



# **Central Wasatch Commission**

## **REQUEST FOR PROPOSAL**

**PROJECT NAME:**

**Mountain Accord Central Wasatch Commission Situational Assessment and  
Facilitation of a Path Forward**

**Central Wasatch Commission  
41 North Rio Grande, Suite 102  
Salt Lake City, Utah 84101  
PH: 8012302506  
kaye@cw.utah.gov**

**REQUEST FOR PROPOSAL**  
**Mountain Accord Central Wasatch Commission Situational Assessment and Facilitation of**  
**a Path Forward**  
**Central Wasatch Commission**  
**Salt Lake City, Utah**

**Article I. Introduction**

Central Wasatch Commission requests that your organization make a proposal regarding your consulting services for a **Mountain Accord Central Wasatch Commission Situational Assessment and Facilitation of a Path Forward**.

The following proposal request will outline the project goals and detail the format you should submit your proposal.

Please read the timeline carefully. For your proposal to be considered, your proposal must meet our deadlines included in the timeline under Section 2.02.

**Section 1.01 Location and Sponsor**

Your bid is for completion of a **Mountain Accord Central Wasatch Commission Situational Assessment and Facilitation of a Path Forward**.

**Central Wasatch Commission is physically** located at 41 North Rio Grande, Suite 102, Salt Lake City, Utah, 84101.

**Section 1.02 Management**

Staff responsible for managing the projects details:

Blake Perez: CWC Deputy Director  
Ralph Becker: CWC Executive Director  
Kaye Mickelson: CWC Administrator  
Lindsey Nielsen: CWC Associate Director

Blake Perez, Kaye Mickelson will be responsible for the project's timely completion.

**Section 1.03 Contact Information**

Please contact Kaye Mickelson for questions about the proposal submission details:

Phone: 8012302506  
E-mail: [kaye@cw.utah.gov](mailto:kaye@cw.utah.gov)

Please contact Blake Perez for questions about the project details:

Phone: 8017022522  
E-mail: [blake@cw.utah.gov](mailto:blake@cw.utah.gov)

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### **Article II. The Project**

#### **Section 2.01 Mission**

The overall objective of this project entails review, redefinition where necessary or appropriate, of the Mountain Accord Charter plus facilitation of Central Wasatch Commission Board of Commissioners regarding board and management structure.

Six years have passed since the original charter; the purpose of this assessment is to respond to the Central Wasatch Commission four (4) prong request from 11.5.2021 board retreat:

1. Redefine and recertify Mountain Accord.
2. Recommit to Mountain Accord
3. Review board structure
4. Review management structure

#### **Section 2.02 Project Specifications**

**Please refer to the separate attachments describing:**

**Synopsis of the Mountain Accord Charter and background**

**A document entitled “Issues”**

**The request by the Central Wasatch Commission Board of Commissioners for review, redefinition where necessary or appropriate Facilitation requested**

#### **Section 2.03 Contractor Requirements**

Should your proposal be accepted, we expect you to contribute the following to the project:

1. Review Mountain Accord Charter in conjunction with current commissioners as well as Central Wasatch Commission staff and other stakeholders as needed. Contractor will submit the process for review as part of the request for proposal process.
2. Since this is an expedited time frame it is anticipated any interviews and requests for Mountain Accord Charter review will occur through multiple processes: telephone or zoom interview, written requests for review, potential group reviews, and/or public comment processes.
3. Deliverable: contractor will deliver a summary of suggestions to those areas of the Mountain Accord Charter to remain as they are, as well as those areas recommended for change.
4. The contractor will then facilitate board decision making for a recommitment to the Mountain Accord Charter and any Charter changes. Board decisions may include board and management changes.

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**Section 2.04 Timeline**

To complete our mission, we have set the following timetable. This timetable is subject to change by the managers of this project.

Milestone:	Date:
Requests for Proposals Sent Out	December 7, 2021
Deadline for Proposals	December 27, 2021
Contractor Decision Date	January 3, 2022
Project Start Date	January 10, 2022: CWC Board Meeting
Project Completion Date	March 1, 2022

**Article III. The Proposal**

**Section 3.01 Summary of Proposal**

**(a) Expectations**

Contracts will be awarded based on the information presented in the proposals received.

