

Millcreek

3932 South 500 East
Millcreek, UT 84107

Request for Proposals

City Office Spaces due April 6, 2017 at 3:00 p.m.

1. **Introduction.** Millcreek (the “City”) is requesting proposals (“Proposals” or “Responses”) from qualified proposers (“Proposers”) to provide city office space (the “Office Space”).

1.1. **Intent.** It is the intent of this Request for Proposals (this “Request”) to set forth the minimum acceptable requirements for Responses to this Request.

2. **Background and Detailed Description of Office Space.** The City was incorporated in December 2016. The City has approximately 60,000 residents, and is located just to the south of Salt Lake City and South Salt Lake City. A map of the City boundaries is attached hereto or reference. The City is currently a member of the Salt Lake County’s Municipal Service District (“MSD”), and currently relies on the MSD for the bulk of its municipal services. Currently, the City has one part-time employee, several contracting professionals, and a number of volunteers, helping to establish and provide municipal services. The City has limited start-up funds, and anticipates having its full revenues by July 2017. The City is exploring the option of leaving the MSD, and may do so in the next few months. If the City leaves the MSD then the number of employees and the municipal services provided by the City will expand. The City is currently contemplating that it will self-provide planning and development type services, economic development type services, contract for engineering type services, and remain a member of the MSD or contract with the MSD for all other municipal services. Based on the City’s current plans it is anticipated the City will initially have 12-18 employees (with the possibility of more employees) and utilize approximately 6,500 square feet. The Office Space will need to be available July 1, 2017. An initial program is attached hereto for reference.

3. **Proposal Requirements.** Five (5) written copies and an electronic copy in Word of the Proposal are required to be submitted to Mayor Jeff Silvestrini, as listed below, no later than 3:00 p.m. local time on April 6, 2017. Other than the Word version of the Proposal there is no specific format for use when submitting responses to this Request. Any response, modification, or amendment received after the due date and time is late. No late response, modification, or amendment will be accepted. No electronic Responses (facsimile, e-mail, or telegraphic) 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 the Office Space should be included. The introductory letter should be addressed to:

Mayor Jeff Silvestrini
Millcreek
3932 South 500 East
Millcreek, UT 84107

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

3.2. Location/Expansion. Describe in sufficient detail, the proposed location of the City Offices. The proposed location must be within the City boundaries and other important factors include central location, access to public transportation, access to major transportation corridors, and ability to expand and possibly be a catalyst for economic development.

3.3. Cost. Provide a square foot price for the Office Space and a cost for tenant improvements. The City is willing to consider a multiple year lease (subject to annual appropriation and constitutional limits on debt) with or without purchase options or seller financed purchase (subject to annual appropriation and constitutional limits on debt).

3.4. References. Include the name, address, and contact person of at least three entities with which the Proposer has provided Office Space. The City may contact such references.

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

5. **Evaluation Criteria and Scoring Process.** All Proposals received will be reviewed by a selection committee (defined below). Each evaluation criterion has been given a percentage based on its relative value as a whole. The criteria and each associated percentage are as follows:

<u>Evaluation Criteria</u>	<u>Weight</u>
Locations/Expansion	40%
Cost	40%
References	<u>20%</u>
Total	100%

6. **Selection.** Discussions may be conducted with Proposers determined by the City to be reasonably susceptible of being selected for the award. In addition, one or more Proposers may be invited to interview, provided; however, Proposals may be accepted without discussion or interview. The above criteria will be used unless modified in the interview evaluation. A selection committee or individual(s) will be appointed by the City (referred to hereinafter as "*Selection Committee*"). The Selection Committee reserves the right to modify the interview

criteria during the course of this process. 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. Based on the results of discussions, if any, interviews, if any, and proposal scoring, the Proposers will be rated by the Selection Committee, and such recommendations will be forwarded to the mayor. The mayor will make the final selection. The mayor may select one or more Proposers to provide the Office Space.

7. **General Information.** The 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 April 6, 2017, at 3:00 p.m. The contact person will endeavor to respond to such request for clarification or additional information and 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 <http://millcreek.utah.gov/notices> (which constitutes a written response). Entities responding to this Request are encouraged to review such website frequently. The City anticipates selecting one or more of the responding Proposers, but there is no guaranty 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 Excess 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 Consultant will be required to enter into a written lease or purchase agreement with the City to provide the Office Space. 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 and negotiation will continue with such other Proposer(s) until an acceptable agreement is completed.

9. **Contact Person.** For further information, or for American with Disabilities Act (ADA) accommodation, contact Leslie Van Frank, acting City Recorder, 3932 South 500 East Millcreek, UT 84107, 801-214-2706.

