

ELK RIDGE CITY

REQUEST FOR PROPOSAL # 20240325

City Office and Council Chambers Remodel

*****UPDATE*****

ERC RFP #20240325 is temporarily on hold until additional information is collected for interested bidders.

Current deadlines and dates will be suspended and updated with a new release of the RFP.

Updates to the bid documents and bid schedule will be made available near term.

REQUEST FOR PROPOSAL
For
City Office & Council Chambers Remodel
ELK RIDGE CITY, UT
(ERC RFP #20240325)

Elk Ridge City ("ERC") invites qualified General Contracting firms ("The Company" or "Contractor"), who are licensed in the State of Utah, to submit a response to a Request for Proposal (RFP) to provide for the new park amenities and parking lot improvements located at 80 Park Dr, Elk Ridge, UT 84651.

Proposal deadline is: **2pm, Tuesday, April 10, 2024**

I. Terms & Conditions**A. General Terms and Conditions**

1. **Purpose:** ERC is seeking proposals from qualified contractors to provide city office and council chambers remodel work, as specified herein, at 80 Park Dr, Elk Ridge, UT 84651.

Qualified firms must be licensed in the State of Utah, and must have comparable and verifiable experience in similar general contracting services, and shall have been in business for no less than five (5) years.

Selected contractor will work with the City Manager's Office in the planning and coordination of this project.

2. **Interested Parties:** All interested firms are invited to submit a proposal in accordance with the terms, conditions, and specifications contained herein.

An electronic version of this RFP and **Exhibits A - (Project Drawings), B - Elk Ridge City Website** can be accessed at: <https://www.elkridgecity.org/>.

3. **Sole Point of Contact:** Questions and requests for clarifications regarding this RFP must be addressed, in writing, to Royce Swensen at Elk Ridge City, 80 Park Dr, Elk Ridge, UT 84651, or royce@elkridgecity.org.

Questions and requests for clarifications may be sent via e-mail, provided that the **RFP number, title, and the words "question" and/or "clarification" are identified in the "subject" area of the e-mail.** Questions and requests without this subject identification may be considered routine e-mails, and may not get properly addressed.

All questions and requests for clarification will be responded to by e-mail to all proposers after the pre-proposal conference. Any responses by ERC that are considered to be a change in the terms, conditions, and specifications of this RFP will be sent by written addendum. No communications of any kind may be considered a change to the terms, conditions, and specifications in this RFP unless received by the proposers via formal written addenda.

4. **Tax Exemption:** ERC, as a local government entity, is exempt from sales and use taxes. Proposers shall inform all prospective subcontractors and suppliers from whom they expect to obtain services or supplies of the tax-exempt status of ERC. Following the contract award, an exemption certificate will be furnished by ERC if the contractor requests.
5. **Expenses:** ERC assumes no liability for payment of expenses incurred by proposers in the preparation and submission of proposals in response to this invitation.
6. **Conflict of Interest:** Any contractual relationship with any ERC personnel in the twelve (12) months preceding the distribution of this RFP, or any similar or potential conflicts of interest, may, at the sole discretion of ERC, be grounds for rejection of the proposal and/or termination of any contract awarded.
7. **Non-Discrimination:** The Contractor agrees not to refuse to hire, discharge, promote, or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.

ELK RIDGE CITY

REQUEST FOR PROPOSAL # 20240325

City Office and Council Chambers Remodel

8. **Governing Law:** The laws of the State of Utah shall govern any contract executed between the successful proposer and ERC. Further, the place of performance and transaction of business shall be deemed to be in the County of Utah, State of Utah, and in the event of litigation, the exclusive venue and place of jurisdiction shall be the State of Utah, and more specifically, Utah County, Utah.

9. **RFP Schedule:**

RFP 20240325 Let	Monday, April 1, 2024
Pre-Proposal Conference	TBD
Last day to submit questions for clarification	TBD
RFP 20240325 Proposal due	TBD
Contractor(s) Selection Announced	TBD
Project Commence	TBD

10. **Mandatory Pre-Proposal Conference:** A pre-proposal conference will be held at 80 Park Dr, Elk Ridge, UT 84651 on:

9am, Wednesday, April 3, 2024

Attendance is mandatory for all proposers.

No proposals will be accepted from firms who did not attend this meeting.

11. **Exceptions and Deviations:** Any exception to or deviations from these Terms & Conditions must be identified, in writing, on an attachment to the proposal submission. ERC reserves the right to accept or reject, at its sole discretion, any exceptions or deviations by the proposer.

