

**REQUEST FOR PROPOSALS**  
**PROJECT: Assessment of Financial Resources**  
**CLIENT: Town of Alta, Utah**  
**RFP RELEASE DATE: -**  
**RFP CLOSING DATE: -**  
**PROCUREMENT CONTACT: -**

1. Introduction & Background Information.

The Town of Alta, Utah (the “Town”) is located eight miles up Little Cottonwood Canyon and is accessed via State Highway 210, a designated scenic byway. The town boundary contains roughly four and a half square miles of land area, about 80 percent of which is owned and managed by the United States Forest Service. Powder hounds and summer visitors are drawn to Alta Ski Area, five lodges, and accessory businesses to enjoy the scenic beauty and recreation opportunities Alta has to offer. The 2010 census population is 383 residents, but thousands of people visit Alta on numerous days each year.

The Town was incorporated as a municipality in 1970 and it operates as a five member council form of government under Title 10, Utah Code Annotated 153, as amended. The Town has 12 full time and 15 part time employees. The Town operates a police department, a small contract post office, and culinary water and sewer systems. The Town regulates land use on private lands in Alta, and issues building permits for development. The Town also manages a summer recreation program, a recycling program, and various licensing programs, and provides the bulk of the funding to operate a local destination marketing organization.

Most of the Town’s municipal services are budgeted and paid for in the general fund using sales and property tax revenues, while its water and sewer systems are managed as individual enterprise funds and supported through user fees. The Town of Alta is required by state law to provide an annual audit of its financial statements by a certified public accountant in accordance with generally accepted auditing standards. This audit must be submitted to the Office of the State Auditor within 180 days after the end of the fiscal year. For the fiscal year ending June 30, 2019 revenues across all funds were \$2,379,000 and total expenses/expenditures were approximately \$2,027,000.

2. Intent.

The Town of Alta, Utah is requesting proposals from qualified proposers to (a) assess the Town’s revenue and expense structure, (b) examine current and potential revenue sources available to the Town, and (c) make recommendations to the Town that will improve the revenue and expense structure. The Town’s goals for the project are to ensure fiscal responsibility and promote the Town’s sustainable investment of public resources for Alta residents, visitors, and businesses. The foregoing work, together with ancillary and additional services as may be reasonably required to accomplish the desired project is referred to herein as the “Project”.

The Town desires to enter into a contract with a qualified and acceptable consultant (“the *Consultant*”) for provision of all labor, supplies and materials necessary to successfully accomplish the Project. As more fully explained below, the selection of a Consultant will be based on the bid received as well as on the Town’s determination of the bidders’ respective expertise, experience, and resources that can complement the limited resources of the Town in successfully completing the project.

3. Detailed Description of Project.

The Project consists of assessing the Town’s revenue and expense structure. The Project will include, without limitation, the following:

- (a) Analyze and assess the Town’s fiscal year budget using an average of the last 3 years.
- (b) Analyze and assess current revenue sources of the Town through Town-issued licenses, use and impact fees, and taxes.
- (c) Explore potential revenue sources the Town is not currently utilizing.
- (d) Analyze usage of Town services by residents and businesses to determine whether there are disproportionate uses of services and whether a fee structure could be instituted to overcome any disproportionate use if one is identified.
- (e) Revised Fee Schedules: if necessary, propose revised fee schedules, in the same or similar format as the current license schedules, to more adequately and fairly cover administrative costs (including potential enhanced fees for enhanced services, disproportionate service costs, and the cost of special regulatory efforts).
- (f) Ordinances: review Town ordinances, as needed, and make recommendations for improvements.
- (g) Administration: review Town licensing administration practices and procedures and make recommendations for improvements.

