

# NIBLEY CITY CACHE COUNTY, UTAH 455 W. 3200 S Nibley, UT 84321

Request for Proposals For: Recreation Center Feasibility Study

Date Issued: January 4th, 2024 Proposal Due: February 7th, 2024 by 5:00 pm



# Request for Proposals For: Nibley Recreation Center Feasibility Study



Project Contact: Chad Wright
Nibley City Recreation Director
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801-360-3183 Mobile | 435-752-0431 Office

Proposals must be received no later than the date indicated in the Schedule of Events Timetable below. Proposals received after this date and time will **NOT** be considered for award.

#### **INTERESTED PARTIES LIST:**

To be added to the interested parties list for RFP communication including the optional Pre-Proposal Meeting, and notification of addendum updates please e-mail <a href="mailto:Chad@NibleyCity.com">Chad@NibleyCity.com</a>
(Subject line: RFP Interested Parties List). Due to sensitive e-mail spam filters, we recommend calling or texting the mobile number to confirm receipt of your e-mail request to Chad Wright.

#### **SUBMITALS:**

Each respondent must submit an ELECTRONIC COPY of the proposal to Nibley City via the <u>Utah Public Procurement Place (U3P)/SciQuest</u> website by the deadline outlined on the **Schedule of Events Timetable** below. Electronic submittals will be held, un-opened, until the time and date noted in the Schedule of Events Timetable or posted addenda.

Schedule of Events Timetable (subject to change)	All times are MST	
RFP Documents Available	Jan 4th, 2024	
Optional Pre-Proposal Meeting (available online)	Jan 17th, 2024	
RFP Inquiry Deadline	Jan 24th, 2024 at 1 pm	
Final Addendum Issued (as needed)	Jan 26th, 2024 by 5pm	
Proposal Due Date	Feb 7th, 2024 at 5 pm	
RFP Submittal/Opening	Feb 8th, 2024 at 10 am	
Selection Committee Meets (approximate)	Feb 13th, 2024	
Shortlisting (if needed)	Feb 14th, 2024	
Interviews (if needed)	Feb 19th-23rd, 2024	
Anticipated City Council Contract Award (estimated)	March 14 <sup>th</sup> , 2024	
Notice to Proceed (estimated)	March 15 <sup>th</sup> , 2024	

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# **SECTION I**

#### 1.0 NOTICE TO PROFESSIONALS

Through this Request for Proposals (RFP), the City of Nibley, UT (hereinafter the 'City') is soliciting competitive proposals from qualified consulting firms to provide a comprehensive feasibility study for an indoor Recreation Center in Nibley. The City intends to compare and evaluate all eligible submittals and select the most qualified firm as outlined in subsection **4.13 EVALUATION CRITERIA** of this request. This is a Request for Proposals only and should not be interpreted as a solicitation for services or as a contract for services. Submittals should be comprehensive, concise, and directly responsive to the goals and format as outlined in this RFP. A qualified firm that performs these tasks well may be retained for bond referendum support, final facility design and or construction consultation support related to this RFP.

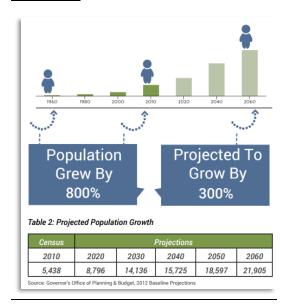
#### 1.1 PROJECT OVERVIEW

Through your services Nibley City requests a detailed evaluation of the feasibility of building a facility that accommodates Nibley residents' indoor recreation interests, maximizes the benefits of recreation for our community, and is perpetually financially sustainable. We will also give consideration to surrounding communities interested in accomplishing the same goal for members of their communities through this proposed facility.

#### 1.2 PROJECT BACKGROUND

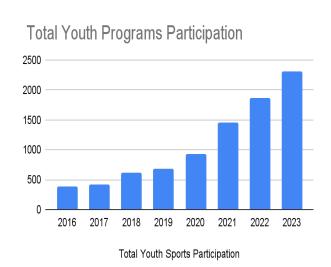
Nibley City is a young vibrant community that is experiencing significant population growth (see Fig 1.0), and Nibley's Recreation Department have experienced reliable growth in program participation (see Fig 2.0) that has exceeded population growth over the past 9 years. Nibley City Recreation offers group fitness, well attended fitness, running, and community events; and youth sports programs that have grown exponentially.

