

Millcreek

3330 South 1300 East
Millcreek, UT 84106

Request for Proposals

Millcreek Magic Ice Show Lighting Provider due
October 24, 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 provide Theatrical Lighting for the Millcreek Magic Ice Show (“Scope of Work”).

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 Scope of Work.** The City is a suburban/semi-urban municipality of approximately 65,000 residents. Among a wide spectrum of residential strata, the City has a moderate amount of active commercial enterprise, including small businesses, public and private schools, a major hospital, clinics, library and community supporting non-profit headquarters. Fifty percent of households can be described as starter homeowner, young professional, and generationally established.

The City has constructed Millcreek City Hall. The City Hall consists of 6 floors. Three of these floors are open to the public. The first floor consists of a market space, a restaurant, and a coffee shop. This floor also features a large fireplace and some gathering spaces for the general public. The 2nd floor hosts our public meetings and private events in our City Council Chambers. The 6th floor Community room and Multi-purpose room are available for privately-hosted banquets, weddings, and events as well as public service events. In addition to Millcreek City Hall, the City Center Plaza is also home to the Millcreek Common, which includes the recreation hub, a pizza house, ice cream vendor, and several gathering places. Millcreek Common forms the centerpiece of the City Center Plaza. The ice rink and adjoining ice-skating loop area total 11,000 square feet of outdoor skating space and is the perfect venue for the City’s Magic Ice Show. 2024 will be the third year that Millcreek City has hosted the Millcreek Magic Ice Show on Millcreek Common. The show is outdoors and produced on the Millcreek Common Ice Loop.

The City is requesting a bid for a contractor to provide theatrical lighting for the Millcreek Magic Ice Show with performances on December 5, 6, 7 at 5:30 PM and 7:00 PM each day, with a rehearsal on December 4th, 2024.

3. **Proposal Requirements.** Two (2) written copies and an electronic copy in PDF (Portable Document Format) of the Proposal are required to be submitted to Rachel Nasse, Millcreek Community Life Events Manager, as listed below, *no later than 2:00 p.m. local time on October 24, 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 referenced 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 Theatrical Lighting for the Millcreek Magic Ice Show should be included. The introductory letter should be addressed to:

Rachel Nasse
Millcreek Community Life Events Manager
Millcreek City Hall
1330 East Chambers Ave.
Millcreek, UT 84106
Rnasse@millcreekut.gov

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

3.2. Qualifications. Describe, in detail the Proposer's experience in performing the Scope of Work. Please provide a detailed biography of the company, the team assigned to provide the requested service, and a detailed approach the team will take to provide the lighting services for the Magic Ice Show.

3.3. Timeline. Describe, in detail, the timeline for delivery of the Scope of Work. Please include dates.

3.4. Cost: Provide a detailed fee schedule that includes a total "not-to-exceed" price to deliver the Scope of Work that includes any and all fees and any and all costs, including any costs for preparation, etc.

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 may result in disqualification based on the City sole and absolute discretion.

5. **Identification of Anticipated Potential Problems.** Proposals should identify and describe any potential problems with respect to providing the Scope of Work

6. **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:

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:

- Qualifications (33.3%)
- Timeline (33.3%)
- Cost (33.3%)
- References (references is 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 sole and absolute discretion)

7. **Selection.** The Millcreek Community Life Events Manager and The Millcreek City Events Director will select the Evaluation Committee. This committee will score the proposals and

make recommendations to the Millcreek City Mayor. The Mayor or his designee will make the final award of contract. The award of contract is scheduled for (October 20, 2024)

8. **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 October 17, 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 her sole and absolute discretion, that such response is of general applicability, her 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 such website frequently. The City anticipates selecting one 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.

9. **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.

10. **Contact Person.** For more information on the Proposal, contact Rachel Nasse, Community Life Events Manager, masse@millcreekut.gov, 1330 East Chambers Ave, Millcreek, UT 84106 or for American with Disabilities Act (ADA) accommodation, contact Kurt Hansen, adainfo@millcreekut.gov 1330 East Chambers Ave, Millcreek, , UT 84106.

Exhibit A

Scope of Work

The City is requesting a bid for a Contractor to supply lighting for our Millcreek Magic Ice Show for 2024. The bid must include a representative to attend planning meetings with the Magic Ice creative team, the equipment and labor to produce the lighting design for the show, and the labor to set up and take down the equipment. The show is outdoors. The equipment will need to be protected from snow and rain or rated for outdoor lighting. The equipment set up will be on December 3rd and 4th. The equipment must be set up and programmed by 6:00pm on December 4th for the rehearsal. The show will be held on December 5th, 6th, and 7th at 5:30 PM and 7:00 PM each day. The take down will be scheduled for December 7th and 8th.