

**REQUEST FOR PROPOSALS  
TO PROVIDE CONSULTING SERVICES FOR  
PARK CITY MUNICIPAL CORPORATION**



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October 30, 2013

## **PARK CITY MUNICIPAL CORPORATION CONSULTING SERVICES - REQUEST FOR PROPOSALS**

Park City Municipal Corporation is seeking a consultant or consulting firm to provide services to represent Park City's interests with the Utah State Legislature.

### **Required Services:**

Such representation shall include, but is not limited to, the following:

1. Assist the City with crucial relationships at the Utah State Legislature in order to preserve local zoning and assist the City with water and transit programs, and other projects as determined.
2. Represent Park City before the Governor's Office, the Utah Legislature, and regulatory bodies at the state or local level;
3. Provide information and strategy for the Annual Legislative Session and interim leading up to the legislative session;
4. Develop relationships with Utah state and local governments which are beneficial to Park City's interests.
5. Actively pursue all interests identified by the client.

### **Proposal Requirements:**

Interested firms shall provide one (1) copy, via e-mail, of the following information:

- Name, address and telephone number of consultant/consulting firm.
- Narrative of firm's qualifications and relevant experience.
- Scope of services.
- Fee structure.
- References from clients vouching for experience and expertise (include names and telephone numbers).
- List of all other lobbying clients and analysis of potential conflicts.

### **Selection:**

Consultants for this project will be selected based on relevant experience and knowledge, cost and fee structure, and past performance. A final selection and professional services contract award will be made by the City Council. Park City Municipal Corporation reserves the right to cancel the project at any time, for any reason, preceding contract award.

### **Deadline:**

The deadline for the proposal submittal is 2:00 p.m., November 15, 2013. Submit responses to Sharon Bauman, Park City Municipal Corporation, via e-mail:

[bauman@parkcity.org](mailto:bauman@parkcity.org).

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**I. OBJECTIVE AND SCOPE**

Park City is seeking a consultant or consulting firm to provide services to represent Park City's interests with the Utah State Legislature. Such representation shall include, but is not limited to, the following:

1. Assist the City with crucial relationships at the Utah State Legislature in order to preserve local zoning and assist the City with water and transit programs, and other projects as determined.
2. Represent Park City before the Governor's Office, the Utah Legislature, and regulatory bodies at the state or local level;
3. Provide information and strategy for the Annual Legislative Session and interim leading up to the legislative session;
4. Develop relationships with Utah state and local governments which are beneficial to Park City's interests.
5. Actively pursue all interests identified by the client.

**II. TERM**

When selected, the Consultant will enter into a contract with Park City Municipal Corporation for a three year term effective January 1, 2014 through June 30, 2017, subject to an annual evaluation and City Council approval.

**III. PROPOSAL REQUIREMENTS**

Interested firms shall provide one (1) copy of the proposal, not to exceed ten pages, via e-mail, detailing the following information:

1. Name, address and telephone number of consultant/consulting firm
2. Narrative of firm's qualifications and relevant experience.
3. Scope of services
4. Fee structure
5. References from clients vouching for experience and expertise (including names and telephone numbers).
6. List of all other lobbying clients and analysis of potential conflicts.

**IV. PREPARATION OF PROPOSALS**

1. Failure to Read. Failure to read the Request for Proposal and these instructions will be the offeror's own risk.
2. Cost of Developing Proposals. All costs related to the preparation of the proposals and any related activities are the sole responsibility of the offeror. The City assumes no liability for any costs incurred by offerors throughout the entire selection process.

**V. PROPOSAL INFORMATION**

1. Equal Opportunity. The City will make every effort to ensure that all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information. Park City's policy, subject to Federal, State and local procurement laws, is to provide reasonable attempts to support Park City

businesses by purchasing goods and services through local vendors and service providers.

2. Procurement Policy. It is Park City Municipal Corporation's policy, subject to Federal and State and local procurement laws, to make reasonable attempts to support Park City businesses by purchasing goods and services through local vendors and service providers. Local proposals that are within 5% of the low proposal will be extended the opportunity to meet the low proposal. If they do so within 48 hours, they will enter negotiations first.

3. Proposal Ownership. All proposals, including attachments, supplementary materials, addenda, etc., shall become the property of the City and will not be returned to the offeror.

4. Rejection of Proposals. The City reserves the right to reject any or all proposals received. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City.

5. All proposals shall be public records in accordance with government records regulations (GRAMA) unless otherwise designated by the applicant pursuant to Utah code Section 3-02-309, as amended.

## **VI. EVALUATION OF PROPOSALS**

The following criteria will be considered when making an evaluation of the proposals:

1. Experience and Knowledge
2. Cost of the Consulting Services. Price may not be the sole deciding factor.
3. Past performance based on references