



**CITY COUNCIL MEETING
OF THE CITY OF CEDAR HILLS
Tuesday, February 3, 2015 7:00 p.m.**

Notice is hereby given that the City Council of the City of Cedar Hills, Utah, will hold a **City Council Meeting on Tuesday, February 3, 2015, beginning at 7:00 p.m.** at the Community Recreation Center, 10640 N Clubhouse Drive, Cedar Hills, Utah. This is a public meeting and anyone is invited to attend.

COUNCIL MEETING

1. Call to Order, Invocation given by C. Geddes and Pledge led by C. Crawley
2. Approval of Meeting's Agenda
3. Public Comment: Time has been set aside for the public to express their ideas, concerns and comments (comments limited to 3 minutes per person with a total of 30 minutes for this item)

CONSENT AGENDA (Consent items are only those which require no further discussion or are routine in nature. All items on the Consent Agenda are adopted by a single motion)

4. Appointment of Pete Conder to the Cultural Arts Citizens Advisory Committee
5. Appointment of Philip Barker to the Board of Adjustment

CITY REPORTS AND BUSINESS

6. City Manager
7. Mayor and Council

SCHEDULED ITEMS

8. Review/Action on Authorization to Conduct the 2015 Primary and General Municipal Elections as an entirely Absentee Ballot (Vote by Mail) Election
9. Review/Action on Awarding a Contract for the Recreation Center Concessions
10. Discussion on the Recommendation of the Beautification, Recreation, Parks and Trails Citizens Advisory Committee regarding Bayhill Park
11. Discussion on Water Conservation Policies
12. Discussion on Waste Management Contract - Current Service Rates for Garbage and Recycling, and Green Waste Options
13. Discussion/Review of Request for Proposal (RFP) and Request for Qualifications (RFQ) on Professional Services

ADJOURNMENT

14. Adjourn

Posted this 30th day of January, 2015

/s/ Colleen A. Mulvey, City Recorder

- Supporting documentation for this agenda is posted on the city's website at www.cedarhills.org.
- In accordance with the Americans with Disabilities Act, the City of Cedar Hills will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at 801-785-9668 at least 48 hours in advance of the meeting.
- An Executive Session may be called to order pursuant to Utah State Code 54-4-204 & 54-4-205.
- The order of agenda items may change to accommodate the needs of the City Council, the staff, and the public.
- This meeting may be held electronically via telephone to permit one or more of the council members to participate.



CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	David Bunker, City Manager
DATE:	2/3/2015

City Council Agenda Item

SUBJECT:	Appointment of Regular Member to the Board of Adjustment
APPLICANT PRESENTATION:	n/a
STAFF PRESENTATION:	David Bunker
BACKGROUND AND FINDINGS: The mayor shall make a recommendation to the city council on appointment of new regular or alternate members to the Board of Adjustment. Currently there is a vacancy on the Board of Adjustment. Mayor Gygi has received and reviewed the application of Philip Barker. The Mayor wishes to appoint the Mr. Barker as a regular member of the Board of Adjustment.	
PREVIOUS LEGISLATIVE ACTION: UCA 10-9a-701 City Code 9-1C-1	
FISCAL IMPACT: n/a	
SUPPORTING DOCUMENTS:	
RECOMMENDATION: Staff recommends that the above named resident be made a regular member of the Board of Adjustment	
MOTION: No motion necessary, appointed by the Mayor	



CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	David Bunker, City Manager
DATE:	2/3/2015

City Council Agenda Item

SUBJECT:	2015 Municipal Election – Vote by Mail
APPLICANT PRESENTATION:	n/a
STAFF PRESENTATION:	David Bunker
BACKGROUND AND FINDINGS:	
<p>Utah Code 20A-3-302 states that an election officer may administer an election entirely by absentee ballot. If the election is entirely by absentee ballot, the election officer shall mail to each registered voter an absentee ballot with instructions and a business reply mail envelope.</p> <p>The concept of an all vote by mail election has been implemented with great success by many municipalities and counties throughout the state. Statistics have shown an increase in voter turnout, and in some cases, reduced costs.</p> <p>The Salt Lake County Elections Division encourages and recommends holding entire vote by mail elections to the municipalities within their jurisdiction. The Utah County Elections Division does not administer the elections for municipalities within their jurisdiction, leaving the task of coordinating and running the election, as well as recruiting and training poll workers up to each individual city. Staff is very interested in Cedar Hills spearheading this concept in Utah County.</p> <p>Conducting an all vote by mail election will create an easy, accessible method for each registered voter to complete their ballot in the comfort of their home and the convenience of just dropping it in the mail. A ballot box would be placed at the city office building accommodating easy drop off for voters either before or on election day.</p>	
PREVIOUS LEGISLATIVE ACTION:	
n/a	
FISCAL IMPACT:	
To be determined.	
SUPPORTING DOCUMENTS:	
Various reports documents reporting improved voter turnout.	
RECOMMENDATION:	
Staff recommends that the City Council authorize that the 2015 Primary and General Municipal Elections be conducted as an entirely Absentee Ballot (Vote by Mail) Election	
MOTION:	
To authorize/not authorize that the 2015 Primary and General Municipal Elections be conducted as an entirely Absentee Ballot (Vote by Mail) Election.	



CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	David Bunker, City Manager
DATE:	2/3/2015

City Council Agenda Item

SUBJECT:	Recreation Center Concessions Contract
APPLICANT PRESENTATION:	N/A
STAFF PRESENTATION:	Greg Gordon
BACKGROUND AND FINDINGS: This item was tabled from 1/20/15 City Council meeting. The City has received and reviewed proposals from two food vendors and catering businesses in response to the City's request for proposals for an outside group to operate concessions at the recreation center. Based on the submittals and interview process, the committee recommends that the City proceed to negotiate a final concessions contract. The final recommendation will be presented to City Council on 2/3/2015.	
PREVIOUS LEGISLATIVE ACTION: Previous concessions contract has been terminated.	
FISCAL IMPACT: Varies	
SUPPORTING DOCUMENTS: To be presented.	
RECOMMENDATION: Staff recommends that the City Council approve final contract negotiations with the preferred vendor and authorize the Mayor to execute said contract subject to review by the City Attorney and City Manager.	
MOTION: To approve/not approve a concessions contract agreement with _____, to be executed by the Mayor, subject to final review by the City Attorney and City Manager.	



CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	David Bunker, City Manager
DATE:	2/3/2015

City Council Agenda Item

SUBJECT:	Discussion on Bayhill Park
APPLICANT PRESENTATION:	n/a
STAFF PRESENTATION:	Chandler Goodwin

BACKGROUND AND FINDINGS:

The Beautification, Recreation, Parks and Trails Committee has discussed the Bayhill Park proposal for the past few months, and would like to make some recommendations on how they feel the park could be used to better serve the residents in the area.

The Beautification, Recreation, Parks and Trails Committee recommends the following:

- 1- Swing set
- 2 – Move playground
- 3 - Move pavilion
- 4 – Move trail onto aqueduct easement
- 5 – Add grass to extend the play area.

PREVIOUS LEGISLATIVE ACTION:

n/a

FISCAL IMPACT:**SUPPORTING DOCUMENTS:**

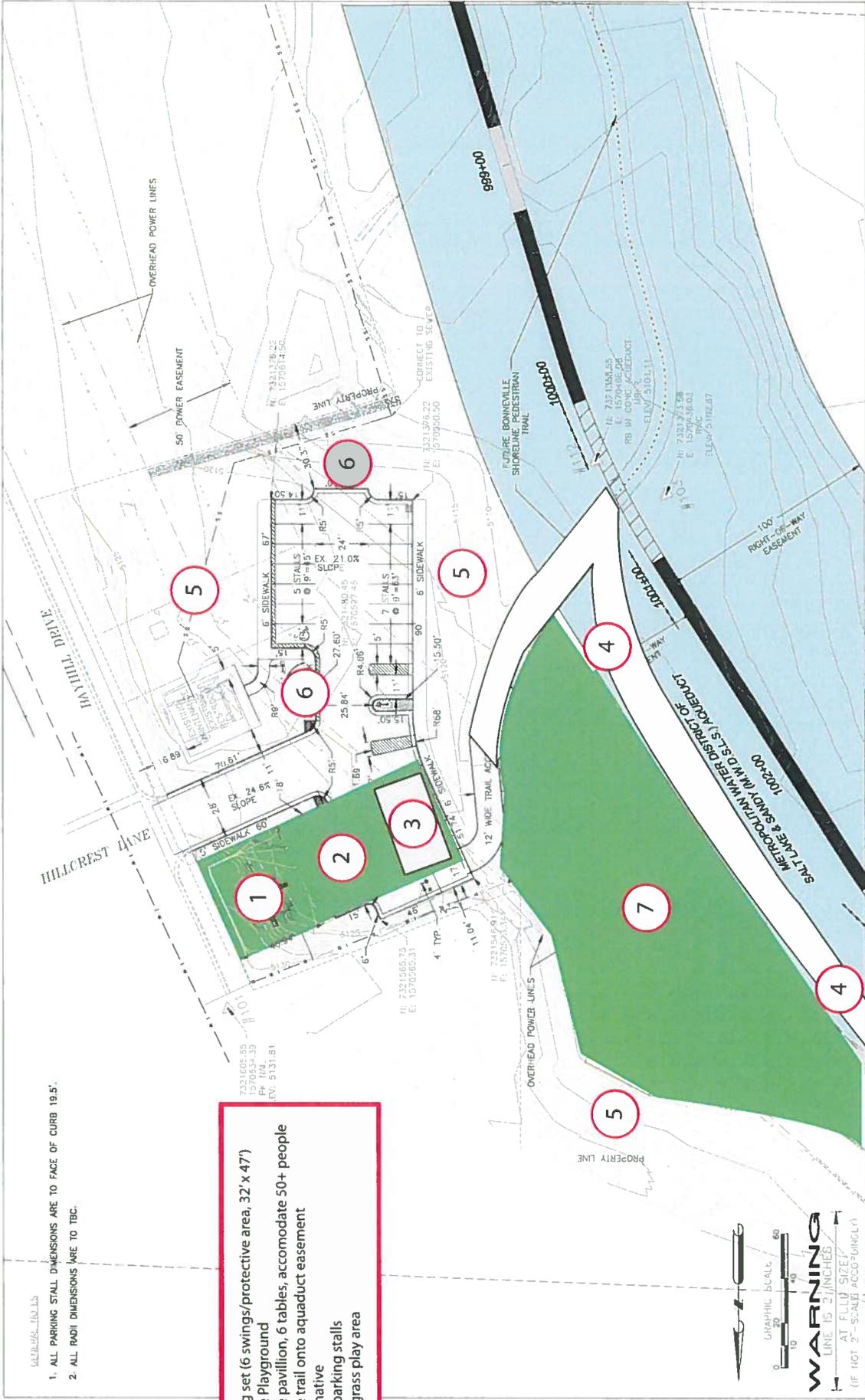
Bayhill Park (engineered drawings), Bayhill Park (Parks recommendation)

RECOMMENDATION:

Staff recommends that Council review the Beautification, Recreation, Parks and Trails Committee recommendations regarding Bayhill Park.

MOTION:

No motion necessary, discussion item only.



- 1. ALL PARKING STALL DIMENSIONS ARE TO FACE OF CURB 19.5'.
- 2. ALL RADI DIMENSIONS ARE TO TBC.

