

ORD1052017
SALT LAKE COUNTY - EXPEDITED REQUEST FOR PROPOSALS
TAX INCREMENT FINANCING DATABASE AND MONITORING SYSTEM

I. PURPOSE

Salt Lake County, on behalf of Regional Economic Development, plans to contract with a qualified firm (Consultant) to assist in conducting a comprehensive policy assessment of Tax Incremental Financing (TIF).

II. QUESTIONS

Questions shall be submitted through SciQuest - Utah Public Procurement Place. (<https://solutions.sciquest.com/apps/Router/SupplierLogin?Custorg=StateOfUtah>)

Questions are due prior to Friday, October 13th at 2:00. If a question/answer changes the RFP document, the change will be released in an amendment to those who have stated "Intent to Submit a Bid" in the UPPP system. Do NOT contact the Agency, Division, Department, or other County officers or employees.

III. TERM OF AGREEMENT

Services will be completed in 13 weeks beginning upon execution of a contract through December 31, 2017.

IV. FUNDING AND ACCEPTANCE OF DELIVERABLES

There is one time funding limit of \$50,000 for this project. The acceptance of all deliverables will reside with the county's Director of Regional Economic Development (Director). The Director will maintain a small internal team in order to ensure the completeness of each phase of the project and that the scope of work has been met. Once a project task is completed and the Consultant provides their report/presentation for review and approval, the Director will either sign off on the approval for the next phase to begin, or reply to the Consultant, in writing, advising what tasks must still be accomplished. The Consultant may issue the County an invoice upon completion of each phase.

Any modifications or extensions will be requested through Director and Consultant contracting officers for review and discussion. If accepted, the District Attorney will prepare an amendment to the contract. Per policy, an awarded Expedited RFP has a maximum limit of \$50,000.

V. STATEMENT OF WORK

INTRODUCTION/BACKGROUND

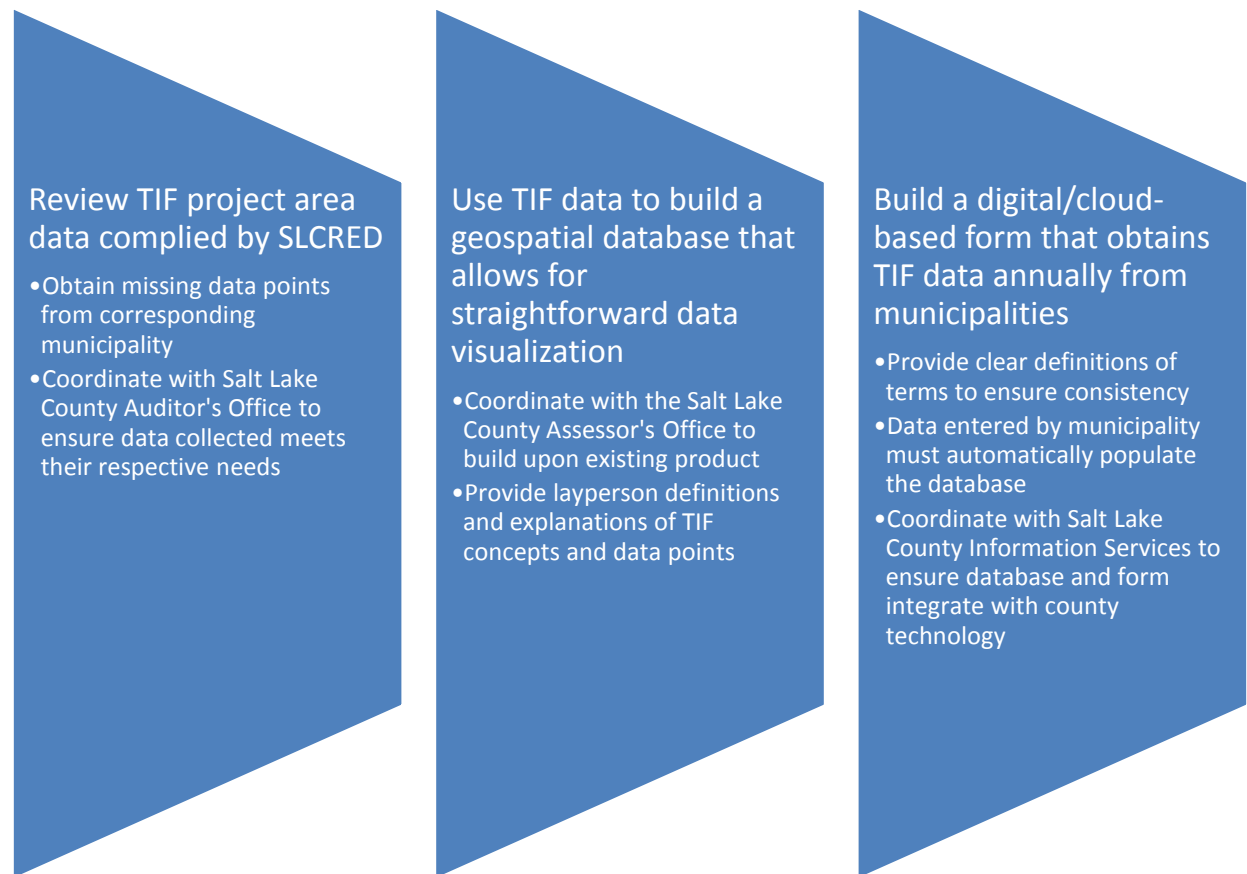
Salt Lake County Regional Economic Development (SLCRED) is presently conducting a

