

Park City Municipal Corporation
REQUEST FOR PROPOSALS (NON-BID) FOR
MEDIATION SERVICES

NOTICE
REQUEST FOR PROPOSALS (NON-BID)
Mediation Services

PROPOSALS DUE: By **3:00 p.m. on Thursday, October 8, 2020**

PROJECT NAME: Mediation Services

RFP AVAILABLE: By 10:00 a.m. on Friday, September 25, 2020

PROJECT LOCATION: 445 Marsac Avenue, Park City, UT 84060

PROJECT DESCRIPTION (brief): The City desires to have the coordination of mediation services and tasks performed requiring specialized skills and other supportive capabilities by a qualified non-profit organization or mediation service. No fees for small claims mediation are provided. The organization or service shall coordinate volunteer community and small claims Service Providers, in addition to provide outreach, restorative justice programming and private mediation services using a graduated fee scale based upon ability to pay/hardship.

PROJECT DEADLINE: The term of the agreement shall be for two (2) years, with the City's sole option to renew for an additional two (2) years.

OWNER: Park City Municipal Corporation
P.O. Box 1480
Park City, UT 84060

CONTACT: *Lisa Roadfuss, Paralegal*
Lisa.Roadfuss@parkcity.org

All questions shall be submitted in writing to Lisa Roadfuss via email by 3:00 p.m. on Tuesday, October 6, 2020.

Park City reserves the right to reject any or all proposals received for any reason. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City.

In the absence of the project manager, proposals should be dropped off to the City Recorder, located at 445 Marsac Avenue, Third Floor – Executive Department, Park City, UT 84060.

I. Introduction

Park City Municipal Corporation (the “City”) currently contracts with a non-profit public service provider for mediation coordination, including restorative justice, school, landlord/tenant and small claims in the Summit County Justice Court. The City desires to have mediation services and tasks performed requiring specialized skills and other supportive capabilities by a qualified Service Provider.

II. Purpose of Project

The Service Provider will coordinate volunteer mediation services in the areas of small claims disputes, real estate, land use, and community services. Service Provider should be well versed in social equity and restorative justice, and use these principles in dispute resolution.

III. Scope of Project

- A. The Service Provider will provide area residents with the support and skills needed to prevent and resolve disputes and transform conflict into progress. Minimum services include: i) at least one mediator present at every Small Claims Court Session in Summit County (twice monthly) and District Court appeals; ii) community outreach and community mediation programs (landlord/tenant, domestic/family, work place), including serving Spanish-speaking community members; iii) Park City Bar CLE; iv) mediation training; v) restorative justice community programming; and vi) explore opportunities to expand truancy/juvenile mediation through the court and school while supporting/collaborating with existing state truancy and victim-offender mediation programs.

IV. Content of Proposal

Proposals shall be limited to ten (10) pages. Proposals will be evaluated on the criteria listed below.

- A. Criterion 1. Accountability, Experience and Sustainability of Organization
- B. Criterion 2. Proposed Program Community Services and Impact
- C. Criterion 3. Fiscal Stability and Other Financial Support
- D. Criterion 4. Fair Market Value and Intangible/Community Benefits of the Proposed Services – ability to stretch resources by

collaborating with other stakeholders and non-profits and other grant/funding sources

- A. Proposals must include, but are not limited to: Cost Proposal: Program management fee and operational costs
- B. Financial Information
- C. Quantitative and Qualitative Program Goals

Compensation

- A. The City will compensate Service Provider for mediation program management and administrative costs for mediation service pursuant to the Agreement with Park City Municipal Corporation. The current budget for the services is not to exceed Fifteen Thousand Dollars (\$15,000.00) per year.

Park City Municipal Corporation reserves the right to reject any and all proposals for any reason. 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. The award of contract is subject to approval by City Council.

Price may not be the sole deciding factor.

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. A pre-submission meeting will not be held.
- B. Proposals shall be submitted to the Park City – City Attorney’s Office, Attn: Lisa Roadfuss, Paralegal, by **3:00 p.m. on Thursday, October 8, 2020**, at 445 Marsac Avenue, Lower Level, Park City, UT 84060.
- C. A selection committee will review all submitted RFPs.
- D. Interviews may be conducted the week of October 12, 2020.
- E. It is anticipated that City Council will vote on the contract award on Thursday, October 29, 2020.

Applicants NOT selected for a contract should indicate on the Application whether they wish to remain on a conflict roster for compensation at a rate per hour to be determined.

VI. Park City Municipal Standard Service Provider Agreement

A. The successful proposal will be required to enter into Park City’s Provider/Professional Service Agreement, in its current form, with the City. A draft of the Agreement is attached to this RFP as **Exhibit “A”** and incorporated herein. If there is a conflict between the written and numerical amount of the proposal, the written amount shall supersede.

B. ANY INQUIRIES RELATED TO INDEMNIFICATION OR INSURANCE PROVISIONS CONTAINED IN PARK CITY MUNICIPAL CORPORATION’S STANDARD AGREEMENT MUST BE SUBMITTED TO PARK CITY MUNICIPAL CORPORATION NO LATER THAN THE PROPOSAL/SUBMITTAL DEADLINE. PARK CITY MAY, IN ITS SOLE DISCRETION, CONSIDER SUCH INQUIRIES. ANY CHANGES TO PARK’S CITY’S STANDARD INSURANCE AND INDEMNIFICATION PROVISIONS SHALL BE APPROVED IN PARK CITY’S SOLE DISCRETION.

Any service provider who contracts with Park City is required to have a valid Park City business license.

VII. Information to be submitted

To be considered, two (2) copies of the proposal must be received at the Park City-City Attorney’s Office, 445 Marsac Avenue, Park City, UT 84060, Attn: Lisa Roadfuss, Paralegal, by **3:00 p.m. on Thursday, October 8, 2020.**

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.

C. Rejection of Proposals. 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 contract 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.

D. 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.

E. Park City Municipal Corporation's policy is, 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.

F. If bidder utilizes third parties for completing RFP requirements, list what portion of the RFP will be completed by third parties and the name, if known, of the third party.