- 1 - Swing set (6 swings/protective area, 32' x 47')
- 2 - Move Playground
- 3 - Move pavillion, 6 tables, accomodate 50+ people
- 4 - Move trail onto aquaduct easement
- 5 - Stay native
- 6 - Add parking stalls
- 7 - Add grass play area

GRAPHIC SCALE
0 20 40 60

WARNING
LINE IS 2 INCHES
AT FULL SIZE
(IF NOT 2" SCALE ACCO-FURGL)

PROJECT NO.	14101.00
SHEET NO.	B-05
PROJECT NAME	BAYHILL DRIVE POCKET PARK
DATE	5/17/06
PROJECT ENGINEER	AK
PROJECT MANAGER	AK
BY	DATE
REVISIONS	
NO.	

CIVIL SCIENCE
CONSULTING ENGINEERS
3150 W. Clubhouse Drive
801-788-7200

CEDAR HILLS

CEDAR HILLS CITY
3925 W. Cedar Hills Dr.
Cedar Hills, Utah 84062

This drawing is the property of CIVIL SCIENCE and is not to be used for any other project or otherwise without their written agreement.



CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	David Bunker, City Manager
DATE:	2/3/2015

City Council Agenda Item

SUBJECT:	Water Conservation Discussion
APPLICANT PRESENTATION:	n/a
STAFF PRESENTATION:	David Bunker
BACKGROUND AND FINDINGS: The mayor, city council, and staff would like to continue water conservation efforts city wide. Some topics recently discussed which may assist in conservation efforts include: <ul style="list-style-type: none">- Xeriscaping alternatives for residential and commercial lots- Rebate incentives for water reduction efforts- Grant applications for metering projects- Additional education efforts through video media The city council may review past efforts and discuss additional programs or policy changes which may produce measurable water savings.	
PREVIOUS LEGISLATIVE ACTION: N/A	
FISCAL IMPACT: Varies	
SUPPORTING DOCUMENTS: N/A	
RECOMMENDATION: Staff recommends that the city council discuss additional efforts to reduce water consumption. If policy changes are preferred, such as modification to the landscape ordinance, staff requests further direction.	
MOTION: No motion necessary. This is a discussion item only.	



CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	David Bunker, City Manager
DATE:	2/3/2015

City Council Agenda Item

SUBJECT:	Solid Waste, Green Waste, and Recycling Discussion
APPLICANT PRESENTATION:	n/a
STAFF PRESENTATION:	David Bunker

BACKGROUND AND FINDINGS:

The city council has requested a review of the solid waste, and recycling programs, and a discussion on green waste collections.

Currently garbage and recycling rates are as follows:

Toter	Cost/Month	Collection
Garbage Can	\$10.92	Weekly
Additional Garbage Can	\$10.92	Weekly
Recycle Can	\$4.79	Bi Weekly
Additional Recycle Can	\$2.24	Bi Weekly
Green Waste	Not Available	

In an effort to encourage residents to recycle, the city has modified the previous rates for a second garbage can, which increased to the same cost of the initial garbage can, and the cost of an additional recycle can, which has been reduced in monthly cost. Two recycle cans are now less cost per month than an additional garbage can.

PREVIOUS LEGISLATIVE ACTION:

N/A

FISCAL IMPACT:

To be determined

SUPPORTING DOCUMENTS:

N/A

RECOMMENDATION:

Staff recommends that the city council discuss the solid waste, recycling, and green waste issues, and provide further direction to staff.

MOTION:

No motion necessary. This is a discussion item only.



CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	David Bunker, City Manager
DATE:	2/3/2015

City Council Agenda Item

SUBJECT:	Discussion/Review of RFP/RFQ for Professional Services
APPLICANT PRESENTATION:	N/A
STAFF PRESENTATION:	David Bunker
BACKGROUND AND FINDINGS: The city council has requested information for professional services contracts with entities which have current contracts with the City. The attached table details the professional service firm, service provided, date which contracts were initiated, and dates of termination or extension. The city council has previously reviewed contracts during a three to five year window. Staff recommends as a best management practice, that review of professional services contracts continue to be evaluated within an appropriate contract period. Staff has prepared requests for proposal or requests for qualifications for professional services which are within the standard review period.	
PREVIOUS LEGISLATIVE ACTION: See the attached professional service contract summary.	
FISCAL IMPACT: Varies	
SUPPORTING DOCUMENTS: Sample RFP/RFQ	
RECOMMENDATION: Staff recommends that the City Council review the summary of professional service contracts, and provide staff with further direction.	
MOTION: This item is a discussion/review of professional service contracts. Under direction of the city council RFP/RFQ's for professional services may be advertised and presented to city council at a future date for formal action.	

Professional Services Contract Summary

Firm	Service Provided	Begin Date	End Date / Extension
Allred Jackson	Financial Auditing	7/1/2010	Yearly contract
D. Blackburn	Building Inspection Services	10/8/2012	Month to month basis
Civil Science, Inc.	Engineering Services	3/11/2008	Agreement may be terminated by either party upon 30 days written notice
ETJLaw, Inc.	Legal Counsel	3/16/2010	City may generally discharge attorneys at any time
Wilkinson Outdoor Maintenance	Park Maintenance	1/1/2008	Extended 3 years from 1/1/2015 – 12/31/2017

REQUEST FOR PROPOSAL
Financial Audit for
The City of Cedar Hills, Utah

PURPOSE OF REQUEST FOR PROPOSAL

The purpose of this request for proposal (RFP) is to enter into a contract with a qualified independent auditing firm (Contractor) to provide audit services. It is anticipated that this RFP may result in a contract award to a single contractor.

This RFP is designed to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

BACKGROUND

The City of Cedar Hills, Utah, was incorporated in 1977 and currently has the following funds: General fund, Golf special revenue fund, Golf debt service fund, Capital Projects fund, Water and Sewer enterprise fund, and a Motor Pool internal service fund. Total revenue for all governmental funds was \$5,360,279, and the total operating revenue for enterprise funds was \$3,077,340 for the fiscal year ended June 30, 2014. The Entity currently uses Caselle software for its accounting applications, but is potentially moving to Pelorus Methods software in the spring of 2015. The comprehensive annual financial statements are prepared in Microsoft Publisher.

