

Millcreek

1330 East Chambers Ave.
Millcreek, UT 84106

Request for Proposals

Millcreek Doxie Derby Event Services due
December 5, 2025, at 2:00 p.m. local time

1. **Introduction.** Millcreek (the “City”) is requesting proposals/bids (“*Proposals*” or “*Responses*”) from qualified proposers (“*Proposers*”) to promote and create a ticketing and registration platform for The Doxie Derby at the Millcreek Common (“*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 has constructed Millcreek Common, a two-acre public plaza, which features an ice rink and an adjoining ice-skating loop (winter use) and roller/in-line skating on the ice rink and adjoining ice-skating loop area (spring/summer use). The ice rink and adjoining ice-skating loop area totals approximately 11,000 square feet. Millcreek Common forms the centerpiece of the City offices and “City Center.”

The City is requesting proposals for a contractor to create a ticketing platform, registration platform, and a PR campaign, including proposed dates for a 4,000 participant/ticket “Doxie Derby” event. The Doxie Derby will be held on Millcreek Common and is described as a high-energy, community-driven Dachshund racing festival, returning on March 28, 2026, from 2:00 to 7:00 PM. The event attracts over 4,000 attendees and features more than 200 registered competitors, making it one of the region’s most lively and beloved pet-focused gatherings. It will include a signature bar service, complimentary themed food trucks, and a curated selection of pet-centric vendor booths, all designed to elevate the guest experience and broaden the event’s appeal. It is anticipated that racing will be structured in a multi-heat format. The festivities open with the “Running of the Wieners,” a parade giving owners and their four-legged athletes a chance to showcase their spirit and build anticipation for the races ahead. The event culminates with an awards ceremony where the champion is crowned Top Dog.

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 December 5, 2025*. Any response, modification, or amendment received after the due date and time is considered late. No late responses, changes, or amendments 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 Services should be included. The introductory letter should be addressed to:

Rachel Nasse
Millcreek Community Life Events Manager
Millcreek City Hall

1330 East Chambers Avenue
Millcreek, UT 84106
Rnasse@millcreekut.gov

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

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 the job, and the approach the team will take when working with the City.

3.3. **Timeline.** Describe, in detail, the timeline for delivery of the Scope of Work. Please include dates. Please also include a detailed description and timeline of communication, as well as updates on ticket sales with the City.

3.4. **Cost:** Provide a detailed fee schedule that includes a total "not-to-exceed" price to deliver the Scope of Work, encompassing all fees and expenses, including preparation costs, 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's sole and absolute discretion.

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

5. **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 (33.3%)
- Timeline (33.3%)
- Cost (33.3%)
- 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 will select the Evaluation Committee. This committee will score the proposals and make recommendations to the Millcreek City Mayor or her designees. The Mayor or her designee will make the final award of the contract. Notification of a contract award is scheduled for December 10, 2025.

7. **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 December 3, 2025, at 2:00 p.m. The contact person will endeavor to respond to such a 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 webpage 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 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.

9. **Contact Person.** For more information on the Proposal, contact Rachel Nasse, Community Life Events Manager, at rnasse@millcreekut.gov, 1330 East Chambers Ave, Millcreek, UT 84106. For American with Disabilities Act (ADA) accommodations, contact Rachel Nasse, Community Life Events Manager, at rnasse@millcreekut.gov, 1330 East Chambers Ave, Millcreek, UT 84106.