B. Proposal Preparation:

1. **Substantive proposals:** By submitting a proposal, the proposer guarantees that (a) its proposal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation; (b) it has not directly or indirectly induced or solicited any other respondent to put in a false or sham bid; (c) it has not solicited or induced any other person, firm, or corporation from proposing; and (d) it has not sought by collusion to obtain for itself any advantage over any other proposer or over ERC.

2. **Subcontracting:** The contractor shall be responsible for the performance of all of its sub- contractors, sub-sub-contractors and consultants. The use of specific sub-contractors and consultants is subject to the approval of ERC. The contractor is responsible for ensuring that all sub-contractors and consultants comply with all the terms of the contractor’s contract with ERC.

3. **Insurance Requirements:** The successful proposer shall have the following insurance coverage. Proposers shall submit in their proposals, ACORD certificates and/or other proof of the insurances:

- a. Worker’s Compensation in compliance with the requirement of the State of Utah.
- b. Liability Insurance in the amount of no less than \$1,000,000 per occurrence.
- c. Fidelity Bond coverage for all Contractor employees and contractors assigned to this engagement.

ELK RIDGE CITY

REQUEST FOR PROPOSAL # 20240325

City Office and Council Chambers Remodel

4. **Indemnification:** The proposer agrees to, and shall, defend, release, and indemnify, and save and hold harmless ERC, its officers, agents, and employees from and against any and all damages to property or injuries to or death of any person or persons, including property and officers, employees, and agents of ERC, and further agrees to, and shall, defend, indemnify, and save and hold harmless ERC, its officers, agents, and employees, from and against any and all claims, costs, demands, liabilities, suits, actions, causes of action, and other legal or equitable proceedings of any kind or nature whatsoever, of or by anyone whomsoever, including, but not limited to claims arising out of and/or predicated upon negligence, breach of contract, tort, or strict liability, in any way resulting from, connected with, or arising out of the contractor's operations or performance in connection herewith, including operations or performance of subcontractors and suppliers and acts or omissions of officers, employees, or agents of the contractor or its subcontractors or suppliers.
5. **Schedule:** By submitting a proposal, the proposer guarantees that it will be able to comply with the overall schedule as stated within.
6. **Continuity:** By submitting a proposal the proposer guarantees that the key team members, including consultants and sub-contractors, if any, will remain assigned to ERC's contract for its duration. Exceptions must be approved in advance by ERC.
7. **Submission Information and Documents:** The proposal must be comprehensive and address all elements requested in *Section II. Specifications* and *Section III. Proposal Requirements*. To assure that the information provided can be readily identified, the proposal must include, but not limited, to the submission of the following signed documents:
 - a. Addendum A- *PROPOSAL COVER SHEET*
 - b. Addendum B- *CHECKLIST, QUESTIONNAIRE, AND PRICING*
 - c. *Addendum C- SITE STATUS CHECKLIST*
 - d. Contractor Quality Control Plan- *Must follow a recognized quality control standard and be in general accordance with Elk Ridge City's quality control standards.*
8. **Signatures:** The proposal must be submitted in ink, signed by an officer of the proposing company.
9. **Proposal Submissions:** Proposals, including (1) one copy emailed, are to be submitted in sealed envelopes, identified with the proposal number and title, on the forms provided herein, with all attachments, **no later than 2:00 pm local time on:**

Tuesday, April 10, 2024

Royce Swensen
City Manager
Elk Ridge City
80 Park Dr, Elk Ridge, UT 84651

A complete submission includes the signed original (along with the one copy emailed mentioned above) with all the attachments, and two (2) complete copies. **Proposals delivered after that time will be received and read, but will be rejected for lateness.**

10. **Withdrawal of Proposal:** A proposer may withdraw its own proposal at any time prior to the proposal due date and time as identified herein. After that date and time, no proposer may withdraw its proposal for any reason. All proposals shall be valid for a period not less than 90 calendar days after the proposal due date.

C. Contractor Selection Provisions:

1. **Contractor Selection:** It is the intent of ERC to select only responsible and responsive firms.
2. **Right of Acceptance and Rejection:** ERC reserves the right to accept or reject any or all proposals and to waive any formalities, informalities, and deviations, which, in its opinion, best serve the interest of ERC. ERC is not bound to accept the lowest priced proposal. Your proposal should include your most favorable terms and conditions.
3. **Negotiation:** Subsequent to the Proposal due date, ERC reserves the right to negotiate terms and conditions with proposers.
4. **Basis of Award:** An evaluation team will judge the merit of proposals received in accordance with the general criteria defined within this invitation. The recommendations of this committee will be forwarded to ERC Board of Trustees for approval and execution. The following criteria will be taken into consideration when making evaluations of proposals. This list is not intended to be exhaustive:
 - a. Completeness of reasonable proposal
 - b. Pricing
 - c. Background and experience in projects of similar scope.
 - d. References
 - e. Any other items deemed in the best interest of ERC.