The Entity is required by law (*Utah Code 51-2a-201*) to provide an annual audit of its financial statements by a Certified Public Accountant in accordance with generally accepted auditing standards.

This requirement includes: 1) a financial statement audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, and 2) a State Compliance Audit, in accordance with the *State Compliance Audit Guide*, issued by the Office of the Utah State Auditor.

Prior year reports for the Entity can be found on the Office of the Utah State Auditor's website at: <http://auditor.utah.gov/accountability/financial-reports-of-local-governments/>.

SUBMITTING YOUR PROPOSAL

NOTICE: By submitting a proposal in response to this RFP, the offeror is acknowledging that the requirements, scope of work, and evaluation process outlined in the RFP are fair, equitable, not unduly restrictive, understood and agreed to. Any exceptions to the content of the RFP must be protested to the Entity prior to the closing date and time for submission of the proposal.

Proposals must be received by the submission deadline of [] no later than 5:00 p.m. MDT. Proposals received after the deadline will be late and ineligible for consideration.

The preferred method of submitting your proposal is electronically in PDF format to: dbunker@cedarhills.org and clouw@cedarhills.org

However, if you choose to submit a hard copy, one copy of your proposal must be submitted to the Entity at the address below:

David Bunker, City Manager
10246 N Canyon Road
Cedar Hills, UT 84062
dbunker@cedarhills.org

Selection of the Contractor will be made by [REDACTED], and all offerors submitting proposals will be notified immediately as to the selection results.

LENGTH OF CONTRACT

The audit contract resulting from this RFP will cover the annual audits for each of the fiscal years ending June 30 2015 through June 30, 2019, subject to an annual performance evaluation, budget appropriations, and the needs of the Entity.

The Entity reserves the right to review the contract on a regular basis regarding performance and cost analysis and may negotiate price and service elements during the term of the contract.

STANDARD CONTRACT TERMS AND CONDITIONS

Any contract resulting from this RFP will include but not be limited to the Standard Terms and Conditions (see Attachment A). Exceptions and or additions to the Standard Terms and Conditions are strongly discouraged.

Exceptions and additions to the Standard Terms and Conditions must be submitted with the proposal response. Exceptions, additions, service level agreements, etc. submitted after the date and time for receipt of proposals will not be considered. Website URLs, or information on website URLs must not be requested in the RFP document and must not be submitted with a proposal. URLs provided with a proposal may result in that proposal being rejected as non-responsive. URLs are also prohibited from any language included in the final contract document.

The Entity retains the right to refuse to negotiate on exceptions should the exceptions be excessive or not in the best interest of the Entity, or if the negotiations could result in excessive costs to the Entity or could adversely impact existing time constraints.

Wherever the following terms appear in this solicitation or reference is made to them, they shall be interpreted according to the section of *Utah Code* indicated: bid, bidder, or quote as defined in 63G-6a-103(31); RFP, or Request for Proposals, as defined in 63G-6a-103(39). The procurement shall be conducted subject to the provisions of *Utah Code 63G-6a-701-711*

All offerors should note that *Utah Code 63G-6a-402(6)* requires the Entity, for the duration of any contract awarded through this RFP, to make available contact information of the winning contractor to the Department of Workforce Services.

DISCUSSIONS WITH OFFERORS (ORAL PRESENTATION)

An oral presentation by an offeror to clarify a proposal may be required at the sole discretion of the Entity. However, the Entity may award a contract based on the initial proposals received without discussion with the offeror. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the offerors' expense.

PROTECTED INFORMATION

The Government Records Access and Management Act (GRAMA), *Utah Code*, Subsection 63G-2-305, provides in part that:

The following records are protected if properly classified by a government entity:

- (1) *trade secrets as defined in Section 13-24-2 if the person submitting the trade secret has provided the governmental entity with the information specified in Section 63G-2-309 (Business Confidentiality Claims);*
- (2) *commercial information or non-individual financial information obtained from a person if:*
 - (a) *disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future;*
 - (b) *the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and*
 - (c) *the person submitting the information has provided the governmental entity with the information specified in Section 63G-2-309;*

* * * * *

- (6) *records, the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except . . . that this Subsection (6) does not restrict the right of a person to see bids submitted to or by a governmental entity after bidding has closed;. . .*

GRAMA provides that trade secrets, commercial information or non-individual financial information may be protected by submitting a Claim of Business Confidentiality.

To protect information under a Claim of Business Confidentiality, the offeror must:

1. Provide a written Claim of Business Confidentiality *at the time the information (proposal) is provided to the Entity,*
2. Include a concise statement of reasons supporting the Claim of Business Confidentiality (Subsection 63G-2-309(1)), and
3. Submit an electronic “redacted” (excluding protected information) copy of your proposal response. Copy must clearly be marked “Redacted Version.”

A Claim of Business Confidentiality may be appropriate for information such as client lists and non-public financial statements. **Pricing and service elements may not be protected.** The Claim of Business Confidentiality must be submitted with your proposal on the form which may be accessed at:

<http://www.purchasing.utah.gov/contract/documents/confidentialityclaimform.doc>

An entire proposal cannot be identified as “PROTECTED”, “CONFIDENTIAL” or “PROPRIETARY” and may be considered non-responsive if marked as such.

All materials submitted become the property of the Entity. Materials may be evaluated by anyone designated by the Entity as part of the proposal evaluation committee. Materials submitted may be returned only at the Entity’s option.

