

Millcreek

1330 E Chambers Avenue
Millcreek, UT 84106

Request for Proposals/Bids

Millcreek Common Climbing Wall Strip and Refinish
March 5, 2026, at 5:00 p.m. local time

1. **Introduction.** Millcreek (the “City”) is requesting proposals/bids (“Proposals” or “Responses”) from qualified proposers (“Proposers”) for striping the existing finish and applying a new finish to the city climbing wall (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 November of 2023 the City moved into their new Millcreek City Hall. At the northeast corner of City Hall is a climbing wall used for recreational climbing. After more than two years, inclement weather, and many climbers, the exterior finish on the plywood climbing wall is worn and needs to be stripped off and reapplied. Refer to Exhibits A, B, and C below.

3. **Climbing Wall Description.** The City constructed an 85 feet (approximately) four-sided plywood climbing wall to the northeast corner of city hall. At ground-level, the base of the wall is approximately 12 feet long by 3 feet wide, and about 85 feet tall as mentioned above.

3.1 **Scope of Work.** Proposer will strip the existing finish from the plywood wall without damaging the existing plywood base, seal all grooves and joints in the plywood, and apply a light stain and a new weather-tight, UV resistant finish to match the existing texture – the wall has an abrasive texture. The city is seeking that the new finish on the climbing wall will last approximately 5 years.

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

3.3 **Schedule.** Proposer will schedule this project, starting March 16, 2026 and finishing by April 3, 2026. All work will be performed between 7:00 am and 5:00 pm Monday through Saturday.

3.4 **Extra Notes.** Please consider that currently much of the wall has been covered with ¾ inch plywood with horizontal 2x4 cleats to protect the wall while simulated ice climbing occurs. This extra layer of plywood and the 2x4 cleats will be removed before wall refinishing begins.

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 March 5, 2026*. 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 Proposer shall separate the Cost component from the proposal and email it to:

Elise Summers
Millcreek City Hall
1330 E Chambers Avenue
Millcreek, UT 84106
esummers@millcreekut.gov

The proposal without the cost component shall be sent to:

Kurt Hansen
Millcreek City Hall
1330 E Chambers Avenue
Millcreek, UT 84106
khansen@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 striping and refinishing similar projects within the last 5 years, including any suggestions, and ideas for project of this scope.

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 her 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 March 3, 2026, 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 (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.

All proposers are encouraged to visit and examine the climbing wall at the northeast corner of Millcreek City Hall at 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 her 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, 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.

Exhibit A – Millcreek City Hall Climbing Wall Conceptual Drawings

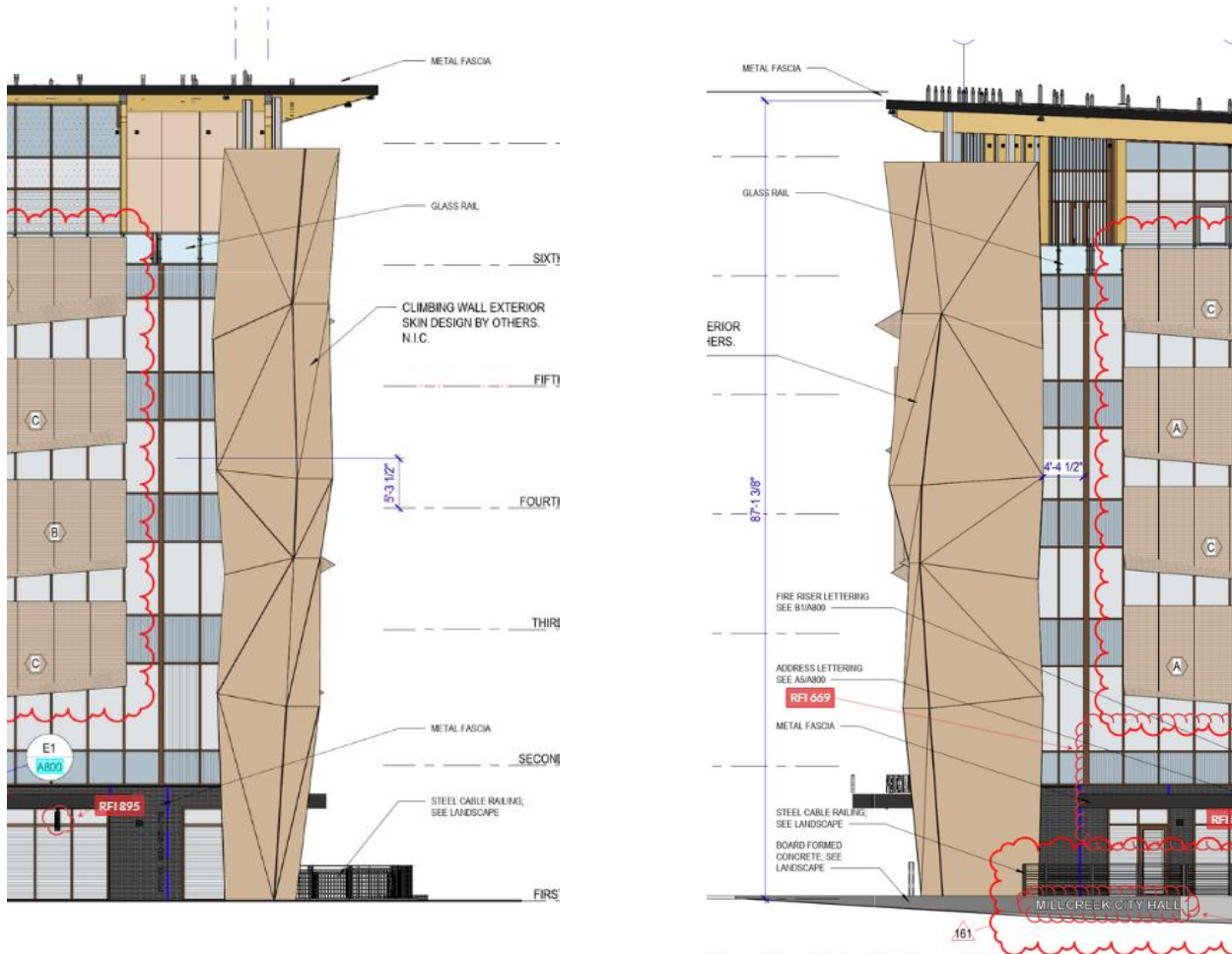


Exhibit B – Millcreek City Hall Climbing Wall Weathering Photos



Exhibit C – Millcreek City Hall Climbing Wall Ice Climbing Photos