4. Schedule.

At a minimum, the Town anticipates the following schedule for the Project:

<u>Event</u>	<u>Date</u>
Request for Proposal Issued	X
Proposal Deadline	X
Selection Committee Review & Award	X
Signed agreement	X
Completed Study	X
Present findings to Town Council	X
Town considers modifications	X

5. Proposal Requirements.

Responses to this Request are required to be submitted to X. Each responsive proposal must include the following:

- (a) Price: the proposed all-inclusive fee for the services contemplated herein, including all costs and expenses. The price must constitute the maximum dollar amount that will be charged to the Town for the completed Project, as described herein.
- (b) Firm Qualification and Relevant Experience: describe, in sufficient detail, the proposer's qualifications and experience with similar projects. Provide references and contact information for at least three similar projects.
- (c) Project Team: identify, in an organizational chart format, the personnel to be assigned to the Project. Submit resumes for key personnel. Include a statement of commitment for non-substitution of key personnel without the Town's prior written consent. Describe in sufficient detail, local and home office support facilities, and resources the proposer will provide to complete the Project. Response to this paragraph should emphasize personnel resources, in-house expertise, facilities, and services.
- (d) Proposed Approach: describe, in sufficient detail, how the proposer plans to satisfy the requirements of the Project.
- (e) Project Schedule: outline the proposer's schedule to complete the Project.
- (f) Actions: summarize any disciplinary actions, suits, by or against the proposer or related entities during the past three years.
- (g) Insurance Coverage. Insurance coverage will be required in accordance with the Town's standard requirements (below). Each bidder should thoroughly examine such insurance requirements and shall include appropriate proof of insurance certificates with its proposal. Failure to meet the insurance requirements may result in cancellation of the bid acceptance.
- (h) Clearly Marked: proposal must be clearly identified as "Assessment of Financial Resources for the Town of Alta."
- (i) Length: the proposal shall not exceed 10 pages.

All proposals shall become the property of the Town. Any proprietary information contained in the proposal must be clearly marked and delineated. The Town may release any information contained in the proposal that is not marked and delineated as proprietary following execution of a contract for services.

6. Insurance Requirements.

The contracting party shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the contracting party, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the contracting party's bid.

7. Identification of Anticipated Potential Problems.

The proposal also should identify and describe any potential problems or recommendations with respect to the Project.

8. Evaluation Criteria and Selection Process.

Proposals submitted in response to this Request will be reviewed and ranked by a selection committee (consisting of the Town Administrator, Town Clerk, and Mayor) on the basis of several factors, including but not limited to, bid amount, qualifications and relevant experience, project team, proposed approach, project schedule, ability to perform and references.

9. Terms of Contract.

The successful applicant will be required to enter into a written agreement with the Town to provide the services contemplated herein. The Town staff, working with the selected proposer, will negotiate the agreement. All provisions of the agreement will be in compliance with applicable laws, rules and regulations.

10. Suspension of Process, etc.

The Town reserves the right to reject any and all responses to the Request, to waive the requirement set forth in this Request, and to accept any proposal deemed to be in the best interest of the Town, subject to legal requirements. Response to the Request is at the proposer's sole risk and expense, and the Town shall not be liable for any cost associated with preparation by any party of any proposal submitted in response to this Request. Although the Town anticipates selecting one of the responding proposers, there is no guaranty that any responding proposer will be selected or that the Project will be commenced or completed. The Town also reserves the right to cancel award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in the Town's best interest. In no event shall the Town have any liability for the cancellation of the award.

11. Special Important Information / Links.

The following information is provided:

- (a) The last 3 approved fiscal year budgets, with year-end results.
- (b) Town Code: [https://codelibrary.amlegal.com/codes/altaut/latest/alta\\_ut/0-0-0-1](https://codelibrary.amlegal.com/codes/altaut/latest/alta_ut/0-0-0-1)
- (c) Town Fee Schedule: <https://townofalta.com/town-services/fee-schedule/>

(d) Licenses, Permits & Applications: <https://townofalta.com/town-services/licenses-permits-applications/>

(e) Contact Person. For further information, contact X

12. Proposal Submission Instructions.

(a) Proposals shall be submitted the Town via email to X at X by Xpm (MST) on X, X 2021.

(b) Proposals shall be delivered to the Town via email in .pdf format no larger than 30 megabytes in size.

(c) Please do not include links to external websites.

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