D. Contract Formation:

1. **Agreement in Writing:** The successful candidate will be required to enter into a written contract with ERC.

If you have a formal or standard contract that you typically use with such projects, please attach a copy to this Proposal.

If, in ERC's sole discretion, the selected proposer has not executed the contract documents within a reasonable time after selection, ERC reserves the right to rescind the award and select another contractor.

2. **Amendments to Contract:** Parties hereto reserve the right to make amendments or modifications to the contract by written amendment signed by both parties. No amendment shall be effective unless approved by ERC.
3. **Termination:** This agreement will automatically terminate on the occurrence of any of the following events: bankruptcy or insolvency of either party, sale of the business of either party, failure to comply with federal, state or local laws, regulations or requirements.

II. Specifications

1. The specifications of this project as created by Elk Ridge can be accessed online at <https://www.elkridgcity.org/>.
 - a. RFP 20240319 City Office & Council Chambers Remodel
Exhibit A - Project Drawings
 - b. RFP 20240319 City Office & Council Chambers Remodel
Exhibit B - Bid Key
2. The successful proposer shall be required to furnish all permits, equipment, tools, machinery, transportation and other implements necessary to fulfill the provisions of this Contract. This includes but is not limited to all procurement and contracting requirement specification included within.

3. Awarded contractor shall coordinate schedules with the City Manager's Office – ERC in order to limit disruptions to patrons and public in general.
4. All work shall be done to the highest of industry quality and be in general accordance with Elk Ridge City standards for roadway construction.
5. Awarded contractor shall submit with proposal their Quality Control Plan specifically for this project and shall ensure its implementation throughout the project.
6. ERC will conduct quality assurance inspections and testing of all materials specified in the completion of this work at no cost to the contractor. Contractor responsible for implementing Quality Control Plan and coordinating inspections and testing with ERC.
7. Contractor shall ensure all materials and workmanship are in accordance with specifications provided by ERC and shall correct any and all deficiencies found not meeting such requirements.
8. Only authorized employees of the contractor are allowed at the designated ERC jobsite. No non-employees, employee's significant others, employee's children, or employee's pet(s) shall be permitted on the jobsite, by the Contractor, during the performance of this contract.
9. Awarded Contractor will be required to complete the Site Amenities Checklist with the Facilities Officer before and after project completion.

III. Proposal Requirements

To be complete, a response to this RFP must include:

A. Company Experience:

A statement of Contractor's experience and qualifications to provide asphalt/concrete removal and replacement services. Include a general overview of your company or business, to include:

1. Size and age of company.
2. References from three (3) current projects similar in scope and size to this. Indicate the type of business (ie – library, school, medical, business offices, retail, etc.). ERC reserves the right to contact these clients and schedule a site visit to assess the quality of services provided.

B. Pricing information:

ERC is looking for the best-value proposal that meets the needs of the District to include all cost aspects of service. Please provide all price information in Addendum B.

C. Warranty Information:

The successful vendor shall warrant that all materials and workmanship utilized in the performance of this contract shall conform to the proposed specification and/or all warranties states. All labor and work shall have a warranty for one (1) year from the project completion date.

D. Contractor Quality Control Plan

Must follow a recognized quality control standard and be in general accordance with Elk Ridge City quality control standards.

ADDENDUM A
Elk Ridge City RFP – 20240319
Proposal Cover Sheet

I. GENERAL INFORMATION

1. FIRM NAME _____

2. ADDRESS _____

3. PHONE _____

4. E-MAIL _____

5. WEBSITE _____

6. PRIMARY CONTACT _____

II. STATEMENT OF MINIMUM QUALIFICATION

I, _____ (printed name) hereby declare

that I am the _____ (title) of

_____ (name of firm) submitting this profile and declaration, and that I am duly authorized to sign this profile and declaration on behalf of the above named firm. All information set forth in this profile and declaration and all attachments hereto are, to the best of my knowledge, true, accurate, and complete as of the submission date.