DETAILED SCOPE OF WORK

A. AUDIT STANDARDS

The auditor shall perform a financial audit, and a state compliance audit of the Entity for each fiscal year of the contract period in accordance with the following:

- Auditing standards generally accepted in the United States of America, as promulgated by the American Institute of Certified Public Accountants (AICPA);
- The *AICPA Audits of State and Local Governmental Units* audit and accounting guide;
- *Government Auditing Standards*, 2011 revision, published by the U.S. Government Accountability Office;
- For the state compliance audit – the *State Compliance Audit Guide*, issued by the Office of the Utah State Auditor;

B. REPORTING REQUIREMENTS

1. Financial Report – The auditor shall audit the financial statements and records of the Entity and shall issue an auditor's opinion on those financial statements. Such financial statements shall be prepared in conformity with accounting principles generally accepted in the United States of America.

The auditor will be involved in drafting, typing, and printing financial statements in Microsoft Publisher, if requested, and will assist management’s efforts to obtain the Government Finance Officers Association’s Certificate of Achievement of Excellence in Financial Reporting. In addition, the auditor will be involved in completing the Entity’s Online Financial Survey on the Office of the Utah State Auditor’s online reporting system, at reporting.auditor.utah.gov, within 180 days after the Entity’s fiscal year end, if requested.

2. Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters – The auditor shall issue a report on internal control over financial reporting and on compliance and other matters in accordance with *Government Auditing Standards*.
3. Report Required for State Compliance Audit – The auditor shall prepare and include a statement expressing positive assurance of compliance with State fiscal laws and other financial issues related to the expenditure of funds received from federal, state, or local governments identified in the *State Compliance Audit Guide*, issued by the Office of the Utah State Auditor (*This statement is in addition to the compliance opinion required as part of a single audit.*)
4. Management Letter – As appropriate, the auditor shall prepare a comprehensive management letter including the auditor’s findings and recommendations relative to the

internal control over financial reporting, compliance with laws and regulations, as applicable, and adherence to generally accepted accounting principles.

The auditor shall request written responses from Entity officials for each recommendation and shall include such responses in the reports. If the Entity declines the opportunity to respond, the auditor shall so state in their report.

5. Reporting Deadlines – The audit must be completed and a comprehensive annual report must be submitted for review to the Entity by December 1st. The auditor or Entity will submit the complete reporting package to the Office of the Utah State Auditor’s online reporting system, at reporting.auditor.utah.gov, within 180 days after the end of each fiscal year.

PROPOSAL REQUIREMENTS

Interested offerors should include the following information in their proposal to perform the audits.

A. Profile of the Independent Auditor

Provide general background information which includes:

1. The organization and size of the offeror, whether it is local, regional, national or international in operations.
2. The location of the office from which the work is to be done and the number of professional staff, by staff level, employed at that office.
3. A positive statement that the following mandatory criteria are satisfied:
 - (a) An affirmation that the offeror is properly licensed for practice as a certified public accountant in the State of Utah.
 - (b) An affirmation that the offeror meets the independence requirements of AICPA Rule 101 and the *Government Auditing Standards*.
 - (c) An affirmation that the offeror meets the continuing professional education requirements contained in the *Government Auditing Standards*.
4. A copy of the offeror’s most recent peer review report.
5. List governmental entities and contacts we may review as references.

B. Offeror's Qualifications

1. Identify the audit partners, audit managers, field supervisors and other staff who will work on the audit, including staff from other than the local office. Résumés should be included which outline relevant experience for the staff auditors up to the individual with final responsibility for the audit.
2. Training provided by firm for each staffing level.

C. Offeror's Approach to the Audit

Submit a general audit work plan to accomplish the scope defined in these guidelines. The audit work plan should demonstrate the offeror's understanding of the audit requirements and the audit tests and procedures to be applied in completing the audit plan. The plan should detail the expected number of audit hours for the financial audit, and compliance audit separately on an annual basis for each fiscal year being audited. The single audit will likely not be required any year. The plan should also identify the breakdown of total hours between staff, in-charges, and higher levels. The planned use of specialists, if any, should also be specified. Detail how the reporting deadline requirements of the audit will be met based on the firm's capacity to handle the necessary work involved.

D. Comprehensive Not-To-Exceed Fee

Supply the billing rates, estimated number of billable hours, other billable expenses and a comprehensive "not-to-exceed" fee for the audit, inclusive of travel, per diem and all other out-of-pocket expenses. The not-to exceed fee should provide the cost of the audit services, and a separate cost for preparing each fiscal year's comprehensive annual financial report in Microsoft publisher format. The not-to-exceed fee information requested above should be provided as a separate amount for **each fiscal year being audited.**

CONTRACTUAL ARRANGEMENTS

- A. Document Retention – Workpapers and reports for the audit must be retained for a period of five years after the completion of the audit and made available for inspection by the Entity or government auditors, including the Office of the Utah State Auditor, if requested by them.
- B. Compensation for Services – Payment for the audit will be made by the Entity upon receipt of the audit reports.
- C. Availability of Staff – The Entity's staff will be available to prepare schedules, trial balances, and provide documentation to assist the auditor as their schedules permit during the course of the audit. The staff anticipates preparing a draft of each comprehensive financial annual report, unless there are significant time constraints from turnover, or some other unforeseen issue.

EVALUATION OF PROPOSALS

The criteria listed below will be considered when making an evaluation of the proposals.

% OF SCORING WEIGHT	EVALUATION CRITERIA
Mandatory	Licensing, independence, CPE, peer review, and ability to meet audit deadlines.
25%	<u>Technical Experience of the Firm</u> – Background of firm, governmental audit experience, and peer report. References from other governmental entities.
20%	<u>Qualifications of Staff</u> – Resumes and certifications of staff, and training made available to each level of staff.
25%	<u>Understanding of the audit services to be performed:</u> (1) Appropriateness and adequacy of proposed procedures. (2) Reasonableness of time estimates and total audit hours—capacity of the staff to handle the audit and flexibility to meet deadlines. (3) Appropriateness of assigned staff levels.
30%	<u>Cost</u> of the audit and of preparing comprehensive financial statements.

Right to Reject – The Entity reserves the right to reject any and all proposals submitted and to request additional information from all offerors. Any contract awarded will be made to the offeror who, based on evaluation of all responses (applying all criteria and oral interviews if necessary), is determined to be the best to perform the audit.