# Fig 1.0 \*NIBLEY CITY POPULATION GROWTH



\*Surrounding communities experiencing similar growth

# Fig 2.0 YOUTH SPORTS GROWTH

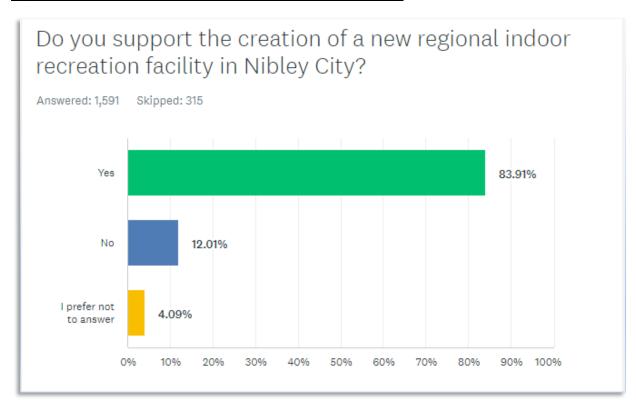


Some of the increasing participation in Nibley's recreation offerings are due to the absence of recreation departments, programs, and facilities in surrounding communities. Residents from these communities participating with Nibley are also experiencing significant population growth in their own communities and have demonstrated interest in indoor recreation. Surrounding communities have been cooperative in supporting Nibley outdoor youth sports programs including providing their athletic fields for Nibley programs their residents are participating in. However, Nibley City and the surrounding communities do not have indoor recreation centers to facilitate recreation through long winters that last 5-7 months out of the year. In addition, illuminated outdoor athletic fields and courts are very limited and outdoor recreation generally ends at dusk.

#### 1.2 PROJECT BACKGROUND (Continued)

Although there are limited options in the North end and middle of Cache County for indoor recreation, demand exceeds available time and space throughout the county and Northern Utah in general from Fall to the middle of Spring. Nibley City positioned just south of the middle of Cache County is considering leading out in providing indoor recreation opportunities, we believe that participation from other communities will continue inside a recreation center built in Nibley. While we have reliable data that includes significant support for building an indoor facility (see Fig 3.0) general amenity interests (see Fig 3.5) and funding support for a recreation center (see Fig 4.0) from multiple surveys, we lack some important specific data from Nibley residents and need significant statistically valid data from Nibley residents and surrounding communities that would likely utilize a facility.

# Fig 3.0 SUPPORT FOR INDOOR RECREATION FACILITY:

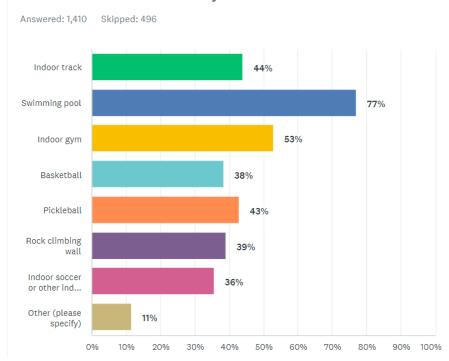


SOURCE: 2023 Parks and Recreation Master Plan Update Survey. Performed by MGB+A

Next page for (Fig 3.5)

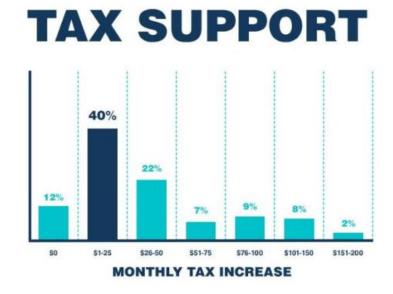
Fig 3.5 GENERAL RECREATION FACILITY AMMENITY INTERESTS:

If yes, what would you like to see included in a new indoor recreation facility?