The signer further certifies that (please initial):

_____ The Company has carefully examined all instructions, requirements, project specifications and drawings as defined in Exhibits A and B located at <https://www.elkridgcity.org/>, and terms and conditions of the RFP for which this proposal is submitted.

_____ The Company understands all instructions, requirements, project specifications and drawings, and terms and conditions of the RFP, and hereby offers and proposes to furnish the goods and services described herein at the prices, fees, and/or rates identified in this proposal, in accordance with the instructions, requirements, specifications, and terms and conditions of the RFP.

_____ This proposal is a valid and irrevocable offer that will not be revoked and shall remain open for ERC's acceptance for a period of ninety (90) calendar days from the proposal due date.

_____ The Company is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances governing business practices.

_____ All statements, information, and representations prepared and submitted in this proposal are current, complete, true, and accurate.

_____ Submission of this proposal indicates the signer's acceptance of the evaluation technique and that some subjective judgments may be made by ERC as part of the evaluation.

_____ The Company has the following insurance coverage:

- Workers' Compensation Insurance
- Liability Insurance
- Fidelity Bond

_____ Evidence of these insurances are attached.

_____ The Company is registered in the State of Utah. A copy of registration is attached.

_____ A list of exceptions and deviations (if any) is attached.

_____ There have been no claims, litigation, or other issues filed or pending against our company in the past five (5) years, except as listed below.

Authorized Signature

Date

ADDENDUM B
Elk Ridge City
RFP - 20240325
Checklist, Questionnaire, and Pricing

A. COMPANY EXPERIENCE

1. Size (Quantity each of FT / PT / Temporary Employees) and Age of Company

of FT Employees: _____ # of PT Employees: _____ # of Temp. Employees: _____

Age of Company: _____

2. List of three (3) references from customers with similar scope to this project. Indicate the type of business (ie - library, school, medical, business offices, retail, etc.). ERC reserves the right to contact these clients and schedule a site visit to assess the quality of services provided. Use additional pages if needed titled "References."

Company Name: _____ Contact Name: _____

Address: _____
Phone: _____

Type of Business: _____
Scope of service performed: _____

Company Name: _____ Contact Name: _____

Address: _____
Phone: _____

Type of Business: _____
Scope of service performed: _____

Company Name: _____ Contact Name: _____

Address: _____
Phone: _____

Type of Business: _____
Scope of service performed: _____

3. Personnel Experience. Please describe the qualifications of the proposed project team and attach their résumés. Include contact information, including phone numbers.

B. PRICING

ITEM	DESCRIPTION (all items to include general conditions, overhead, and profit) Any and all items are subject to removal prior to construction start.	AMOUNT
A.	ADD CONFERENCE ROOM DOOR Includes: demolition of wall space, framing in new door opening, installing new hollow core door, casing on both sides of wall, painting of door and trim to match existing trim/casing, hardware to match existing hardware type, style, and color, and all other scope to make this a finished system.	\$
B.	ADD WALLS AND DOORS FOR NEW OFFICES Includes: demolition of wall space for new door/hall, wood framing in old door space, drywall, mud/tape, texture to match, paint, wood framing in new door openings and wall, installing new hollow core doors (using the existing door previously removed), casing on both sides of doors, painting of doors and trim to match existing trim/casing, base, wall paint to match, hardware to match existing hardware type, style, color, flooring to match, electrical for light switches and outlets in new wall, and all other scope to make this a finished system.	\$
C.	ADD HALLWAY Includes: demolition of wall space for new door/hall, drywall, mud/tape, texture to match, paint, wood framing in new bathroom wall, painting trim, walls, etc. to match existing area, new base, flooring to match, move electrical if needed, relocate toilet, grab bars, other bath fixtures as shown, and all other scope to make this a finished system.	\$
D.	RECONFIGURE BATHROOM Includes: demolition and relocate floor plumbing, add a hot and cold supply lines and drain line to east side of bathroom stubbed to east side of wall for clothes washer, new drywall, mud/tape, texture to match, paint to match, match base, flooring to match, new 36" wide hollow core door to match office, replace closet door from across from bathroom to match office, move electrical if needed, re install toilet, grab bars, other bath fixtures as needed, and all other scope to make this a finished system.	\$
E.	STAIRS Provide a budget amount and consultation for a design-build .	\$
F.	NEW BATHROOM Includes framing, drywall, tape/texture, paint, washable surface around wet areas, base, trim, casing, hollow core door, electrical for ceiling lighting and 2 wall outlets, bathroom fixtures, vanity, hardware (mirror, paper towel dispenser, toilet paper holder, soap dispenser) and underground plumbing including the connection to a sewer lateral in parking lot, and all other scope to make this a finished system.	\$
G.	KITCHEN & BATH Includes rough plumbing, framing, drywall (as needed), drywall, tape, texture to match, paint, new base and upper cabinets, formica countertops, ceiling lights, electrical wall outlets as required per code, stainless steel sink, kitchen faucet, paper towel dispenser, soap dispenser, and all other scope to make this a finished system.	\$
H.	ADD CLOSET Includes: wood framing, 1 shelf at closet height with closet rod, drywall, mud/tape, texture to match, paint, framing in new door opening and, installing new hollow core doors, casing on both sides of door, painting of doors and trim to match existing trim/casing, base, wall paint to match, hardware to match existing hardware type, style, color, and all other scope to make this a finished system.	\$
I.	ADD CLOSETS Includes: wood framing, 1 shelf closet height at 5.5' high no closet, storage cupboards above closet with cabinet MDF painted doors, drywall, mud/tape, texture to match, paint, framing in new door opening and, installing new hollow core doors, casing on both sides of door, painting of doors and trim to match existing trim/casing, base, wall paint to match, hardware to match existing hardware type, style, color, and all other scope to make this a finished system.	\$

