



REQUEST FOR PROPOSALS (RFP)

for

EUREKA ELEMENTARY SCHOOL
PARKING LOT DEMOLITION/RECONSTRUCTION

Request for Proposals for
Eureka Elementary School Parking Lot Demolition/Reconstruction

PURPOSE AND INTRODUCTION:

The purpose of this Request for Proposals (RFP) is for Tintic School District (District) to receive proposals from qualified individuals, firms and organizations capable of demolishing three existing building structures and reconstruction of the parking lot at Eureka Elementary School.

GENERAL INFORMATION:

Requester: Tintic School District

Due Date: Thursday, May 16, 2019 @ 12:00 pm MST

Description: Tintic School District is now requesting a proposal to demolish three existing structures and reconstruct the parking lot at Eureka Elementary School, 55 E. Main Street, Eureka, Utah, 84628.

Before submitting a proposal, each contractor/proposer shall fully inform his/her self to all existing conditions and limitations, and shall include in the proposal the cost of all items included in the contract. Failure to do so will not relieve a successful proposer of the obligations to furnish all materials and labor necessary to carry out the provisions of the contract. Proposer will be responsible to verify all measurements, quantities and specifications prior to submitting proposal.

PROJECT DETAILS:

Project design, specifications and detailed notes have been provided by Atlas Engineering, LLC and can be located in Appendix A of this document.

OPTIONAL SITE TOUR:

For potential and interested candidates, an optional site tour and a questions/answers session will be held as follows:

DATE: Wednesday May 8, 2019, 1:00 p.m.
PLACE: Tintic School District Offices
545 E. Main Street
Eureka, Utah 84628

CONTACT INFORMATION:

Please direct all inquiries concerning this RFP to:

Jeremy Snell, Business Administrator
545 E. Main Street, Eureka, UT 84628
Phone: (435) 433-6300
Email: [jsnell@tintic.org](mailto:jnell@tintic.org)

CALENDAR OF EVENTS:

May 1, 2019	Request for Proposals Release Date
May 8, 2019	Optional Site Tour
May 16, 2019	RFP Proposal Deadline - 12:00 pm
May 16-17, 2019	Evaluation Committee Review
May 17, 2019	Evaluation Committee Recommendation
May 21, 2019	Onsite Short List Interviews (if necessary)
May 22, 2019	Notice of Intent to Award Contract
August 5, 2019	Substantial Completion Deadline

ELIGIBILITY REQUIREMENTS:

To be eligible to respond to this RFP, the proposer must meet all of the following qualifications:

1. **Licensed:** The proposing firm must be properly licensed to conduct business in the State of Utah.
2. **Non-Discrimination:** The proposing firm must comply, at all times during the bidding and contracting period, with all applicable Federal, State, County, and City anti-discrimination laws, ordinances, rules, and regulations. Any violations of this provision shall be considered a violation of a material provision of the contract and shall be grounds for cancellation, termination, or suspension.
3. **Insurance:** To protect against liability, loss and/or expense arising in connection with the performance of services described in the Agreement, the Proposer shall obtain and maintain in force during the entire period of this Agreement, at its own expense, liability insurance and maintain a per occurrence, annual aggregate policy limit based on the following chart:

Construction Budget
\$100,000 and above, but under \$1,000,000

Minimum Liability Coverage
\$1,000,000

The District reserves the right to require additional coverage from that stated in the chart hereinabove, at the District's expense, for the additional coverage portion only.

PROPOSALS:

The responding individual, firm or organization shall present their proposals as outlined in the RESPONSE FORMAT/PROPOSAL REQUIREMENTS section included below. Proposers must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the District. The District reserves the right, at its sole discretion, to accept or reject any or all proposals and maintains no obligation to select any proposal.

RESPONSE FORMAT/PROPOSAL REQUIREMENTS:

The following criteria must be included in a complete proposal. Proposal must be organized in the following format and all information should be concise and specific to address each request:

1. **Letter of Interest:** Provide a brief letter explaining why your company is interested in assisting Tintic School District with this project. Letter may contain any information you feel is pertinent and not shown elsewhere in the proposal.
2. **Qualifications/Project Experience:** Provide a brief description of the history and capabilities of your company. List recent construction projects your company has completed in the region that are specifically relevant to the proposed scope of this project. Records from previous projects, quality of work, ability to meet schedules, cost control and contract administration may be included.
3. **Quality Control:** Provide a brief summary of your company's approach to quality control before, during and after the construction process.
4. **Project Costs:** Provide a detailed cost sheet with all associated project items as outlined in the project design, specifications and detailed notes. (Appendix A)
5. **Work History/References:** Provide applicable contact information from previous clients for projects similar in size/scope completed within the last twelve (12) months.
6. **Evidence of Contractor Credentials:** Contractor shall provide proof of credentials, including proof of bonding and insurance.
7. **Estimated Completion Date:** Provide an estimated project substantial completion date. Project must be completed on or before Monday, August 5, 2019.

