on providing Public Works Operations for Millcreek (the “Project”).

1.1. **Intent.** This Request for Proposals (this “Request”) intends 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 of 2016 and currently has an approximate population of 65,000. Millcreek has a moderate number of active commercial enterprises, including small businesses, in a broad spectrum of residential strata. Millcreek has many public and private schools, major hospitals, clinics, libraries, and community-supporting non-profit headquarters. Fifty percent of households are starter homeowners, young professionals, and generationally established. A description of the Services is as follows:

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. See **Attachment A** for additional information.

3. **Proposal Requirements.** An electronic copy in PDF of the Proposal is required to be submitted to Lisa Dudley, as listed below, by 5:00 p.m. local time on Wednesday, October 30, 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. No electronic Responses will be accepted except for the PDF copy described above. 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 Apparatus should be included. The introductory letter should be addressed to:

Lisa Dudley
Millcreek City Hall
1330 East Chambers Ave
Millcreek, UT 84106
ldudley@millcreekut.gov

Include an e-mail address for the consultant's primary contact.

3.2. Experience and Qualifications. Describe the Proposer's experience and qualifications to meet the requirements of the City as outlined herein. 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. Your proposal should include information on the levels of training received by each staff member and detailed descriptions of their involvement with projects of similar or identical scope.

3.3. Project Approach. Describe in detail the following:

- A. Your understanding of the Project and a general description of your proposed approach to the Project's scope of services.
- B. A detailed work plan outlining each required task necessary for completion of the Project is described in this Request.
- C. Identify the major risks associated with this Project. For each risk, identify those activities that can be undertaken to reduce, mitigate, or eliminate the risk. Identify the related responsibilities. Ensure that these activities are reflected in your project and management plans.
- D. 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. If there is a better way for the City to package or define the services it has requested herein to obtain better pricing and/or service by making it easier for the selected Consultant, please explain what modifications would be necessary to achieve such better pricing and/or service.

3.3. Timeline. Describe, in detail, the timeline for completion of the Project. Provide a tentative schedule for completing the work based on a deadline of March 31, 2025.

3.4. Cost. Provide a detailed fee schedule that includes the total cost 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 of government or private agencies 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, it may result in disqualification based on the City's sole and absolute discretion.

5. **Evaluation Criteria and Scoring Process.** An evaluation committee will review all Proposals received. Each evaluation criterion has been given a percentage based on its relative value. The requirements and each associated percentage are as follows:

- Experience and Qualifications (50%)
- Project Approach (25%)
- Cost (25%) (a timeline that satisfies the deadline of March 31, 2025, is a mandatory minimum requirement and may result in a disqualification based on the City's sole and absolute discretion)
- References (references are a mandatory minimum requirement, and the City may do its own investigation, and the result of the investigation at any time during the solicitation process may result in a disqualification based on the City's sole and absolute discretion)

6. **Selection.** The City's designee may conduct discussions with Proposers who 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.** The 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 2:00 p.m. October 28, 2024. The contact person will endeavor to respond to such requests for clarification or additional information. 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 must 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 Lisa Dudley, 1330 East Chambers Ave, Millcreek, UT 84106, or for Americans with Disabilities Act (ADA) accommodation, contact the ADA coordinator at adainfo@millcreekut.gov.

Attachment A

SCOPE OF WORK

The scope of work shall include the following:

- 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 maintenanceElements 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.