ADDITIONAL INFORMATION

The individual listed below may be contacted for information. However, before making contact we request you review the Entity’s prior year financial statements and auditor’s reports which can be found at the Office of the Utah State Auditor’s website at:
<http://auditor.utah.gov/accountability/financial-reports-of-local-governments/>.

Charl Louw, Finance Director
 Phone: 801-785-9668 ext. 401
 Email: clouw@cedarhills.org

Cedar Hills City is requesting proposals from qualified firms for a **City Building Inspector and Plan Review Services**. The services requested are anticipated to be equivalent to part-time hours.

BACKGROUND

Cedar Hills City has a population just over 10,000 and has issued an average of 10 new single-family residential permits per year, and between 60 and 70 other miscellaneous permits related to residential remodeling (or associated improvements). An average of 1 commercial related permits are issued a year.

Supporting City Staff includes the assistance of a Permit Technician and a certified Planner. This position requires close coordination with the City Building Official.

The Consultant must be experienced in both residential and commercial inspection and plan review procedures. A City representative will perform the duties of the City Building Official.

TERM OF CONTRACT

The initial term of the proposed contract shall be a period of one (1) year commencing on or around _____, and shall automatically renew for successive one (1) year terms (up to five years), unless either party gives the other not less than forty-five (45) days prior written notice to terminate the contract.

In addition, the City will be allowed to terminate if the Consultant does not perform services in a satisfactory manner, loses its license to perform any of the necessary services, and becomes insolvent, and/or other similar reasons.

The Consultant will need to be available to work an average of 15 to 20 hours per week, however, that amount of hours is not guaranteed. Actual hours will vary depending on the work load.

SCOPE OF SERVICES

The City anticipates a contract with a Consultant on a part-time basis to provide the following services:

Plan Review

The consultant will be responsible for the initial review and up to two (2) subsequent reviews of submitted building construction plans for compliance with model building codes adopted by the State of Utah and local ordinances.

Building Inspection

The Consultant will be responsible for inspecting properties and enforcing the model building codes adopted by the State of Utah and local ordinances.

Work regarding the above referenced codes and ordinances involves responsibility for plan review, inspecting of residential and commercial buildings, and other structures in regard to conformity with code requirements technical standards, enforcement and consistency with any associated zoning approvals. Work also includes complaint investigations, hazardous building inspections and assistance with the prosecution of building code and hazardous building violations.

The Consultant will be required to maintain consistent and thorough records of inspections and provide the City with information necessary to determine what inspections are required for a given application, record of when the inspections occur and punch lists generated during the inspection. Consultant will closely coordinate with City Staff on the issuance of building permits and certificates of occupancies.

Other Inspections

Prior to the issuing of home-occupation permits, as directed by the City, the Consultant shall inspect the prospective places of businesses to ensure compliance with building codes. Prior to the issuance of Conditional Use Permits for Attached Accessory Apartments, as directed by the City, the Consultant shall inspect the property to ensure compliance with building codes.

SUMMARY OF EXPECTED PERFORMANCE STANDARDS

This subsection provides a summary of the minimum expectations of the Consultant. Final provisions shall be established during contract negotiations.

- 1) Qualified personnel shall perform all services and shall maintain all necessary certificates and licenses required to perform such services.
- 2) Except when, and if, the workload demands otherwise, all inspections shall be conducted within the City's normal business hours of 8:00 am to 5:00 pm Monday through Thursday and 8:00 am to 4:00 pm Friday.
- 3) Consultant shall establish and maintain an office with a mailing address, a telephone number, and an email address for the regular correspondence with City Staff and scheduling of inspections.
- 4) Consultant shall develop and continuously upgrade a program of disseminating information to keep the City aware of any and all code changes.
- 5) Consultant shall have, or in the case of the City Ordinance, acquire, expert knowledge of, and comply with, City Ordinance, laws and regulations of the State of Utah and its agencies relating to the enforcement of adopted Building Codes.
- 6) Consultant will maintain specific records of completed inspections and inspection reports and provide them, preferably in electronic format, to the City on as close to real-time as possible. At a minimum, a bi-weekly record will be sent to the City.
- 7) Consultant will provide monthly invoices, which will include a detailed description of all work performed, as well as, a flat fee rate for the inquiries for general customer service needs.
- 8) Consultant shall carry not less than the following insurance and shall provide verification to the City upon request:
 - a. Professional Liability Errors and Omissions Insurance in an amount of at least \$500,000 single limit coverage, covering all personnel employed by the Consultant in the capacity of acting as the Agent of the City/Building Official.
 - b. General Liability Insurance in an amount of at least \$1,000,000 single-limit coverage, covering all personnel employed by the Consultant in the capacity of acting as the Agent of the City.
 - c. Worker' Compensation on a state-approved policy form providing statutory benefits as

required by law.
d. Business Auto Coverage.

9) The City representative or his/her designee shall at all times have the right to inspect the work, services or performance of Consultant

SELECTION PROCESS AND SCHEDULE

The City will select a company based on the proposals received; no formal interviews are planned. However, the City may conduct a due diligence review on the top two or three companies receiving the highest evaluations, which may or may not include formal interviews.

The City expects to select one firm for this project. The City will enter into negotiations with the selected firm and execute a contract upon completion of negotiation of fees and contract terms for City Council approval.

SCHEDULE

The following tentative schedule has been prepared for this project:

RFP advertisement	_____
Questions	_____
Proposal Due	_____
Notice of Award	_____
Start Date	_____

PROPOSAL LETTER REQUIREMENTS

The proposal letter should include the following information:

Consultant Information Sheet: A brief narrative of the company's background and qualifications

- Identify company's point of contact name, phone number, mailing and email addresses
- Small bio on key individuals may be included

List of Qualified Inspector(s) and/or Plan Reviewer(s): A list of qualified individuals and their certifications that can fulfill the various services described in "Scope of Services" Section.