ELK RIDGE CITY

REQUEST FOR PROPOSAL # 20240325

City Office and Council Chambers Remodel

J.	STORE FRONT ENTRY DOORS AND GLASS. Includes removal of garage door, associated hardware, motor and any other elements required to install storefront windows and doors. Includes double storefront doors and all the windows to fill the garage door opening and any necessary trim, filler, framing, stucco, rock, etc. to complete the installation. Doors to have crash door handles and self closing mechanism, and all other scope to make this a finished system.	\$
K.	NEW COUNCIL CHAMBERS Includes all floor, ceiling, and wall prep (if any), removing gas heater and give to city for storage and cap or use gas supply line, framing of concrete walls, new HVAC system, electrical rough and finish, council microphones and sound system, online meeting system (camera and mic), insulation, drywall, tape, texture, paint, LVP flooring, dropped acoustical ceiling w/in grid lighting.	\$
L.	MISC. & CONTINGENCIES Any and all items bidder desires to include here that may be required for the project that is not listed in the items above, including an exclusive appropriately sized and secured temporary metal shipping container on city office parking lot to store all the City Office office equipment and office items in areas being remodeled for the duration of the project.	\$
	TOTAL	\$
M.	OPTION: 10x20 (or approximately 200sf) "tough shed" prefabricated ready to use shed to be placed south of the city office park bathrooms. Includes delivery, gravel base and to be delivered/installed first before remodel begins.)	\$

C. WARRANTY COVERAGE DESCRIPTION

Please include details of warranties

Authorized Signature

Date

ELK RIDGE CITY

REQUEST FOR PROPOSAL # 20240325

City Office and Council Chambers Remodel

ADDENDUM C

SITE STATUS CHECKLIST

Project: _____

Location: _____

Contractor: _____ Engineer: _____

The purpose of this checklist is to inform all parties of the status of the existing site status prior to construction and to verify their status upon completion of the construction activities.

Item	Pre-Construction	Post-Construction
Irrigation System	<input type="checkbox"/> Working <input type="checkbox"/> Not Working <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Working <input type="checkbox"/> Not Working <input type="checkbox"/> Not Applicable
Comments:		
Landscape	<input type="checkbox"/> Working <input type="checkbox"/> Not Working <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Working <input type="checkbox"/> Not Working <input type="checkbox"/> Not Applicable
Comments:		
Parking Lot & Lighting	<input type="checkbox"/> Working <input type="checkbox"/> Not Working <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Working <input type="checkbox"/> Not Working <input type="checkbox"/> Not Applicable
Comments:		
Signage	<input type="checkbox"/> Working <input type="checkbox"/> Not Working <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Working <input type="checkbox"/> Not Working <input type="checkbox"/> Not Applicable
Comments:		

Pre-Construction Meeting Date: _____

By: _____ By: _____ By: _____
City Inspector ERC Contractor

ELK RIDGE CITY

REQUEST FOR PROPOSAL # 20240325

City Office and Council Chambers Remodel

Exhibit A

Project Drawings & Photos

Link to Photos: <https://photos.app.goo.gl/YPBsCoPXTDXrb9nT6>

ELK RIDGE CITY

REQUEST FOR PROPOSAL # 20240325

City Office and Council Chambers Remodel

Exhibit B
Bid Key