The Central Wasatch Commission will award contracts based on the proposal expected to be the most beneficial to our project based on a variety of factors.

Contractor should disclose to the Central Wasatch Commission any former or current working relationships with current Central Wasatch Commissioners, staff, or members of the Central Wasatch Advisory Stakeholders Council.

The Central Wasatch Commission reserves the right to award more than one contract, accept the lowest price offer, award contracts before the proposal deadline listed in the timeline, award contracts before all proposals are received, and refuse any contract without obligation to the Central Wasatch Commission or to the company offering the proposal.

**(b) Response Deadline**

No letter of intent to propose is requested.

**(c) Proposal Deadline**

All proposals must be submitted to the Central Wasatch Commission by **midnight December 27, 2021. Email of proposals is requested.**

**(d) Selection Criteria**

All offers submitted will be considered based upon the materials provided in the proposal.

Consideration will be given to performance projections as well as cost and staff requirements.

Only those proposals submitted by the deadline above will be considered. The following criteria will be the primary considerations for selecting a proposal:

1. Submission of all proposals in the correct format by the stated deadline.
2. The perceived effectiveness of the proposal's solution to the proposed deliverable.
3. The perceived ability for the proposing organization's ability to deliver their services set forth in their proposal.
4. The proposing company's past performance in delivering such services.
5. Availability of sufficient high-quality personnel with the required skills for the specific approach proposed.
6. Overall cost of the proposal. It is anticipated the proposals received for this project will be in the range of \$15,000 - \$20,000. Proposals for total project completion will be entertained and reviewed by the proposal selection committee.
5. An interview may be requested of consultants

Central Wasatch Commission may suspend or discontinue proposals at any time without notice or obligation to the company that submitted the proposal.

**(e) Proposal Format:** Central Wasatch Commission suggests that you include the following information in your proposal. Proposals should adequately address the details of the proposed contract.

**(i) Contractor Summary**

**(ii) Capabilities and Methodology**

**(iii) Expected Results**

**(iv) Executives, Staffing, and Management**

**(v) Communication**

**(vi) Equipment**

**(vii) Expense Breakdown**

**(viii) Expense Summary**

**(ix) Licensing and Bonding**

**(x) Insurance**

**(xi) References (3)**

**Section 3.02 Proposal Details**

**(a) Contractor Summary**

Include a brief history of your company including your experience in dealing with similar projects. Also include the owners' names or those persons authorized to sign contracts for your business.

**(b) Capabilities and Methodology**

Detail your company's capabilities in delivering the requests in this proposal. You should use this section to outline specifically your proposed method for achieving your goal. This should include a detailed timeline of milestones for completing the project.

**(c) Expected Results**

Use this section to summarize the expected results of your methodology listed above. This should include a summary of your timeline for completing the project.

**(d) Executives, Staffing, and Management**

List the high-level executives or officers in charge of completing the project and a summary of their background. You should also use this section to list the projected staffing and management necessities and their estimated cost. Specify how you will obtain the staff to complete the project.

**(e) Communication**

Explain how you intend to communicate between executives, management, and staff in addition to how you will communicate to the project manager to ensure the project stays on schedule.

**(f) Equipment**

Detail the equipment necessities as well as their estimated cost. If you will need additional services or space from the Central Wasatch Commission, you should list those requirements here with a brief explanation.

**(g) Expense Breakdown**

Build a detailed list of all expected expenses.

**(h) Expense Summary**

Give a summary of the total costs for your proposed contract. You may also include a brief explanation of the contributing costs to the total cost.

**(i) Licensing and Bonding**

If applicable, include the details of your licenses and bonds for the services you are proposing. If possible, enclose proof of your licenses and bonds.

**(j) Insurance**

If applicable, provide the details of insurance your company will provide for your staff and the project.

**(k) References**

Provide 3 references for similar past comparable projects: including dates of projects and contact information for project managers.

**Please limit proposals to 1-15 page(s) excluding resumes,**