SOURCE: 2023 Parks and Recreation Master Plan Update Survey. Performed by MGB+A

Fig 4.0 FUNDING SUPPORT FOR INDOOR RECREATION FACILITY:



SOURCE: 2023 Parks and Recreation Master Plan Update Survey. Performed by MGB+A

#### 1.2 PROJECT BACKGROUND (Continued)

We also need an appropriate indoor facility amenity mix that matches interests and is financially sustainable. One promising recent finding is that Nibley Residents are willing to offer significant financial support for recreation facilities with a median household contribution of \$25/month (see Fig.4.5). Nibley City owns several properties that may be suitable for a recreation center, with sufficient space to build out a recreation complex, that could include both indoor and outdoor amenities. Some of these sites are also candidates for vital economic development which could potentially be integrated in an overall design, that would in turn financially support ongoing operational costs of a facility.

# Fig 4.5 SIGNIFICANT FINANCIAL SUPPORT FOR A BOND:

How much monthly tax increase would you be willing to support for the creation of new parks and recreation facilities? 1434 RESPONSES Median Monthly Increase \$25

MINIMUM	MAXIMUM	MEDIAN	MEAN	STANDARD DEVIATION
0.00	200.00	25.00	42.45	43.75

SOURCE: 2023 Parks and Recreation Master Plan Update Survey. Performed by MGB+A

# **SECTION II**

#### 2.0 GENERAL OBJECTIVES

- **2.1 Research and Data Review:** Conduct necessary research to fully understand community needs and interests for a multi-use, financially viable and sustainable Recreation Center. This should include review of the most current Parks and Recreation Plan including survey data already collected for the plan update, related survey data collected from the Utah State Wellbeing Project, (Nibley City has participated in the Wellbeing Project Survey over multiple years) and participation data from Nibley City Recreation programs.
- **2.2 Options Analysis:** Identify options which either meet community needs and or expand recreation opportunities for the community. Provide analysis showing how facility components will fill or complement needs, rather than unnecessarily duplicate existing and planned facilities, or saturate the market beyond demand within Cache County.
  - A. The creation of a comprehensive list of high revenue/low-cost facility amenities supported by appropriate facility/programming components and an easy-to-understand and realistic operations analysis including:
    - 1. Revenue projections based on similar best-practice facility examples.
    - 2. Expense projections for staffing, programming, operations, and maintenance based on similar best-practice facility examples. A subsidy analysis which identifies costs covered by expected revenue.

- **2.3 Recommendations for City:** Provide decision makers including city staff, the Nibley Parks and Recreation Advisory Committee, and The Nibley City Council with recommendations and comparisons regarding facility funding strategies for both construction and ongoing operations.
- **2.4 Value Match Concepts:** Create a Recreation Center Concept that matches established community values (in order of importance): 1. Safety and Security, 2. Recreation, 3. Family Unity, 4. Education, 5. Wellness Healthy Living, 6. Active Lifestyle.

# **SECTION III**

## 3.0 SCOPE OF WORK AND DELIVERABLES

Professional services will include but are not limited to the items listed below. For each scope item, anticipate submitting written/illustrative documentation **DELIVERABLES** to summarize findings and recommendations to inform next steps in the feasibility study. The final feasibility study report should address each of the items below:

# 3.1 Initial Steps

- A. Meet with project team to confirm work plan, schedule, constraints, goals, and outcomes.
- B. Review existing documentation noted in Section II General Objectives, and similar documentation if available from surrounding communities.
- C. Begin Market Research
  - 1. Understand with information provided in part by the city, local market economy regarding indoor Parks and Recreation services in Cache County
  - 2. Identify and confirm existing facilities (both public and private) and the potential impact on a new Nibley City Recreation Center

#### 3.2 Site Selection

- A. Evaluate suitability of 2-3 sites already owned or easily acquired by the city.
- B. Compare preliminary site development costs including utility connections and roadways.
- C. Compare sites for ongoing recreation facility expansion opportunities.
- D. Create materials for city staff to present to City Council for review.