Summary of Understanding of Proposed Services: A prospective Consultant should indicate an understanding of the requested services as described in the "Scope of Services" Section, and describe how it proposes to provides these services to the City in these aspects.

Other Activities: Pleases indicate if your firm is willing and/or able to provide any additional services.

References: A table listing building inspection contracts held during the last five (5) years, and a municipal representative from each location that the City may contact. The list of references should specify whether each municipality is a current or past client.

Cost of Services: A table listing the hourly rate of the involved personnel and a description of proposed billing method, and monthly flat fee for general inquiries.

ADVERTISEMENT FOR REQUEST FOR PROPOSALS

CEDAR HILLS CITY CORPORATION (www.cedarhills.org) located at 10246 N Canyon Road, Cedar Hills, Utah is requesting proposals for **Municipal Engineering Services** and is seeking to select a qualified professional consultant to act in the capacity of City Engineer.

PROPOSALS MUST BE RECEIVED NO LATER THAN: _____. Proposals received after this time will not be evaluated.

The purpose of this Request for Proposals (RFP) is to obtain proposals from qualified Civil Engineering firms or individuals to provide general engineering consulting services for CEDAR HILLS CITY Corporation.

1. Administrative Background

CEDAR HILLS CITY Corporation is a municipal corporation of the State of Utah. CEDAR HILLS CITY is a small city located approximately 30 miles south of Salt Lake City, Utah comprising an area of twenty four (24) square miles. The 2010 Census population of CEDAR HILLS CITY was 10,066. CEDAR HILLS CITY Corporation offers a diversity of municipal services including police, fire, and ambulance service; utility services including culinary water, sanitary sewer, storm drainage, and electricity; other public services such as waste collection, street construction and maintenance, planning and zoning, building permitting, economic development, a museum and gallery, volunteer coordination, and senior citizen services. The City manages and maintains 8 parks and an 18-hole golf course, and operates a recreation program that serves CEDAR HILLS CITY and neighboring communities, and provides a variety of activities.

CEDAR HILLS CITY anticipates significant expansion in the next 20 years as a result of natural growth and migration. All utilities are owned and operated by CEDAR HILLS CITY Corporation with the exception of natural gas and a portion of electrical energy purchased from PacifiCorp. The City has developed a twenty five (25) year Capital Improvements Project plan in excess of forty five million dollars.

2. Minimum Qualifications

Proposals will only be accepted from professional engineering firms properly licensed in the State of Utah with multiple years of municipal engineering experience in the majority of the following professional disciplines:

- a) Civil Engineering
- b) Land use design and planning
- c) Structural design
- d) Environmental planning
- e) Landscape architecture
- f) Traffic planning and engineering
- g) Surveying

3. SERVICE EXPECTATIONS

Respondents should understand that development review turnaround times, project design and development schedules, contract performance and management, etc. are critically important in maintaining a vibrant and first class community willing to expand for future growth. It is imperative that adequate professional staff is available to accommodate our present and future needs.

Any contract resulting from this RFP will be between CEDAR HILLS CITY Corporation and the successful consultant. The initial contract will be for a period of five (5) years, with an option for a three year extension at the City's sole discretion. The City reserves the right to contract with other qualified professional firms or individuals for similar services during the period of the contract.

All proposals must contain the following information:

- a. Company name and contact information.
- b. Resumes or background descriptions of all key personnel.
- c. Information on experience related to general engineering consultant services for municipal work. A minimum of five (5) complete references must be submitted.
- d. If associates or subcontractors are normally used, a list of and their qualifications must be included.
- e. A summary of the approach the respondent will use to work with CEDAR HILLS CITY Corporation staff to provide engineering services and ensure that project communications will be conducted efficiently and that project timelines will be met.
- f. A current fixed fee schedule identifying the work classification and hourly rate for all employees along with reimbursable expense rate schedules for their firm.

4. CRITERIA FOR SELECTION

Proposals will be evaluated by a selected committee of CEDAR HILLS CITY personnel knowledgeable about various engineering disciplines. The top three (3) to five (5) respondents may be interviewed to determine their likelihood for meeting the municipal engineering services of CEDAR HILLS CITY. Proposals will be evaluated on evidence of understanding of the objectives and work involved, and on the demonstrated capability of the respondent to accomplish the work. The primary criteria and relative weight given to each category during the evaluation process will be:

1. Engineering Qualifications: 20%

The respondent shall provide a conceptual outline of a process to fulfill the City's purposes as expressed in this RFP to include experience, lead engineer, sub-consultants, office location and availability.

2. Key Staff/Management: 25%

Respondent shall identify their key staff and technical specialists by role highlighting their understanding of municipal services and commitment to service delivery.

3. Experience/Project Team: 25%

The respondent shall detail previous work experience in analysis, planning, and design of projects for municipalities to include team organization for project delivery and capacity.

4. References: 15%.

Respondent shall provide three (3) references from municipalities with similar operations.

5. Current Fixed Fee Schedule and rate: 15%

Each respondent shall include a fixed fee schedule identifying the work classification and hourly rate for all employees along with reimbursable expense rate schedules for their firm.

5. SUBMITTAL PROCESS

Respondents must submit one (1) original and ten (10) complete copies of the proposal to:

**General Engineering Consultant Services
Attn: David Bunker, P.E.
CEDAR HILLS CITY
10246 N CANYON ROAD
CEDAR HILLS CITY, UT 84062**

Submissions must be received no later than _____. All proposals that are not received by the deadline will be considered late and will be returned to the respondent unopened.

Proposals shall be submitted at the time and place indicated in the Request for Proposals and shall be submitted in a sealed envelope appropriately marked with the Proposal title and the name and address of the Respondent.

Please ensure that your proposals do not exceed twenty-five (25) pages of information excluding reference material. If the requested number of copies does not fit into an envelope, enclose all copies in a box, seal it and include the appropriate information on the top of the box.

