



**SOUTH SALT
LAKE
COMMUNITY
DEVELOPMENT**

City of South Salt Lake - Request for Proposals

Fee Study 2022

Issue Date: November 8, 2021

Submission Deadline: 3:00 pm MST December 3,
2021

City of South Salt Lake Community Development

Department Attention: Sean Lewis

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South Salt Lake, Utah 84115

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I. BACKGROUND

The City of South Salt Lake (hereinafter referred to as the "City") is seeking proposals for Independent Contractor Services from individuals and firms ("Consultant") to prepare a comprehensive update to the City of South Salt Lake Fee Schedule.

II. PROPOSED PROJECT

The City, acting through its Office of Community Development, is requesting proposals from qualified consultants with expertise in municipal fees to assist City staff in the preparation of a comprehensive update to specific portions of the City's Consolidated Fee Schedule. The focus of this project will be to:

- (a) Assess the propriety of the City's Consolidated Fee Schedule under UTAH CODE ANN § 10-1-203 and any other applicable statutory requirements;
- (b) Study the City's business license ordinance codified as Title 5 of the South Salt Lake City Municipal Code;
- (c) Study fees associated with Business Licensing, Animal Control, Code Enforcement, Administrative hearings, and other related categories.
- (d) Present a comparison of fees charged by the other comparable municipalities in Utah;
- (e) Develop a revised fee schedule, if necessary, to assure compliance with all applicable legal requirements while assuring recovery of the City's costs in administering government functions generally; and
- (f) Suggest any other modifications to the South Salt Lake City Municipal Code, dictated by such study of the City's fee ordinances.

The foregoing work, together with ancillary and additional services as may be reasonably required to accomplish the desired project is referred to herein as the "Project". The total budget for this project is expected to not exceed \$50,000.

III. TERM OF AGREEMENT

It is expected that the comprehensive update of the Consolidated Fee Schedule be completed and approved by City of South Salt Lake no later than June 30, 2022. This time frame may be extended for a short period of time through written documentation agreeable to both parties.

IV. SCOPE – REQUIREMENTS

The Independent Contractor Services sought in this RFP are intended for Consultant to take charge of the Consolidated Fee Schedule Study under the direction of City staff.

The Project consists of reviewing and proposing revisions (if needed) to the City's consolidated fee schedule and underlying ordinances. The Project will include, without limitation, the following:

- (a) General Businesses: analyze and assess the City's cost of regulating general businesses, Animal Control, and Code Enforcement.
- (b) Regulatory Efforts: analyze and assess the City's cost of any special regulatory efforts.
- (c) Disproportionate Fees: analyze and assess the excess rates of usage of City services by selected classes of businesses (disproportionate fees).
- (d) Enhanced Services: analyze and assess the cost of City services provided to specific geographic areas and the benefitted businesses in those areas (enhanced services).
- (e) Current Fee Schedule: analyze, against applicable legal requirements, all aspects of the City's current fee structure, specifically those related to Business Licensing, Animal Control, and Code Enforcement.
- (f) Provide Comparable Fee Schedules: use existing data and/or perform a survey of the current business license, animal control, code enforcement and other fees charged by comparable municipalities in Utah (minimum of 10 comparable municipalities), tabulate such results and provide such information to the City for comparison purposes.
- (g) Revised Fee Schedule: if necessary, propose a revised fee schedule, in the same or similar format as the current consolidated fee schedule, bearing in mind the City's intent to comply with all statutory requirements; its desire to recover its administrative costs (including appropriate enhanced fees for enhanced services, disproportionate service costs, and the cost of special regulatory efforts); and the City's desire for its fees to be substantially equivalent (to the extent possible in view of the foregoing considerations) with the fees of surrounding and comparable cities in Utah.
- (h) Ordinances: review all City business license ordinances and make recommendations (including draft language for amendments) for improvements.
- (i) Administration: review City business license administration practices and procedures and make recommendations for improvements.
- (j) Presentation of Findings and Recommendations: Conduct working meetings to discuss the resulting findings and recommendations of the study in public meetings or any required public hearings with the City Council.
- (k) Deliverable: Producing one (1) digital PDF and up to twenty (20) bound hard copies of the completed report document.

V. QUALIFICATIONS

The Consultant must illustrate that it has the necessary facilities, ability, and resources to provide the services specified herein in a satisfactory manner.