#### 3.3 Detailed Market Analysis

- A. Service area identification (primary and secondary)
- B. Demographic characteristics, community profile
- C. Detailed review of existing community facilities, programs, and services, in Cache Valley
- D. Alternative providers market analysis
- E. Trend and future needs analysis. This will be based on local rather than national statistics.
- F. Market segment determination and analysis

## 3.4 Community Input/Programming Needs Analysis

- A. Conduct a statistically valid survey assessing programing, facility amenity needs for the primary and secondary service area.
- B. Review existing and completed research to guide next steps.
- C. Develop outreach plan including community meetings and other outreach.

#### D. Conduct community meeting(s)

- 1. **KEY LEADER MEETING:** Conduct at least one educational training, needs assessment meeting for City leadership including key staff and Parks and Recreation Committee Members online or in person.
- 2. **STAKEHOLDER MEETINGS:** With support from the City, conduct 4 stakeholder meetings in person and or online (min of 2 in person) with:
  - i. Nibley City steering committee representing community recreation interests.
  - ii. Officials from surrounding communities and school district officials. (must be in person)
  - iii. USU Athletics, Local High school sports including club sports, and other youth sports leagues.
  - iv. Potential businesses interested in being connected to or near proposed center.

## 3. COMMUNITY OUTREACH OPENHOUSE/MEETING:

- i. Provide background information that helps the community understand project parameters.
- ii. Confirm and Identify community attitudes, needs, and priorities for the new center. Utilizing data already collected in the survey.
- iii. Assess community and other stakeholder support for various types of facility use fees, including resident and non-resident.
- E. Compile and interpret all information gathered and create a report to share with interested parties.

#### 3.5 Programming Components: recommendation/prioritization – facility options

- A. Develop facility programming, and rental options.
- B. Determine optimal sizing and space allocation for building and parking requirements.
- C. Consider population growth trends and projections for primary and secondary service areas.
- D. Operating structure and parameters
  - 1. Recommend operational vision and standards.
  - 2. Programming to maximize facility use (early morning, days, nights, weekends)
  - 3. Priorities of use

#### 3.6 Conceptual Layout and Design

- A. Site plan
- B. Spatial relationship of programs
- C. Conceptual design plans, perspectives
- D. Right Sizing considerations and phasing recommendations

#### 3.7 Probable Cost Estimate

- A. Site limitations and opportunities
- B. Site preparation and infrastructure costs
- C. **Hard Costs:** including especially construction costs of large clear span pre-engineered structure(s) or other cost-effective building methods where function and lower costs to build and maintain are the primary objectives.
- D. Soft costs
- E. Basic Furniture, Fixture, and Equipment (FFE) costs
- F. Total project cost with projections of cost of waiting.

#### 3.8 Operations Analysis

- A. Attendance estimates
- B. Fee Structure: Drop in, annual membership, rentals, etc.
- C. Revenue generation projections
  - 1. Identification and verification of revenue sources
  - 2. Revenue by programs, facility rentals, etc.
- D. Operating cost projections
  - 1. Identification of operating costs: personnel, contract staff, program and facility supplies, utilities, etc.
  - 2. Identification of capital replacement costs
- E. Cost Recovery/Subsidy Analysis

#### 3.9 Funding Models.

- A. Provide funding considerations and recommendations for city staff and Nibley City Council to review including phasing scenarios, projected Park Impact Fees, bonding scenarios, and estimated user fees.
- B. Highlight any opportunities discovered in the process of gathering information from stakeholders.
- C. Include comparisons of advantages and disadvantages and share leads for at least the following:
  - 1. Grants including but not limited to LWCF grants.
  - 2. Public/Private Partnerships:
    - i. Highlight interests of complementary businesses interested in leasing spaces on city property near or connected to the recreation center.
  - 3. Public/Public Partnerships
  - 4. A Special Service District
  - 5. Property owner incentives including Transfer of Development Rights (TDR)
  - 6. Community development density bonus structure for Fee-in-lieu dedicated funding for indoor recreation facilities.
  - 7. Naming Rights for the facility and or facility amenities
  - 8. Prepaid rental fees paid by independent user groups or organizations.

