

Request for Proposals:

Feasibility Analysis for Providing Public Works and Administration Operations,
including Revenue and Expenses

Issued by and for Magna City

Due: Friday July 3, 2024 5:00 PM Local Time

Proposals will be sent to the Evaluation Committee together no later than July 6, 2026

Deadline for Questions: June 24, 2026

Questions and Responses to Questions may be provided to all Proposers by: June 26, 2026

Submit Questions and Responses: via Email jay@meridianland.law

1. **Introduction.** Magna City (“City”) is requesting proposals (“Proposals” or “Responses”) from qualified proposers (“Proposers”) to perform a feasibility analysis (“Services”) regarding municipal services currently provided through the Greater Salt Lake Municipal Services District (“MSD”), as well as revenues and expenses for the City generally (the “Project”).

2. **Intent.** This Request for Proposals (this “Request”) sets forth the minimum acceptable requirements for proposals. The Purchasing Agent has determined that competitive sealed bidding is not practicable nor advantageous to the City. Therefore, the City is utilizing a competitive sealed proposal process appropriate for professional service contracts, under which proposals are evaluated based on multiple factors rather than price alone.

3. **Procurement Authority and Procedures.**

3.1. This Request is issued pursuant to Magna City’s Purchasing, Contracting, and Procurement Policy, adopted by Ordinance No. 18-01-01, as amended (the “Purchasing Policy”).

3.2. Proposals will be opened and evaluated in a manner that avoids disclosure of contents to competing offerors during the evaluation process, and a register of proposals will be made available for public inspection following award. Interested Proposers may submit a Business Request for GRAMA Business Confidentiality Claim.

3.3. **Deadlines:**

- Public notice of this Request will be provided at least ten (10) days prior to the proposal due date and date set for opening the Proposals.
- Questions to be sent by email: no later than June 24, 2026

- Responses to questions that are applicable to all proposers will be provided no later than June 26, 2026.
 - Complete submissions to be received electronically no later than: 5:00 PM local time on: July 3, 2026.
 - In the event submissions are too large to be emailed, please contact us for document transmittal arrangements.
 - Proposals will be sent to the evaluation committee (“Committee”) no earlier than the submission deadline.
- 3.4. This Request states the relative importance of priced and other evaluation factors, and award will be made in writing to the proposer whose proposal is determined to be the most advantageous to the City based solely on the evaluation criteria stated in this Request, consistent with the Purchasing Policy.
4. **Background and Detailed Description of Services.** The City seeks a neutral, data-driven analysis to determine the most advantageous and efficient means of providing certain municipal services presently delivered through the MSD. These services currently include land use administration, planning, building inspections, code enforcement, business licensing, and administrative support. Proposers are encouraged to research publicly available information about the MSD and its services. Outputs must be suitable for public review and City decision-making. See **Attachment A** for additional information.
5. **Proposal Requirements.** An electronic copy of the Proposal in PDF format must be submitted to the Contact Person identified herein no later than the date and time specified above. Late submissions will be rejected unless the City elects to re-open the Request deadline. Proposals must be signed by an authorized representative of the Proposer.
- 5.1. **Introductory Letter.** Include an introductory letter identifying the Proposer’s primary contact and confirming the Proposer’s understanding of and willingness to comply with the procedures and ethical requirements set forth in the Purchasing Policy.
- 5.2. **Experience and Qualifications.** Provide a general overview of the firm, years in business, relevant experience with municipal feasibility studies and public-sector service delivery, and resumes for key personnel proposed for this Project.
- 5.3. **Project Approach.** Describe in detail the following:
- Understanding of the Project and proposed analytical approach.
 - Detailed task-based work plan.
 - Identification of major risks and proposed mitigation strategies.

- Any additional or innovative methodologies relevant to this Project.

5.4. Timeline. Describe, in detail, the timeline for completion of the Project. Provide a tentative schedule for completing the work based on a deadline of no later than 90 days following award.

5.5. Cost. Provide a detailed fee proposal as a separate section or attachment to the Proposal. The detailed fee proposal should include: a summary of the proposed fee structure, estimated total cost, guaranteed maximum price (if applicable), hourly rates (or an explanation of fee structure if not using hourly rates or guaranteed maximum price), estimated allocation of total hours for each hourly rate or category thereof, and any out-of-pocket costs not included. Cost plus a percentage of cost pricing structures are not permitted under the Purchasing Policy, which prohibits such contract arrangements.

5.6. References. Submit references for comparable projects. The City reserves the right to contact references and consider the results as part of its evaluation and responsibility determination.

5.7. Conflicts of Interest and Ethics. Disclose any actual or potential conflicts of interest, including prior or current work involving the MSD or related entities. Proposers must comply with all ethical requirements applicable to public contracting.

6. **Evaluation Criteria and Scoring Process**. The 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 (50%)
- Project Approach (25%)
- Cost and Overall Value (25%)
- Note: A timeline that satisfies the deadline of described above is a mandatory minimum requirement. Failure to meet this requirement may result in disqualification.

5. **Selection**. The Committee may conduct discussions or interviews with one or more Proposers or may make an award based solely on written Proposals. After review and prior to award, the Committee may permit revisions for the purpose of obtaining best and final Proposals. If any Proposer is afforded this opportunity, all qualified Proposers will be notified and afforded similar opportunity. The City reserves the right to cancel this Request or reject any or all Proposals when in its best interest.

6. **General Information**. The City anticipates selecting one or more of the responding Proposers, but there is no guarantee that any responding Proposer will be selected. Appeals are governed by Article V of the Purchasing Policy.

7. **GRAMA and Confidentiality.** 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. Interested Proposers may submit a Business Request for GRAMA Business Confidentiality Claim.

8. **Terms of Contract.** The successful Proposer must 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 this Request, please contact Jay L. Springer, Meridian Land Counsel, PLLC, via email at jay@meridianland.law.

Attachment A

SCOPE OF WORK

The scope of work shall include the following tasks:

1. Feasibility Study and Service Delivery Alternatives
 - a. Conduct a comprehensive feasibility study evaluating alternative models for the provision of municipal services, including operational, fiscal, and administrative considerations.
2. Revenue and Expense Analysis
 - a. Identify and evaluate all legally available and reasonably anticipated municipal revenue sources and all associated expenses under each service delivery alternative, including both recurring and non-recurring revenues and costs.
 - b. Note on Fees: This shall explicitly include legally available fees not currently charged by the City, including up-front costs to implement and collect such fees. For the avoidance of doubt, this is not a request for an impact fee analysis or impact fee facilities plan.
3. Scenario Analysis
 - a. Analyze multiple service delivery scenarios, which shall include, at a minimum:
 - i. Continued provision of services by the Greater Salt Lake Municipal Services District (MSD).
 - ii. Direct provision of services by the City.
 - iii. Hybrid or contractual models combining City services with interlocal agreements or third-party providers.
4. Cost Identification and Long-Term Fiscal Assessment
 - a. Identify and evaluate start-up, transition, operational, capital, and overhead costs associated with each scenario, and assess long-term fiscal sustainability over an appropriate multi-year horizon (no less than a five-year period).
5. Risk and Constraint Evaluation
 - a. Identify material legal, operational, financial, and governance risks and constraints associated with each service delivery option, and develop potential mitigation strategies for identified risks.
6. Reports and Presentation
 - a. Prepare draft and final written reports documenting the findings of the feasibility study, including an executive summary suitable for public distribution, and present the results of the study at a public meeting or meetings as requested by the City.