



City of Holladay

REQUEST FOR PROPOSALS (RFP) for Public Works Feasibility Analysis

Date of Issue: August 3, 2026

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ATTACHMENT A: CITY OF HOLLADAY STANDARD TERMS AND CONDITIONS FOR SERVICES

1. Introduction

The City of Holladay ("City") is seeking qualified firms or teams ("Proposer") to conduct a feasibility analysis for public works services currently provided under contract to Salt Lake County (the "Project").

2. Deadline for Proposal Submission

Proposers must digitally submit their proposal by **Friday, August 21, 2026 at 5 p.m. MST**. Only submissions by email will be accepted. Send your proposal by email in a single PDF that includes the complete proposal of all required information and documents to gchamness@holladayut.gov with the subject "public works feasibility analysis." Proposals will not be publicly opened or read. No proposal will be accepted after the closing date and time.

3. Anticipated Schedule for the RFP Process (subject to change)

<u>Activity</u>	<u>Date</u>
RFP Issued	August 3, 2026
Final Day to Submit Questions	August 10, 2026
Proposal Deadline	August 21, 2026
Committee Review	August 27, 2026
Interviews	September 2, 2026
Contract Negotiation	September 3-10, 2026
Notice to Proceed	September 11, 2026
Final Project Deadline	January 22, 2027

4. RFP Contact

Interested parties should only coordinate with the named RFP contact and refrain from communicating with other City staff or officials regarding this Project. The RFP contact is:

Gina Chamness, City Manager
City of Holladay
3330 S. 1300 E.
Millcreek UT 84106
Telephone: 801-272-9450
Email: gchamness@holladayut.gov

5. Instructions for Question Submission

All questions must be submitted no later than August 10, 2026 in writing via email to gchamness@holladayut.gov. The question period will open concurrently with the release of the RFP. Answers to all questions received will be posted on Utah's Public Procurement Place website (sciquest), purchasing.utah.gov/currentbids and the City's website, https://holladayut.gov/bid_opportunities/index.php.

6. Modifications and Addenda

Any addendums to the RFP will be made on Utah's Public Procurement Place website (sciquest), purchasing.utah.gov/currentbids and the City's website, https://holladayut.gov/bid_opportunities/index.php.

7. Project Background

Holladay has contracted with Salt Lake County to provide a variety of public works services since its incorporation more than twenty-five years ago. These services include snow removal, general street maintenance, pavement management, sign maintenance, road striping, traffic signal management and maintenance, storm drain vactoring,

and street sweeping. Holladay has also supplemented these services with independent, direct contracts for concrete replacement, asphalt maintenance and storm drain repairs.

Salt Lake County provides similar services for other cities, including cities and towns served by the Municipal Services District (MSD). Holladay is aware that other cities are exploring the possibility of self-providing public works services. Holladay has been well served by Salt Lake County's public works services and is unsure of the potential price impact on our contractual services should other cities choose to self-provide services. Therefore, Holladay wishes to consider a comprehensive feasibility analysis evaluating alternative models for the provision of public works services.

8. Funding and Payment

The negotiated contract will detail the schedule and amount of payment based on the Proposer's estimate for the scope of work and project timeline. Payments to the Proposer will be made as work milestones/deliverables are accepted by the City's Project Manager in writing.

9. Scope of Work

The information listed below is intended to provide interested Proposers with a preliminary scope of work, but it is not meant to limit a potential contract for services or exclude any relevant or essential data, tasks, or Project steps. The City and the selected Proposer will finalize the scope of work during the contract negotiation period. The proposed Project is expected to include the following:

1. Conduct a comprehensive feasibility analysis evaluating alternative models for the provision of public works services, which include snow removal, general street maintenance, pavement management, sign maintenance, road striping, traffic signal management and maintenance, storm drain vactoring, and street sweeping. This analysis will include five scenarios, including:
 - Direct or contracted provision of public works services currently provided by interlocal agreement with Salt Lake County by the City.
 - Hybrid model combining shared public works facility with another public entity while providing direct or contracted provision of currently contracted public works services.
 - Interlocal agreement with another public entity providing currently contracted public works services.
 - Interlocal agreements with other public entities providing currently contracted public works services.
 - Continued contracted provision with Salt Lake County.
2. Identify start up, transitional, operational, capital and overhead costs associated with each scenario.
3. Assess long-term financial sustainability over a 5,10- and 20-year period.
4. Identify material legal, operational, financial and governance risks with each option.
5. Prepare draft and final written reports and presentations documenting the findings of the feasibility study, including an executive summary for public distribution, and present the results of the study at a public meeting or meetings as requested by the city.

10. Submission Requirements

Proposals are due by **Friday, August 21, 2026] at 5 pm MST**. The Proposer must submit a digital proposal in PDF format, including all required information and supplementary materials, which should not exceed **15, 8.5"x11"**, single-sided pages. The cover page, table of contents, tab sheets, and appendix are included in the page count. Please number the proposal's pages and include a table of contents. The Proposer must address and clearly label all items indicated in this section within their proposal in the order as outlined below. Following these instructions will assist the Selection Committee in evaluating the proposal.

It is the Proposer's sole responsibility to read and interpret this RFP and the written instructions contained herein.

Responses to the RFP that are not received prior to the time and date specified will be considered late. The City reserves the right to reject any late, incomplete, or irregular response and reserves the right to waive any non-material irregularity in responses.