#### 3.10 Final Report

- A. Draft a final report for City staff review, that incorporates all the findings and recommendations listed in the project scope.
- B. Assist staff in presenting a final report including conceptual drawings to the Nibley City Council in person.

# 3.11 Bond Referendum Support

A. Create educational materials including statistics and illustrations that support findings for a New Recreation Center in Nibley City

### FIRM RETENTION:

ONCE UNDER CONTRACT FIRMS THAT PROVIDE RESPONSIVE, EXCEPTIONAL SERVICE MAY BE RETAINED FOR CONTINUED SERVICES THROUGH A DESIGN AND CONSTRUCTION PHASE OF A NEW RECREATION CENTER THAT WOULD BE PAID SEPARATELY FROM THIS FEASABILITY STUDY PROJECT.

# **SECTION IV**

#### 4.0 INSTRUCTIONS TO PROPOSERS

Interested entities will prepare and submit their proposals according to the **Schedule of Events Timetable** on page 2.

- **4.1 PROPOSAL PROCESS:** The procedure for response to this RFP, evaluation of proposals, and selection of a consultant is as follows:
  - **A. Proposal Submittal:** Interested entities will prepare and submit their proposals according to the **Schedule of Events Timetable** contained on page 2, and instructions found in this RFP.
  - B. Evaluation of Proposals: The City and/or its representatives will evaluate all submitted proposals in accordance with the evaluation criteria as outlined in 4.13 EVALUATION CRITERIA and will conduct such investigations with respect to the financial, technical, and other qualifications of each firm( including subcontractors if applicable) as the city, in its sole discretion, deems necessary or appropriate.
  - **C. Contract:** A Professional Services Agreement incorporating the provisions, terms and conditions of this RFP will be executed between the City and the selected Consultant.
- **4.2 PROPOSAL SUBMISSION** Each respondent must submit an ELECTRONIC COPY of the proposal to Nibley City via the <u>Utah Public Procurement Place (U3P)/SciQuest</u> website by the deadline outlined on the **Schedule of Events Timetable** contained on page 2.
- **4.3 PROPOSAL ORGANIZATION AND CONTENT** All requested documentation must be included. The proposal must include a Transmittal letter and an RFP Comprehensive Response as outlined in 4.4
  - A. **Transmittal letter** stating the respondent's intent to participate in the contract. The letter of transmittal shall be on official business letterhead and shall include the following:
    - 1. A statement that the respondent will comply with all terms and conditions as indicated in the RFP.
    - 2. A statement indicating whether the respondent is a corporation or other legal entity.
    - 3. A statement of affirmative action that the respondent does not discriminate in its employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, or handicap.
    - 4. A certification statement to the effect that the person signing the proposal is authorized to do so, on behalf of the respondent.
    - 5. Names of the key contact persons with their title and telephone numbers. Also, indicate first and second back-up contact persons if the person signing the proposal is not available to take a call from the City.
    - 6. Name and complete mailing address of the respondent along with email and telephone number.