COST OF PREPARATION OF RESPONSE

Costs incurred by any entity or individual in the preparation of their response to this Request for Proposals are the responsibility of the responding entity or individual and will not be reimbursed by the CEDAR HILLS CITY Corporation.

CONTINGENCY

Respondents should be aware that this project is contingent on allocation of funds in the FY _____ CEDAR HILLS CITY Corporation budget.

CANCELLATION

CEDAR HILLS CITY Corporation reserves the right to cancel award of the contract any time before execution of the contract by both parties if cancellation is deemed to be in CEDAR HILLS CITY Corporation's best interest. In no event shall CEDAR HILLS CITY Corporation have any liability for the cancellation of award. The respondent assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

CLARIFICATION

Any respondent requiring clarification of the information or protesting any provision herein, must submit specific questions/protests or comments in writing to:

David Bunker, City Manager/City Engineer
CEDAR HILLS CITY
10246 N CANYON ROAD
CEDAR HILLS, UT 84062
Email: DBUNKER@CEDARHILLS.ORG
Phone (801) 785-9668

PROPOSALS ARE PUBLIC RECORDS

All information submitted by Respondents shall be public record and subject to disclosure pursuant to the Utah Government Records Access Management Act, except such portions of the proposals for which respondent requests exception from disclosure consistent with Utah Law. All requests shall be in writing, noting specifically which portion of the proposal the Respondent requests exception from disclosure. Respondent shall not copyright, or cause to be copyrighted, any portion of any said document submitted to CEDAR HILLS CITY Corporation as a result of this Request for Proposals.

REJECTION OF PROPOSALS

CEDAR HILLS CITY Corporation reserves the right to reject any or all responses to this Request for Proposals.

CLARIFICATION OF RESPONSES

CEDAR HILLS CITY Corporation or its agent reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a respondent to respond to such a request for additional information or clarification could result in rejection of that firm's response or responses.

CITY OF CEDAR HILLS
REQUEST FOR PROPOSALS FOR CEDAR HILLS CITY ATTORNEY
CONTRACT 2015

ALL PROPOSALS MUST BE RECEIVED NO LATER THAN: _____
Submittals received after this time will not be evaluated.

Information Contacts:

David Bunker
City Manager
Phone: (801) 785-9668
Fax:
Email: dbunker@cedarhills.org

Please include in your submittal the following contact information: 1) Respondent; 2) Date of Submittal; 3) Company Name (if different than 'Respondent'); 4) Mailing Address; 5) Telephone; 6) Fax #. Failure to provide complete contact information may result in rejection of your submittal.

I. Background

The city attorney will provide services in all appointed cases in all courts in Utah County, including appellate services as required or necessary. Appointment is at the discretion of the Mayor and City Council and the city attorney will serve in all cases in which an appointment is made, even if you disagree with the propriety of the case.

II. Purpose

1. The city attorney will, at their own expense, provide separate counsel in the case of any appointment when you may have a conflict of interest or other reason you cannot ethically accept an appointment. This requirement may to a great extent be fulfilled by having more than one attorney accept a portion of the contract. However, this does not necessarily answer every situation and the sole financial responsibility to obtain separate counsel will be on the city attorney.
2. The proposal shall be on a flat fee basic for all services in 2015.

3. Please address also your plan to insure prompt and regular attendance at all court proceedings.
4. The proposal will also need to include a specific plan to transition, if necessary, from the current city attorney team to any new team without a loss of continuity. In particular, your proposal will include specific details on the manner in which you intend to familiarize yourself with cases and

trials for the time after 30 June 2015, sufficiently to allow you to proceed to trial or resolution without continuance or lapse.

5. The contract will include provisions to allow any administrator or control person to be substituted with another in the event of a material breach of contract as well as a liquidated damages provision.

SUBMITTAL PROCESS

Respondents must submit one (1) original and ten (10) complete copies of the submittal to:

**City Office Request for Proposal
Attn: Colleen Mulvey, City Recorder
Cedar Hills City Hall
10246 N Canyon Road
Cedar Hills, UT 84062**

Submissions must be received no later than **5:00 p.m. _____ 2015**. All submittals that are not received by the deadline will be considered late and will be returned to the respondent unopened.

Accordingly, price is but a single criterion, not the deciding one. The City will also consider experience, reputation, skills, price, the specifics of the proposal, and the input of elected city officials and others.

Responses shall be submitted at the time and place indicated in the Request for Proposals and shall be submitted in a sealed envelope appropriately marked with the submittal title and the name and address of the Respondent. If the requested number of copies does not fit into an envelope, enclose all copies in a box, seal it and include the appropriate information on the top of the box.

COST OF PREPARATION OF RESPONSE

Costs incurred by any agency in the preparation of their response to this Request for Proposals are the responsibility of the responding agency and will not be reimbursed by the City of Cedar Hills.

CLARIFICATION

Any respondent requiring clarification of the information or protesting any provision herein, must submit specific questions/protests or comments in writing to:

**David Bunker
City Manager
Phone: (801) 785-9668
Fax:
Email: dbunker@cedarhills.org**

REJECTION OF SUBMITTALS

Cedar Hills reserves the right to reject any or all responses to this Request for Proposals. The Respondent assumes the sole risk and responsibility for all expenses connected with the preparation of its submittal.

COLLUSION

Respondents hereby certifies that no officer, agent, or employee of Cedar Hills has a pecuniary interest in this submittal; that the submittal is made in good faith without fraud, collusion, or connection of any kind with any other Respondent; the Respondent is competing soley in its own behalf without connection with, or obligation to, any undisclosed person or firm.

CLARIFICATION OF RESPONSES

Cedar Hills or its agent reserves the right to obtain clarification of any point in a firm's submittal or to obtain additional information necessary to properly evaluate a particular submittal. Failure of a respondent to respond to such a request for additional information or clarification could result in rejection of that firm's response or responses.