

# Millcreek

1330 E Chambers Avenue  
Millcreek, UT 84106

## Request for Proposals/Bids

Millcreek Common General Landscaping and Groundskeeping due  
**February 21, 2025, at 5:00 p.m.** local time

1. **Introduction.** Millcreek (the “City”) is requesting proposals/bids (“*Proposals*” or “*Responses*”) from qualified proposers (“*Proposers*”) for providing general landscaping, tree care, and groundskeeping of Millcreek Common and Mount Aire Streetscape (as described below).

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 of the Project.** The City was incorporated in December of 2016 and currently has an approximate population of 63,000 residents. In 2022 the City built Millcreek Common, a two-acre plaza in the City Center development area. In 2023 the City built the Mount Aire Streetscape, a one-acre linear streetscape. In 2024 the City purchased a 0.4-acre commercial property, Check City/Verizon shopping center, with an existing structure and parking lot with landscaped planting beds. Millcreek Common is directly adjacent to Millcreek City Hall. Mount Aire Streetscape is 0.3 miles from City Hall. Check City/Verizon center, which is 0.15 miles from City Hall. These three parcels are landscaped with trees, indigenous plants, grass, and flowers. Most of the landscaping is in flower beds and landscape islands, some are in planting pots. Refer to Exhibits A, B, and C below.

3. **Landscaping Maintenance Opportunities.** The City has three parcels that need landscape maintenance: Millcreek Common & City Hall, Mount Aire Streetscape, and Check City Commercial Center.

3.1 **Scope of Work.** Proposer will weed, prune, fertilize, trim, provide plant illness diagnostics, tree care, plant care, mulching, soil testing, add soil amendments, and cleanup. Cleanup will also include clearing trash from landscaped areas. This service will be seasonal – from March until November. This contract will not include mowing, edging, hardscape installation, snow removal, interior plant care, trash removal from fixed trash receptacles, and sprinkler system installation or repair; however, you may provide a separate proposal for seasonal, weekly mowing and edging. Any plant or tree replacements, or added plantings, will be outside this proposal’s scope and be considered on a case-by-case basis.

The contract period will be one year, minimum, but may be as long as three years.

3.2 **Operations and Equipment.** Proposer will be responsible for providing all labor, fertilizer and soil amendments, tools, equipment, and cleanup to accomplish the scope of work.

3.3 **Hours.** Proposer will schedule maintenance at any time between 7:00 am and 5:00 pm Monday through Saturday.

4. **Proposal Requirements.** Submit an electronic copy of the Proposal in PDF, and a separate document of the Cost component *no later than 5:00 p.m. local time on February 21, 2025*. Any response, modification, or amendment received after the due date and time is considered late. No late response, modification, or amendment will be accepted. Proposals must include the following elements and be signed by an authorized representative of the Proposer. The Proposal with separate Cost component shall be emailed to:

Elise Summers  
Millcreek City Hall  
1330 E Chambers Avenue  
Millcreek, UT 84106  
[esummers@millcreekut.gov](mailto:esummers@millcreekut.gov)

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

4.1. **Introductory Letter.** An introductory letter expressing an interest in providing this service should be included.

4.2. **Qualifications.** Describe, in detail the Proposer's experience in providing landscaping and gardening services within the last 5 years, including design and gardening suggestions, and ideas for organizations of similar size.

4.3. **Cost:** Provide a detailed fee schedule that includes a total "not-to-exceed" price to deliver the Scope of Work consists of any and all fees, expenses, and costs, including any costs for preparation, etc. Include a price for additional services and specifically identify the extra services. Cost component must be submitted in a separate PDF file.

4.4. **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. **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.** The Evaluation Committee will review all Proposals received. Each evaluation criterion has been given a percentage based on its relative value. The criteria and each associated percentage are as follows:

- Qualifications (65%)
- Cost (35%) The points assigned to each cost proposal will be based on the lowest proposed cost. The Proposer with the lowest proposed cost will receive 100% of the price points. All other Proposers will receive a portion of the total cost points based on the percentage of the lowest price proposal divided by their proposed higher cost. The formula to compute the points is:  

$$\text{Cost Points} \times (\text{lowest proposed cost} / \text{proposed cost}).$$
- 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)

7. **Selection.** An Evaluation Committee or individual(s) will be appointed by the City (the "*Evaluation Committee*") to evaluate the Qualifications component of the Proposals. The above criteria will be used to evaluate the Proposals. If such modification occurs, each Proposer being interviewed will be notified at least twenty-four (24) hours prior to the interview of the revised criteria. In addition the Director of City Facilities may discuss with the Proposers who are being considered for the award. In addition, one or more Proposers may be invited to participate in an interview; however, the Evaluation Committee reserves the right to modify the criteria with respect to interviews. Proposals may be accepted without discussion or interview. The Mayor or his designee will make the award. The Cost component will be evaluated by a neutral party, who is not part of the evaluation committee. Cost scoring will be considered after the evaluation committee scores the qualifications component.

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 February 19, 2025, at 2:00 p.m. The contact person will endeavor to respond to such requests for clarification or additional information. If the contact person deems, in his sole and absolute discretion, that such response is of general applicability, his response, if any, will be posted on the City's website at [Millcreekut.gov](http://Millcreekut.gov) (which constitutes a written response). Entities responding to this Request are encouraged to review such webpages 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.

A mandatory site walk will take place on Tuesday, February 18 at 4:00 pm. Please meet at the first floor of Millcreek City Hall, 1330 E Chambers Avenue, Millcreek, UT, 84106.

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 cannot 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 Kurt Hansen, Director of City Facilities, [khansen@millcreekut.gov](mailto:khansen@millcreekut.gov), 1330 E Chambers Avenue, Millcreek, UT 84106; for American with Disabilities Act (ADA) accommodation contact our ADA Coordinator at 801-214-2751 or [adainfo@millcreekut.gov](mailto:adainfo@millcreekut.gov).

**Exhibit A – Millcreek Common & City Hall**





## Exhibit B – Mount Aire Streetscape



## Exhibit C – Check City Commercial Center