8. **Signed Certification of Proposal:** Proposals must be signed by an official authorized to bind the firm. Proposed terms apply for a period of ninety (90) days from the date of receipt. Certification of Proposal Form located on page 8 of this document.

SUBMITTAL PROCEDURES:

Proposals may be delivered in person, sent electronically (.pdf) or mailed to the address shown below. Hard-copy proposals shall be sealed in a single envelope or box marked:

“Eureka Elementary School Parking Lot Demolition/Reconstruction Project”

If submitting electronically via email, subject line shall reference the above project title and be emailed to jsnell@tintic.org.

Submit hard-copy proposals to:

Tintic School District
Attn: Jeremy Snell
545 E. Main Street
P.O. Box 210
Eureka, UT 84628

Proposals must be received by 12:00 p.m. on May 16, 2019, at the Tintic School District Offices, located at the address shown above. Proposals not received by the deadline will be returned unopened. Facsimile submissions will not be considered.

COST OF RESPONDING:

All costs incurred by the Proposer in preparation of responses to this RFP, including any presentations to the District and/or for participation in on-site tours/interviews shall be borne solely by the Proposer; the District shall not be liable for any of these costs. At no time will the District provide reimbursement for submission of a response.

EVALUATION AND SELECTION PROCESS:

An evaluation committee review team will evaluate each Proposer’s submission based upon the criteria stated in this RFP and the ability to execute the services. The highest scoring application or applications may be invited to participate in an on-site interview if deemed necessary. Following the evaluation process, the committee will then select the firm it considers most qualified.

Proposals will be evaluated in accordance with the criteria and weighing listed below. All criteria will be graded on the point scale shown below, with 5 being the lowest possible score and 50 being the highest score possible:

Category Rating:

1. **Responsiveness: 1 - 5**
The completeness and conformity of the proposal response to the RFP requirements.
2. **Availability and Familiarity with Tintic School District: 1 - 15**
The ability to commit resources to the District's locale and to provide appropriate support to ensure all project specifications are completed within the applicable time constraints.
3. **Overall Project Cost: 1 - 20**
The overall cost to complete the project specifications as outlined in Appendix A.
4. **References: 1 - 10**
The completeness of reference provided and applicability of past experience on similar projects.

TOTAL SCALE SCORE: 5 - 50

RESERVATIONS:

The District reserves the right to reject any or all submittals, or any part of any submittal, to waive any technicalities or informalities in any submittal, and to accept that submittal which is deemed to be in the best interest of the District. The District's decision to accept or reject the contract shall be final.

ADDENDUM TO RFP:

If it becomes necessary to revise this RFP in whole or in part, an addendum will be provided to all bidders of record who received the original RFP.

DESIGNATED CONTACT:

The awarded firm shall appoint a person to act as a primary contact with the District. This person, or his/her appointed back-up, shall be readily available during normal working hours by phone or in person, and shall be knowledgeable of the terms of the Contract.

DEVIATIONS FROM SPECIFICATIONS:

Proposers shall clearly indicate, as applicable, all areas in which the items/services he/she proposes do not fully comply with the requirements of this submittal. The decision as to whether an item fully complies with the stated requirements rests solely with the District.

NO COLLUSION:

By offering a submission to this RFP, the Proposer certifies that no attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition. The only person(s) or principal(s) interested in this submission are named therein and that no person other than those therein mentioned has/have any interest in this submission or in agreement to be entered. Any prospective firm should make an affirmative statement in its proposals to the effect.

All inquiries relative to this RFP must be direct to: Jeremy Snell, Business Administrator. No other Tintic School District employee, Board Member, or evaluation committee member should be contacted concerning this RFP during the selection process. Failure to comply with this requirement may result in disqualification.

TERMINATION RIGHTS:

The contract shall provide that the District has the right to cancel without cause at any time by written notice within thirty (30) days of its intent to terminate the contract.

CERTIFICATION OF PROPOSAL

We have read the Tintic School District Request for Proposal and fully understand its intent. We certify what we have adequate personnel and resources to fulfill the proposal requirements. We further understand that our ability to meet the criteria and provide the required services shall be judged solely by Tintic School District.

We further certify that, since the receipt of this RFP, no contact, discussion, or negotiation has been made nor will be made regarding this proposal with any Tintic School District employee or Board Member other than the listed contact people in the RFP. We understand that any such contact could disqualify this proposal.

We further certify that we are properly licensed to conduct business within the scope of this RFP, in the State of Utah.

We certify that all schedules and addenda contained herein shall be considered part of the entire RFP response and that the complete document submitted shall be considered a legally binding document.

Submitted by:

Proposing Firm Name

Authorized Signature

Name and Title

Telephone

Email

Date