- **4.4 RFP COMPREHENSIVE RESPONSE** will include all of the following requested information and documentation. The entire submittal should not exceed fifteen (15) pages in length (appendices are not included in page count). Proposal format shall be 8 ½" x 11" for 15 pages. A single separate 11"x17" page may be submitted but is not required. The proposal response shall include at a minimum the following sections:
  - A. **Executive summary** (two pages maximum)
  - B. **Organizational chart** showing the team involved including individual members, all organizations, relationships, and breakdown of responsibilities, and the percentage of work that is expected to be performed locally, and or by sub-contractors. Indicate other offices/locations that might provide services along with a percentage of work to be performed at those locations.
  - C. **Proposer Qualifications:** This section should describe the proposer's experience on similar projects, including the individual team members' involvement on the specific projects described. Project information, such as photographs and plans for the identified projects should be briefly included, or referenced in APPENDIX B (optional). Detailed rResumes of principals and other key staff scheduled to participate on the projects should be included as an appendix A (optional) and are not included in the page count. For all major participants, note the approximate full-time equivalent hours to be devoted to the project. Provide a minimum of three references, including name, address, and telephone number, of persons who can attest to performance on relevant projects.
  - D. **Approach and Methodology:** This section should describe the approach and methodology to complete the scope of work defined in **Section III**, and any potentially innovative or creative solutions for the project. It should address the proposed schedule for the Consultant's work, identify any proposed strategies to be used to control costs, maximize construction economy in a proposed facility, and insure operational effectiveness. The work plan must outline and describe proposed deliverables; and identify advantages of the proposal to the City.
  - E. **Fee:** The proposed fee for services to the City shall be inclusive of all costs to complete the work including but not limited to travel, equipment, testing, and plan reproduction costs. Proposals shall also include a copy of current billing rates for key personnel. A fee breakdown for completion of proposed services must also be included.
  - F. **Appendix A** (optional and <u>not</u> a part of the 15-page limit): resumes of team members assigned to the project, and qualifications of sub-contractors if applicable.
  - G. Appendix B (optional and not a part of the 15-page limit): exhibits of past projects
- **4.5 ORAL PRESENTATION** As part of the proposal evaluation process, selected proposers <u>may</u> be invited to make oral presentations to the City. Oral presentations may be made via a virtual conference. These presentations must be made by the same project team personnel who will be assigned to the project should the proposer be awarded a contract.
- **4.6 SUBMITTAL OWNERSHIP** All proposals (and the information contained therein) shall become the property of the City. Proposers should carefully consider the items submitted before submitting items that would not be disposable to the proposer. Proposals submitted may be reviewed and evaluated by any persons at the discretion of the City. No proposal shall be returned to the respondent regardless of the outcome of the selection process. Cost for developing proposals and making proposal presentations are entirely the responsibility of the proposer and shall not be chargeable in any manner to the City.
- **4.7 CITY USE OF PROPOSAL IDEAS** The City reserves the right to use any or all ideas presented. Selection or rejection of the proposal does not affect this right.

**4.8 QUESTIONS AND CLARIFICATIONS** Any and all questions pertaining to the RFP must be submitted through the <u>Utah Public Procurement Place (U3P)/SciQuest</u> website by the deadline outlined on the **Schedule of Events Timetable** contained on page 2. Responses will be added as an addendum to the documents on The <u>Utah Public Procurement Place (U3P)/SciQuest</u> website.

#### 4.9 ACCEPTANCE OF PROPOSAL

- A. The City reserves the right to reject any or all proposals for any reason and or waive minor irregularities when to do so would be in the best interests of the City. Minor irregularities are those which will not have a significant adverse effect on overall competition or performance levels.
- B. The responding party agrees that the City may terminate this procurement procedure at any time, and the City shall have no liability or responsibility to the responding party for any costs or expenses incurred in connection with this RFP, or such party's response.

## 4.10 DISQUALIFICATION OF PROPOSAL

- A. The City reserves the right to reject any and all proposals received by reason of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the City. The City may or may not award a contract solely on the basis of this RFP and will not pay for the information solicited or obtained in the proposals. The information obtained will be used in determining the proposal that best meets the City's needs and is the most advantageous proposal received. No oral, telegraphic or telephonic proposals or modifications will be considered.
- B. The occurrence of any of the following may result in disqualification of a proposal:
  - 1. Failure to respond by the established submission deadline.
  - 2. Failure to completely answer all questions posed in the RFP.
  - 3. Use of any other type of form or format other than those indicated in the RFP.
  - 4. Failure to provide requested documentation at the time of proposal submission.
  - 5. Illegible responses.
  - 6. If the proposer adds any provisions reserving the right to accept or reject an award or to enter into a contract pursuant to an award, or any other unauthorized conditions, limitations or provisions.
  - 7. If the proposer is unable to evidence a satisfactory record of integrity.
  - 8. If the proposer is not qualified legally to contract.

IN SUMMARY THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS

**4.12 WITHDRAWAL OF PROPOSAL** The proposal may be withdrawn upon request by the proposer, without prejudice, prior to, but not after, the time fixed to receive proposals.