comprehensive policy assessment of Tax Incremental Financing (TIF) activities in the county and the regional economic development implications of these activities. The assessment includes:

- A historical analysis of every project area in the County (e.g., creation date, taxing entity participation, terms, and amounts collected);
- Using the historical data to inform future project area participation and develop more informed policy procedures; and
- Understanding the implications of frequent amendments to state legislation.

SCOPE OF WORK

The scope of work as it relates to the overall TIF assessment includes reviewing, editing, and consulting on the historical analysis of project areas. County staff has compiled available data in Excel files, and an outside expert is needed to verify the reliability of the collected information. The selected Consultant will coordinate with municipalities to obtain any missing data points. Additionally, the selected Consultant will be responsible for coordinating with internal county staff to guarantee that the countywide database is compatible with county technology requirements. The selected Consultant must ensure it has adequate resources to complete the required work. Specific deliverables will be listed in the Work Requirements sections of this SOW.



PLACE OF PERFORMANCE

The selected Consultant for this work will perform much of the work at its own facility. The Consultant will be required to meet with Salt Lake County staff weekly for project updates. Salt Lake County will provide and arrange for meeting spaces within its facility for all required meetings. The Consultant will also be required to attend project meetings with external stakeholders.

WORK REQUIREMENTS

The following is a list of these tasks which will result in the successful completion of this project:

Review/edit/consult on the historical analysis of county TIF activities:

- Review and edit county analysis/assessment
- Assist in working with local redevelopment agencies on the analysis
- Consult on ways to improve the present methodology
- Prepare a one-page fact sheet that provides an overview of each redevelopment agencies TIF activities

Use TIF historical analysis to provide inputs for an existing geospatial database:

- Ensure database is of high aesthetic quality
- Partner with the Salt Lake County Assessor's Office and Information Services to guarantee seamless integration with county's website
- Provide definitions and explanations that make TIF theory, principles, and terms accessible to a public audience

Provide content for a fillable form that requests annual TIF data from each redevelopment agency within Salt Lake County:

- Provide clear definitions of terms to ensure consistency (e.g., taxable value vs. assessed value)
- Data entered by municipality must automatically populate the database
- Coordinate with Salt Lake County Information Services and Technology Advisory Board to ensure database and fillable form integrate with county technology
- Develop logic that automatically requests relevant data based on the trigger and type of project area (e.g., pre-1993 vs. post-1993; urban renewal area vs. economic development area)