11.1 Letter of Interest/Executive Summary. Provide an overview of how your firm will approach the Project. Include a statement that the Proposer has read and understands this RFP and accepts the written instructions. Identify the Proposer's primary point of contact for the RFP that is responsible for disseminating information to the Proposer team; include the person's name, direct phone number, email address, and mailing address. Provide a list of any current lawsuits, liens, and outstanding financial liabilities for your firm or a statement that none exists. Include a statement of acknowledgment of addendums to the RFP, if applicable, and a signature of an officer authorized to bind the Proposer's firm contractually.

11.2 Relevant Experience and References. Provide detailed relevant experience for at least three (3) projects of similar scope with comparable size and complexity. For each example, share a brief description of the project, the total budget (including all elements), the date the project was completed, whether the project came in on time and on budget, and any other pertinent information. Include three references with the name of the client, the contact person, current phone number and email address.

11.3 Qualifications and Project Team. Provide a brief summary of your firm, the scope, and the nature of services routinely provided by your firm. 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 you are located. Explain your firm's greatest strengths and how those strengths would serve the City's objectives and this Project.

Provide an organizational chart showing the level of responsibility of all major participants of the Proposer's team and subcontractors/consultants (if applicable) that will provide services to complete the Project. Detail if your Project team has worked together on past projects. Include brief resumes of the key Team members who will be directly involved in the overall service. By listing individuals, the Proposer is making a commitment to use those personnel. If the Proposer is selected for the Project, the City must be notified of any changes to the personnel indicated. The Proposer is responsible for verifying the qualification and validity of licenses or permits for any outsourced work to subcontractors/consultants.

11.4 Project Approach and Schedule. Describe how you will approach the scope of work and tasks to be completed from Section 9 of this RFP, including, but not limited to, the methodology that will be used, expected deliverables, and expectations of support by City staff. Propose a time schedule stating when the key tasks of your proposal would be completed, including schedules for the key phases and how you will meet the January, 2027 target completion date of the Project. Indicated the schedule for regular contact with the City's Project Manager and Project Team, including meetings, City Council presentations, and other client review milestones.

11.5 Project Budget. The proposal must include an estimated budget for each phase of the Project. Describe what methods and tools you will use to keep the Project on budget and on time. The proposal must include a proposed payment schedule for the execution of the agreement and completion of each phase. Proposer should include the firm's fee structure, including an hourly rate for each team member the Proposer plans to utilize in the completion of the services and an estimate of how many person-hours are assumed in the fee. Proposer must guarantee its pricing for one year.

11. Selection Process and Criteria

The City will make every effort to ensure that all proposals are treated fairly and equally throughout the selection process. The City will form a Selection Committee to review the submitted proposals and provide recommendations. The main Committee tasks will include:

- Identifying a Short-list of Finalists. The Selection Committee will score and rank the written proposals to determine a shortlist of finalists.
- Conducting Interviews to Recommend a First and Second-Ranked Proposer. The City will notify the Proposer if selected for the shortlist and may ask them to participate in an interview. If it is in the best interest of the City, it shall establish a date(s) and time(s) for the interviews or presentations. Invited, eligible Proposers will receive instructions for the interviews. Representations made by a Proposer during interviews or presentations shall become an addendum to the Proposer's proposal and shall be documented. Representations must be consistent with the Proposer's original proposal and may only be used for purposes of clarifying or filling in gaps. Interviews and presentations will be at the Proposer's expense. The City may select a first-ranked and second-ranked Proposer with or without conducting interviews.
- Negotiating with First-Ranked Proposer. The first-ranked Proposer will be given a defined period of time to negotiate and execute a service agreement with the City. In the event that exclusive negotiations are conducted and an agreement is not reached, the City reserves the right to enter into negotiations with the next highest-ranked Proposer without the need to repeat the formal solicitation process.

Selection Criteria

The following weighted criteria will be used in evaluating the responses received.

- Project Approach and Schedule (30%) – Proposed project approach must meet the scope, requirements, and needs included herein and be presented in a clear and organized manner.
- Project Budget (20%) – Proposals will be evaluated on the value and cost of their services based on the work to be performed in accordance with the scope of this project. Hours committed by senior personnel and hourly rates will be considered.
- Relevant Experience and References (25%) – Proposals will be evaluated on the experience of their firm. Proposers will be evaluated on examples of their prior relevant work and successful exhibits.
- Qualifications and Project Team (25%) – Proposers must provide descriptions and documentation of the technical expertise of their firm and team members.

12. Special Conditions for Proposals

13.1 All information submitted to the City by the Proposer will be binding upon the Proposer.

13.2 All responses, including attachments, supplementary materials, and addenda shall become the property of the City at the time of submission and will not be returned to the Proposer. Information contained in the responses will be available to the public upon inquiry or GRAMA request immediately following the execution of a written agreement with the selected Proposer by the City.

13.3 The City reserves the right to negotiate changes in the terms of services with the selected Proposer as may be required.

13.4 The City reserves the right to withdraw or suspend the RFP.

13.5 The City reserves the right to reject any or all responses received. The City shall have the right to waive any informality or technical defect in responses received when in the best interest of the City.

13.6 The City advises that it is a governmental entity in the State of Utah and is bound by the provisions of the Utah Governmental Immunity Act (Title 63G, Chapter 7, Utah Code Annotated, 1953, as amended) and does not waive any procedural or substantive defense or benefit provided or to be provided by the Governmental Immunity Act or comparable legislative enactment, including without limitation, the provisions of Section 63G-7-604 regarding limitation of judgments. Any indemnity and insurance obligations incurred by the City under a future contract related to this RFP are expressly limited to the amounts identified in the Act.