#### 4.13 EVALUATION CRITERIA

- A. All requirements identified in this RFP must be satisfied to ensure that the proposal will qualify for consideration. The City desires to receive proposals from firms who can demonstrate operational and technical qualifications and capabilities.
- B. All proposals will be evaluated by representatives of the City to identify the proposal that best meets the needs of the City as set forth in the RFP. A component-based system will be used to evaluate all proposals. A brief description of each component includes:
  - 1. **Qualifications:** This category represents an evaluation of the Consultant's demonstrated competence and qualifications in regards to providing the services required and the cost and prices for the services offered.
  - 2. **Key Personnel:** This category deals with the experience level of key personnel proposed for this project and the proposer's willingness and demonstrated ability to work effectively with the City. Experience relates to the overall assessment of the proposer's

- assigned personnel. Evaluation will be based on resumes that are provided, direct contact with identified current and previous clients, submitted information in response to the RFP, and as needed oral interviews.
- 3. **Project Approach and Methodology:** This category represents an evaluation of the Consultant's plan for managing the project. This category will also evaluate the Consultant's proposed completion date.
- 4. **Project References:** This category deals with the proposer's performance on similar prior projects and the proposer's willingness and demonstrated ability to work effectively with the City. Experience relates to the overall assessment of the proposer's assigned personnel. Evaluation will be based on resumes that are provided, direct contact with identified current and previous clients, submitted information in response to the RFP, and oral interviews.
- 5. **Fee Proposal:** This category will evaluate the Consultant's proposed fees. The City may not select the lowest fee proposal, and will consider the best value to the city based on the proposed fees.
- **6. Appendices and past project experience:** this will be evaluated in detail and will be verified by references provided.

# **SECTION V**

## 5.0 GENERAL REQUIREMENTS

- **5.1 AMENDMENTS** No oral modifications or amendments to this RFP shall be effective. If it becomes necessary to revise any part of the RFP, an addendum will be distributed to all interested parties (see page 2) and will be added to the <u>Utah Public Procurement Place (U3P)/SciQuest</u> website.
- **5.2 EMPLOYMENT STATUS VERIFICATION** Consultant shall register and participate in the Status Verification System and comply with Utah Code Annotated Section 63G-11-103 of the Identity Documents and Verification Act. Consultant shall, by contract, require its contractors, subcontractors, contract employees, staffing agencies, or any contractors regardless of their tier to register and participate in the Status Verification System and comply with Utah Code Annotated Section 63G-11-103 of the Identity Documents and Verification Act. Consultant shall also agree to abide by the Federal and State regulations pertaining to Equal Opportunity Employment that requires project participants not to discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, or national origin. The City will make every effort to ensure all bidders are treated fairly and equally throughout the entire advertisement review, and selection process.
- **5.3 COMPENSATION FOR SERVICES** The City intends to enter into a professional services contract covering the projects outlined in this RFP. Failure of the successful proposer to enter into a written contract may result in cancellation of the award. Compensation for the services rendered will be based on a task completion basis and may not exceed the fees provided in the response to this proposal.
- **5.4 NON-COLLUSION** Consultant shall guarantee that the proposal submitted is not a product of collusion with any other bidder and no effort has been made to fix the proposal price of any bidder or to fix any overhead, profit, or cost estimate of any proposal or its price.
- **5.5 OMISSIONS** Should the RFP not contain sufficient information in order for the firm to obtain a clear understanding of the services required by the City, or should it appear that the instructions outlined in the RFP are not clear or contradictory, the Consultant may obtain written clarification from the City in

accordance with the **Schedule of Events Timetable** contained on page 2. The Consultant shall include a copy of the written clarification with its submission.

#### **5.6 EXPENSES**

Any costs incurred by the firm in preparing and providing a response to this RFP are solely the responsibility of the firm.

#### THANK YOU

For your interest in being an integral part of creating a Happy, Healthy, Connected Community. We look forward to evaluating your proposal.



**Project Contact:** Chad Wright Nibley City Recreation Director Chad@NibleyCity.com 801-360-3183 Mobile | 435-752-0431 Office

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