

Park City Municipal Corporation

**REQUEST FOR
PROPOSALS FOR**

Agricultural Services on City owned Open Space

NOTICE
REQUEST FOR PROPOSALS
Agricultural Services on City Owned Open Space

PROPOSALS DUE: May 3, 2013 at 2:00 PM
Heinrich Deters, Office of Sustainability
445 Marsac Avenue
Park City, UT 84060

PROJECT NAME: *Peterson & McPolin Agricultural*

RFP AVAILABLE: April 12, 2013 Documents will be available online at [Park City: Current RFPs & Bids](#)

PROJECT LOCATION: Park City, UT

PROJECT DESCRIPTION: Provide Agricultural services in the form of hay and or grass production and reaping, consistent with historical uses.

PROJECT DEADLINE: Annual

OWNER: **PARK CITY MUNICIPAL CORPORATION**
P.O. Box 1480
Park City, UT 84060

CONTACT: Heinrich Deters, Trails and Open Space Project Manager
Email: hdeters@parkcity.org
Fax: (435)-615-4901
All questions shall be submitted in writing no later than April 29, 2013.

Park 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.

I. Introduction

Park City has a long history of agricultural uses, including the production and reaping of grasses, in addition to dairy farming. Currently, Park City is more readily known for its world class skiing and recreational amenities; however, the community and City Council have a goal of retaining the rural and agricultural history.

II. Scope of Project

The project area includes the historical agricultural areas within the Peterson and McPolin Open Space parcels. (Map Exhibit A) Services include the production of grasses or hay for the purposes of personal agricultural feed. For profit agricultural services will not be considered. Prospective applicants will be required to provide all aspects and services to accomplish the established goal, in addition to adhering to best practice principals. Considerations include historical agricultural knowledge of the area, established water rights, equipment and a presentable timetable for providing the service. Successful applicants may be awarded a one-year lease for services, with a possible annual renewal.

III. Funding

Funding for this project not applicable.

IV. Scope of Work

Task 1 - Preliminary

1. Review historical agricultural uses associated with the area.
2. Review of the existing McPolin conservation easement, held by Summit Land Conservancy.
3. Meet with PCMC staff and staff from the Summit Land Conservancy to coordinate and review timeline.
4. Review water rights and irrigation procedures with PCMC water department.
5. Review access agreements.
6. Determine any impacts and remediation within the area.
7. Creating a contact list of any proposed employees.
8. Determine that fields are free of hazards and acceptable to applicant.

Task 2 -Implementation

1. Applicant enters into agricultural lease with the City consistent with submittal.
2. Implement agricultural practices as outlined in submittal.
3. Completion of annual services.
4. Understanding and cooperation with historical winter recreational uses.

Task 3 - Lease Renewal

1. Annual review of existing lease practices and renewal is subject to Council approval.

The intended timeframe for the utilization of the selected applicant's services is annually from April to October.

V. Proposal Requirements:

Interested firms shall provide 7 copies of their proposal (4 page limit, 11 font minimum, a cover page does not count toward the 4 page limit) which includes the following information:

- Name, address, email and telephone number of the company.
- A narrative of the applicant's qualifications and relevant experience.
- A statement of your understanding of the project and a general description of your proposed approach to project scope of services.
- Irrigation Plan and timetable. (Daily/Weekly)
- A detailed work plan outlining each required task necessary for completion of the project described in the project scope of services.
- A tentative schedule for completing the annual work.
- Description of how the cultivated hay would be utilized for non-commercial use.
- Names, titles, experience of the personnel that would be assigned to the project.
- A description of any arbitration and/or litigation in which you or your company is currently engaged or which was resolved within the five years preceding the date on which you submit your proposal.
- A statement of whether you or your company, ever filed for reorganization or bankruptcy. If so, please provide dates and resolution.
- In addition to the information and qualifications specified above, identify any special knowledge or skills provided by you that may be related or helpful to the services requested herein.

Proposals will be evaluated on the criteria listed below.

Applicants for this project will be selected by a review committee. The criteria used to select a finalist will include:

1. Ability to provide all aspects of requested agricultural services, including but not limited to water and equipment to the subject area.
2. Irrigation Plan.
3. Experience with agricultural practices within the greater Park City area.
4. Ability to be responsive and available to City Staff.
5. Consistent with City policy, subject to federal, state and local procurement laws, that Park City Municipal Corporation will make reasonable attempts to support Park City

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

The nature and extent of any changes requested to our standard Agricultural Lease Agreement will be taken into consideration

Proposals lacking required information will not be considered. All submittals shall be public records in accordance with government records regulations (“GRAMA”) unless otherwise designated by the applicant pursuant to UCA §63G-2-309, as amended.

V. Selection Process

Proposals will be evaluated on the factors listed in Section IV, Content of Proposal, above.

The selection process will proceed on the following schedule:

A. Proposals will be received by Heinrich Deters at Park City Municipal, prior to 2:00pm on May 3, 2013, at the Sustainability Department, located at the Park City Municipal Offices, 445 Marsac Ave. Park City, UT. 84060.

B. A selection committee made up of Park City Municipal Corporation staff and others will review the submitted proposals and select a proposer. The selection committee is anticipated to meet the week of May 13, 2013. A short list interview may be required. If short list interviews are required, they would occur during the week of May 20, 2013.

C. Park City may negotiate a final scope with the top ranked proposer and recommend to City Council for final approval and lease. Award of the lease is subject to approval by City Council.

D. Anticipated date of presenting recommendation to City Council to enter into an agreement with selected firm is on May 23, 2013 or sooner.

It is Park City Municipal Corporation’s policy, subject to Federal, 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.

Park City Municipal Corporation reserves the right to change any dates and deadlines. Park City Municipal Corporation reserves the right to cancel or modify the terms of this RFP and/or the project at any time and for any reason preceding lease award and reserves the right to accept or reject any or all proposals submitted pursuant to this request for proposals. Park City will provide respondents written notice of any cancellation and/or modification. Furthermore, the City shall have the right to waive any informality or technicality in proposals received, when in the best interest of the City.

Park City's complete Purchasing Policy may be found online at:
www.parkcity.org/Modules/ShowDocument.aspx?documentid=267

VI. Park City Municipal Agricultural Lease Agreement

The successful applicant will be required to enter into Park City's Agricultural Lease Agreement, specific to the Peterson and McPolin properties, with the City. Term of the lease will be for one year, with annual renewal possibilities based on a review.

VII. Information to be Submitted

To be considered, seven copies of the proposal must be received at the Park City Municipal Sustainability Department, 445 Marsac Ave., Park City, UT 84060, no later than May 3, 2013 at 2:00 PM.

VIII. Preparation of Proposals

A. Failure to Read. Failure to Read the Request for Proposal and these instructions will be at the offeror's own risk.

B. 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.

IX. Proposal Information

A. 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

B. 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. Proposals shall remain valid for 30 days after the deadline for submittals.

C. 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.

No proposal shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears to the City, upon debt or contract or that is a defaulter, as

surety or otherwise, upon any obligation to the City, or that may be deemed irresponsible or unreliable by the City. Offerors may be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in this RFP.

X. Confidentiality

All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the offeror that are submitted to the City, as part of the proposal or otherwise, shall become the property of the City when received by the City and may be considered public information under applicable law, unless expressly claimed confidential pursuant to UCA§ 636-2-309, as amended.

Exhibit A

Agricultural Services Area- McPolin and Peterson Parcels

