

SUMMIT COUNTY SERVICE AREA NO. 3

REQUEST FOR PROPOSALS Roads Manager

Deadline for all Proposals is April 6, 2018

Introduction

The Service Area #3 is in need of an independent contractor to serve as its Roads Manager.

Background and Objective

Summit County Service Area #3 was created by Summit County to operate and manage the water systems, roads, trails, rights-of-way, property and parks within the Silver Creek Estates subdivision, a relatively small rural community located in the Park City area. The Service Area is governmental entity and is subject to the laws and regulations that govern local districts.

Job Description

Under the direction of the Board of Trustees and direct supervision of the General Manager, the Road Manager position is a part time contract position to support Service Area #3 activities. The individual in this role is depended upon to ensure work is performed in an open, efficient and cost-effective manner. The successful contractor or employee will provide specified services involving the Service Area's roads, trails, and rights-of-way. This position may be combined with another position for the Service Area.

TYPICAL RESPONSIBILITIES INCLUDE:

- 1) Uphold Service Area #3 ordinances, policies, rules and regulations. Represent and carry out the directives of Service Area #3 when dealing with all stakeholders, governmental regulators of the roads and trails system, Summit County public works department, vendors, other contractors and other utility providers within the Service Area #3.
- 2) Perform the following on a regular basis:
 - a. Administer the day-to-day operations of the Service Area's roads, trails, and rights-of-way;
 - b. Provide written and oral briefings to the Board on a monthly or more frequent basis at public Board meetings;
 - c. Provide regular, timely communication with the Board and General Manager on applicable Service Area projects, services, and activities;
 - d. Required inspections and reporting;
 - e. Coordinate emergency road repairs;
 - f. Maintaining an as-built record of the Service Area's roads, trails, and rights-of-ways;
 - g. Maintaining service agreements with subcontractors and purchase agreements with vendors and suppliers.
- 3) Perform the following on an as required basis:

- a. Develop strategies, goals, and objectives for Service Area's roads, trails, and rights-of-way under the direction of the Board and General Manager and execute on approved projects;
- b. Advise or recommend to the Board when improvements or repairs are required;
- c. Remain fully informed and cognizant of current and pending laws, regulations and rules governing the roads, trails, and rights-of-way under the Service Area's jurisdiction.

QUALIFICATIONS AND SKILLS

Knowledge of:

- Principles and practices of public administration and organization;
- GRAMA;
- Open meeting laws as they apply to Special Service Areas of Utah;
- Utah Department of Transportation's rules and regulations, including but not limited to Class B & C road funding;
- Road and trail construction, maintenance, and operation;
- Business English, spelling and math.

Ability to:

- Problem solve;
- Ability to perform strenuous manual labor, including the ability to push, pull, or lift medium-to-heavy duty weights of up to 75 pounds;
- Withstand exposure to inclement weather conditions, noise, dust, fumes, and other similar conditions associated with maintaining roads, trails, and rights-of-way;
- Pass a background check and pre-employment drug screening;
- Travel to alternative work locations and offsite meetings.

Training and Experience:

- Any combination of training, education, and experience equivalent to graduation from high school or GED;
- Experience working in and with Utah governmental entities;
- 5+ yrs of road or trail construction, maintenance, and operation experience;
- 5+ yrs property management experience, e.g., building maintenance and operations;

Licenses and Certifications:

- Valid Utah drivers license.
- Utah Contractor's License
- LTAP Road Master certification.

Required Content of Applications

The statement of qualifications and the performance data requested should include the following items:

1. Name and address of the contractor applying.
2. The education, training, qualifications, experience, and certifications of the contractor applying.
3. Current and past occupations of the contractor.
4. Names, phone numbers, addresses, of at least three and preferably five professional references.

Proposal Submittal Instructions

All proposals must be delivered to Summit County Service Area No. 3 by 5:00 p.m. on April 6, 2018.

Submit proposals to:

Summit County Service Area No. 3
7215 Silver Creek Rd.
Park City, Utah 84098

Contact Persons: Marla Howard, General Manager, gm@scsa3.org

Disclaimer

This position may be for an independent contractor, in which case neither the contractor nor the contractor's employees nor personnel will be considered Service Area employees. A successful applicant may be required to perform random drug screening and/or a background check. The contractor will be responsible for all applicable expenses incurred while performing the above services. The contractor will also be responsible for the withholding or payment of all applicable federal, state, and local taxes, including but not limited to income taxes, Social Security taxes, payroll taxes for contractor's employees, as well as any other applicable taxes, contributions, or other obligations imposed by state unemployment or workers compensation acts.

Summit County Service Area No. 3 does not discriminate on the basis of race, national origin, religion, color, sex, age, disability, or genetic information.

This request for proposals is intended to provide only a summary of the key responsibilities and duties required for the contractor. It is not an exhaustive list of the responsibilities and duties that the successful applicant may perform, and the Board of Trustees reserves the right to modify add or change the duties associated with this request for proposals and independent contractor position.

This request for proposal does not, and is not intended to create or infer any employment, compensation, or contractual rights to any person(s).