The following lists the minimum qualification requirements of the consultant(s):

- Three (3) references;
- At least five (5) years of experience evaluating business license fee schedules; and
- Evidence of general liability, professional liability, and worker's compensation insurance.

VI. PROPOSAL FORMAT

Each submittal should contain no more than 10 double-sided 8½ x 11 pages (not counting dividers, exhibits, and any relevant appendices). Consultants are encouraged to submit clear and concise responses to the RFP. All submittals must follow the format described below:

A. *Part 1: Cover Letter/Executive Summary (up to 5 points)*

The Cover Letter and Executive Summary shall include:

1. Business organization including the date established, Tax Identification Number, number of employees, and brief history of the firm.
2. Contact information (legal name, address, telephone number, and email address)
3. The names of key members of the consultant team
4. A summary of the consultant's business license fee study experience and qualifications
5. Signature of authorized representative

B. *Part 2: Experience and Qualifications of Consultant/Team (up to 10 points)*

Provide detail relating to the experience and qualifications of the members of the consultant team by including the following information:

1. Brief resumes demonstrating the training, experience, and qualifications of the key personnel who will be assigned to this project.
2. A statement of which team members will be completing which portion of the plan and a per person rate or cost estimate for completing each section.
3. Experience of proposed consultant team working together as a team on similar scope and type of projects.
4. Fee study experience.
5. Understanding of the legal requirements, use and intent and organization structure of the requested fee study.
6. A statement of conflict (if any) that proposing entity or key employees may have regarding these services. The statement should include conflicts, as well as any working relationship that may be perceived by disinterested parties as a conflict. If no potential conflicts of interest are identified, please indicate as such.
7. Any other information that would assist the review team in understanding the consultant team's capacity to efficiently and effectively complete the project.

C. *Part 3: Understanding of Project Scope (up to 10 points)*

Each Consultant shall demonstrate its capacity to deliver comprehensive, professional fee study documents. Consultants should outline methodology and logistics capable of meeting the goals outlined in the project scope. References to previously completed fee study documents (including links to digital examples) are recommended.

- D. *Part 4: Commitment to Project Budget and Detailed Work Plan (up to 10 points)*
 Consultant shall provide a total base fee for the project. Each responding Consultant shall include an acknowledgement that it can effectively complete this project within the budget indicated. Each Consultant should provide a proposed work plan for development and implementation of the business license fee study documents as described in the scope of work. Each consultant should clearly explain in this section the methods and process it will use to ensure the project is within budget and that the City will be getting the best value within the budgeted amount. Information in this section shall include anticipated tasks undertaken during the course of the project with accompanying estimations on time and the hourly rates of each team member and/or sub-consultant presented in a not to exceed amount format.
- E. *Part 6: Delivery Schedule and Timeline (up to 10 points)*
 Discuss in this section the steps the consultant team proposes to use to deliver the project on time. Clearly outline the delivery schedule and timeline of each component of the project. Specific dates should be used assuming an award to this RFP and an executed agreement in January 2022. Consultant shall be prepared to begin work within two (2) weeks of the Notice to Proceed. Completion of this assessment in a timely fashion will be a factor in scoring this section. Indicate in the proposed schedule, the necessary involvement and various decision points required of the City.
- F. *Part 7: Reference Review (up to 5 points)*
 The review team will conduct a background reference review of each consultant. Please include the following information for three (3) projects that the proposed Consultant team worked on together:
1. Name of the project/study
 2. Location of the project/study
 3. Name, title, and contact information for the client
 4. Project budget
 5. Project timeline and date of completion of the project

VII. TIMELINE

EVENT	DATE
RELEASE RFP	Monday, November 8, 2021
PROPOSALS DUE	Friday, December 3, 2021 at 3:00 pm MDT
EVALUATION OF SUBMISSIONS	December 6, 2021 – December 10, 2021
INTERVIEW OF TOP RANKED FIRMS	December 13, 2021 – December 17, 2021
REFERENCE CHECKS IF NEEDED	December 20, 2021 – December 22, 2021
CONTRACT AWARDED – EXECUTED	On or before January 14, 2022

VIII. EVALUATION OF PROPOSALS AND SELECTION PROCESS

The City will review and evaluate each qualification and proposal submission. The City reserves the right to obtain clarification or request additional information. Proposals will be evaluated and ranked according to the following criteria:

Criteria	Points
Cover Letter/Executive Summary	1 – 5
Experience and Qualifications	1 – 10
Understanding of Project Scope	1 – 10
Commitment to Project Budget & Detailed Work Plan	1 – 10
Delivery Schedule and Timeline	1 – 10
Reference Review	1 – 5
TOTAL	50 points

After evaluation of submissions, interviews, and reference checks (if needed), the selected Consultant will be notified. After a mutually acceptable agreement between the City and the selected Consultant has been negotiated, the Consultant will be given a Notice to Proceed with the project, and Consultant shall proceed as required.

