



**Consulting Services for
Transportation Utility Fee (TUF)
Feasibility Study**

Due Date and Time: April 18, 2025 at 4:00 p.m.

1. **Introduction/Background.** Millcreek (“City”) desires to contract for consulting services (“Consultant”) as described in Attachment “A”. The City is requesting proposals (sometimes referred to as “Request,” “Proposal,” or “RFP”) from qualified firms/individuals (“Proposer”) to provide the Services.

2. **Proposal Requirements.** One electronic copy of the Proposal in Word or PDF format is required to be submitted to John E Miller P.E., as listed below, no later than 4:00 p.m. local time on Friday April 18, 2025. The Proposal, not including a cover letter, shall not exceed four (4) letter size pages. Other than the electronic version of the Proposal, there is no specific format for submitting responses to this Request. Any response, modification, or amendment received after the due date and time is late and will not be accepted. Proposals must be signed by an authorized representative of the Proposer and include the following elements:

2.1 **Introductory Letter.** An introductory letter expressing an interest in providing the Services should be included. The introductory letter should include an e-mail address and phone number for the primary contact of the Proposer and be addressed to:

John E Miller, P.E.
Millcreek Public Works Director/City Engineer
Millcreek, UT 84106
jmiller@millcreekut.gov

2.2 **Qualifications.** Demonstrate the ability to perform the required Services at specified levels described in this RFP. Identify the type of business (corporation, partnership, sole proprietor, etc.) under which your firm operates, the date the business started, and the license number to do business in the State of Utah. The Proposal shall provide the address for the office that would provide the services and the location of the headquarters office. Indicate the number of employees in the office providing the service.

2.3 Project Team. Provide an organizational chart showing the level of organizational responsibility of all major participants of your proposed project team, including hourly rates for each project team member who the Proposer plans to utilize in the completion of the project. In addition to the Proposal, Proposer may include up to three (3) single-page resumes of key members who will be directly involved in the project. By listing the individuals in the Proposal, the Proposer is making a commitment that the personnel listed are the personnel who will be assigned to this project. The City must approve any changes to the personnel indicated. If any part of the work will be provided by a subcontractor(s), please state their company name, role in this contract, and the estimated amount of time. The City reserves the right to request a substitution of personnel or subcontractor(s). The Proposer will be responsible for verifying the qualification and validity of all licenses and permits for any outsourced work to subcontractors.

2.4 Relevant Experience. Provide detailed relevant experience for projects of a similar scope and comparable size and complexity, which shall include the following: name of the client, contact person and current phone number, a brief description of the project, date, total contract amount, and any other pertinent information regarding the experience. Provide a brief history of the Proposer's ability to complete projects in a timely manner. The City may contact any or all of your clients for a reference.

2.5 Proposed Approach. Describe the overall philosophy and how it will be applied to the project. Describe how the Proposer will approach each task of the project. Give a full description of the methodology to be employed in completing the tasks and deliverables of this RFP. Rather than stating commonly followed practices, focus on discussing issues and ideas unique to this project and propose innovative and "value-added" practices that may be employed. For each person listed in the project team, describe their role in the proposed approach and provide the estimated number of hours or percentage of time the person is expected to work on each task. The percentages should be based on a 40-hour work week.

2.6 Schedule. Time is of the essence in all project activities to ensure the earliest possible project delivery. Provide a time schedule stating when your Proposal's key tasks and milestones will be completed. This Section shall demonstrate the Proposer's ability to provide the desired Services within the time frames specified and at specified levels as described in the scope of work.

3. Identification of Anticipated Potential Problems. The Proposer should identify and describe any potential problems related to providing the Services.

4. Evaluation Criteria and Scoring Process. The Public Works Department 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:

<u>Evaluation Criteria</u>	<u>Weight</u>
• Qualifications	10%
• Project Team	25%
• Relevant Experience	15%
• Proposed Approach	40%
• Schedule	<u>10%</u>
• Total	100%

5. **Selection**. Discussions may be conducted with Proposers determined by the City to be reasonably susceptible to being selected for the award. In addition, selected Proposers may be invited to interview. Provided, however, that Proposals may be accepted without discussion or interview.

6. **General Information**. The City reserves the right to reject any and all Proposals. 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 ("Contact Person"), 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 through the Utah Public Procurement Place (SciQuest) website no later than Tuesday, April 15 2025, at 1:00 p.m. The Contact Person will endeavor to respond to such request for clarification or additional information, and if the Contact Person deems, in their sole and absolute discretion, that such response is of general applicability, the response, if any, will be posted on the Utah Public Procurement Place (SciQuest) website (which constitutes a written response). Entities responding to this Request are encouraged to review such websites frequently. **Please note that Proposals are to be submitted to the Contact Person and do not need to be submitted on the SciQuest website.** 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 by the Government Records Access and 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 and Management Act

7. **Terms of Contract**. The successful Proposer will be required to enter into a written agreement with the City to provide the Services. If the selected Proposer and the City are unable to negotiate an acceptable agreement, then another Proposer(s) will be selected by the City Council or City Council elect and negotiation will continue with such other Proposer(s) until an acceptable agreement is completed.

8. **Contact Person.** For further information contact John E Miller at (801) 214-2719 or jmiller@millcreekut.gov. For American with Disabilities Act (ADA) accommodation contact the ADA coordinator at adainfo@millcreekut.gov.