

Millcreek

1330 East Chambers Ave
Millcreek, UT 84106

Request for Proposals

Millcreek Common East Mixed-Use Building

Due Thursday, November 14, 2024, at 2:00 PM local time

1. **Introduction.** Millcreek (the “City”) is requesting proposals (“Proposals” or “Responses”) from qualified proposers (“Proposers”) to purchase property and construct the structure (“Services”) of the Millcreek Common East Mixed-Use Building (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. The City is home to the #1 comprehensive public high school in Utah (Skyline High), the #1 teacher college in the nation (Western Governors University), Utah’s first hospital (St. Mark’s), the largest outdoor ice skating venue in the state, and Utah’s tallest outdoor climbing wall. Below is a description of the Services required:

- Purchase a parcel of real property owned by the City (“Property”) and construct a mixed-use building on the Property. The Property is located on the east side of Millcreek Common, the City’s new public plaza. Starting at Chambers Avenue and the northeast corner of Millcreek Common, the Project would extend south for approximately 230 feet along Millcreek Common. The Project would have a depth of 61 feet.
- The Project would be a six-story building with a ground floor would be retail space of approximately 14,030 square feet and a basement storage area of approximately the same size. The basement and ground floor retail spaces shall be condominiumized from the rest of the Project and be given to the City for their use and control. At the City’s discretion, the ground floor retail will be subdivided into several retail shops, two of which shall be vented for restaurant hoods.
- The five-stories above the ground floor should consist of owner-occupied condominium residential units, which the selected Proposer shall be able to control and market.
- The Project must comply with all city regulations, particularly those outlined in the City Center Overlay Zone, including as it relates to setbacks, step backs, and building materials.
- The residential portion of the Project will enter into a 99-year lease with the City for the bottom level of an adjacent parking structure, which level shall contain 39-47 parking

stalls. The lease terms, including rate and schedule, will be mutually agreed upon by both parties.

- Physical construction of the Project cannot begin until all necessary approvals and real estate transactions are completed, and construction may not start before August 1, 2026.

3. **Proposal Requirements.** An electronic copy in PDF of the Proposal must be submitted to esullivan@millcreekut.gov, as listed below, by 2:00 PM local time on Thursday, November 14, 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 developing the Project should be included. The introductory letter should be addressed to:

Economic Development
Millcreek City Hall
1330 East Chambers Ave
Millcreek, UT 84106
esullivan@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, 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. Experience with condominium residential construction is required.

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 Proposer, 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 groundbreaking of August 1, 2026.

3.4. Cost/Purchase Price. In a separate attachment, provide the Proposer's proposed purchase price for the Property/opportunity to construct this Project.

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** (20%) Experience with condominium residential construction is a mandatory minimum requirement. References are a mandatory minimum requirement, and the City may do its own investigations, 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.
- **Project Approach** (25%) Proposer's quality of proposed product and flexibility in working with public/private partnerships will be considered.
- **Timeline** (5%) Completion of a project in a timely manner, considering an August 1, 2026 groundbreaking, will be considered.
- **Cost/Purchase Price** (50%) The dollar amount put forward by the Proposer for this real estate opportunity is incredibly important.

6. **Selection**. The City's designee may discuss the award with the Proposers. In addition, one or more Proposers may be invited to 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. 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. If the selected Proposer and the City Attorney cannot negotiate an acceptable agreement, the Mayor or his designee may select another Proposer(s), 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 Mike Winder, the City Manager, at mwinder@millcreekut.gov. For Americans with Disabilities Act (ADA), contact the ADA coordinator at adainfo@millcreekut.gov.

10. **Map of Proposed Project Area.**