The Consultant awarded the contract is required to maintain adequate insurance including general liability, professional liability, worker’s compensation, and any other insurance, as required by state law and deemed necessary by the City Attorney’s Office. As applicable, such coverage shall contain additional insured endorsements with waivers of subrogation. Applicants shall submit insurance certificates demonstrating the aforementioned minimum coverage with the Proposal.

If the City and the selected consultant cannot agree on a satisfactory agreement, the City reserves the right to terminate negotiations. The City may then negotiate an agreement with another consultant or the City may submit another RFP.

The City reserves the right to reject any and all proposals. In addition, the City will not reimburse costs associated with the preparation or presentation of the proposals.

IX. RIGHTS TO PROPOSALS

All proposals, upon submission to the City of South Salt Lake, shall become the City’s property for its use as deemed appropriate. By submitting a proposal, the Consultant covenants not to make any claim for or have any right to damages because of any misinterpretation or misunderstanding of the specification, or because of any misinformation or lack of information. Nothing contained in this RFP shall create any contractual relationship between the consultant and City of South Salt Lake. The City accepts no financial responsibility for costs incurred by any consultant in responding to this RFP. City of South Salt Lake has the following prerogatives with regard to proposals submitted:

- To accept or reject any or all proposals
- To award all or part of the project at its discretion

- To adopt any or all parts of a proposal
- To utilize any or all ideas from proposals submitted to request additional information for the purposes of clarification
- To request additional information for the purposes of clarification
- To correct any arithmetic errors in any or all proposals submitted
- To change the deadline for submitting proposals upon appropriate notification to all consultants receiving the RFP
- To accept or negotiate any modifications to the scope and fee of any proposal following the deadline for receipt of all proposals and prior to contract award
- To waive any irregularity or any non-conformity of proposals with this RFP, whether of a technical or substantive nature

X. DISCLOSURE OF CONTENTS

Upon award of contract, all proposals accepted by the City shall become a matter of public record and shall be regarded as public. To the furthest extent of the law, those elements of each proposal that are identified by the consultant as business or trade secrets and plainly marked as "trade secret," "confidential," or "proprietary" shall not be regarded as public. Each element of a proposal that the consultant desires not to be considered a public record must be clearly marked in accordance with the law. Any blanket statement (i.e. regarding entire pages, documents, or other non-specific designations) shall not be sufficient and shall not bind the City in any way whatsoever. If disclosure is required under the Utah Government Records Access Management Act (GRAMA) or otherwise by law (despite the consultant's request for confidentiality), the City shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

XI. NON-DISCRIMINATION CLAUSE

Affirm that the responding Consultant does not discriminate against any individual because of race, religion, sex, color, age, disability, sexual orientation, or national origin, and that these shall not be a factor in consideration for employment, selection of training, promotion, transfer, recruitment, rates of pay, or other forms of compensation, demotion, or separation.

XII. SUBMISSION OF PROPOSALS

Interested firms or individuals are requested to submit one (1) electronic copy, in PDF format, submitted by email of their proposal to the City's purchasing agent, Craig Burton cburton@ssl.gov. Proposals must be received to City of South Salt Lake by 3:00 pm MDT on December 3, 2021.

XIII. PROPOSAL COORDINATOR

The City's coordinator for this project will be Sean Lewis in the Community Development Department. Questions concerning the scope and specifications of services should be directed to:

Sean Lewis
Deputy Community Development Director
City of South Salt Lake
220 E. Morris Ave, Ste 200
South Salt Lake, UT, 84115
801-483-6010
slewis@sslc.gov

or

Alex White
Community Development Director
City of South Salt Lake
220 E. Morris Ave, Ste 200
South Salt Lake, UT, 84115
801-483-6011
awhite@sslc.gov

Note that email is the preferred method of communication