

SEUALG

Southeastern Utah Association of Local Governments

SEUEDD

Southeastern Utah Economic Development District



**SOUTHEASTERN UTAH ASSOCIATION OF LOCAL GOVERNMENTS
REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL SERVICES
GREEN RIVER FOOD BANK BUILDING IMPROVEMENTS & REPAIRS**

1. REQUEST FOR PROPOSAL:

Southeastern Utah Association of Local Governments (SEUALG) is soliciting competitive proposals from qualified general contractors who have five years or more experience in construction projects and who carry liability insurance, workers compensation insurance and are state licensed professional contractors (B100 or R100) as outlined in the SCOPE OF SERVICES SECTION of this request.

2. OBJECTIVES AND BACKGROUND:

SEUALG intends to improve and update portions of a building located at 140 North Broadway Street, Green River, Utah 84525. The purpose of these improvements and updates is to develop a food bank facility to distribute foods to the community that meets all local, state and federal building codes and programmatic requirements/regulations set by the Utah Food Bank, United States Department of Agriculture and SEUALG.

3. SCOPE OF SERVICES:

SEUALG is requesting proposals from licensed general contractors for the construction of; drywall repairs; electrical receptacle installations; plumbing of new electric water heater; gutters installation; flooring repair and installation; heating and cooling installation and repairs; painting and other cosmetic repairs throughout the building; and all other necessary construction activities to achieve full compliance with safety inspections of the completed work. Other tasks related to the project may include development of specifications, materials purchasing, maintaining of records and inventories, cost estimating, bidding, bid evaluation, oversight of all segments of the project, inspections and adherence to any regulations required by local building inspectors. Scheduled work may be required to be completed in the evening and/or weekends. In summary, SEUALG is desirous that the successful contractor provide a full range of professional oversight services to assist in the successful completion of a variety of tasks necessary for the creation of a food bank in the above mentioned location. For a detailed list of all improvements see Section 16. DETAILED LIST OF IMPROVEMENTS.

4. COMPENSATION FOR SERVICES (FEE):

SEUALG intends to enter into a professional contract with the successful contractor. Compensation for the services rendered, will be based upon a fixed rate per construction component not to exceed \$85,000, which includes a \$9,000 allowance for commercial refrigerator(s) and freezer(s). Construction should be completed within 180 days of awarding of contract.

5. EVALUATION CRITERIA AND SELECTION PROCEDURES:

Evaluation Criteria:

Selection of the successful contractor will be determined by a selection committee based on the following selection criteria which will be weighted as follows:

| Criteria | Weight |
|-----------------------------------|--------|
| Expertise | 40% |
| Experience | 30% |
| Cost | 10% |
| Timeline (start and finish dates) | 10% |
| Completeness of Response | 10% |

The contractor is requested to provide responses to the following, at a minimum:

1. name of the contractor and/or company name and managing principal, if applicable;
2. contractor's address of the principal place of business;
3. size of the contractor's staff and current work-load;
4. Anticipated timeline for completion of project (**include start date on project**);
5. current business license;
6. current contractor license number and DOPL certification;
7. current workers compensation waiver or certification;
8. copy of your current insurance policy with the limits of one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) aggregate;
9. DUNS number and cage code;
10. copy of registration of DUN's number with SAM.gov;
11. W-9 form.

Optional Documents to Include in Proposal:

1. record of previous relevant experience in the renovation and/or construction of commercial office properties;
2. list of references including names, addresses, and phone numbers of individuals or organizations familiar with the contractors' performance.

Selection Procedure:

1. The selection committee will open all sealed proposals;

2. The selection committee will review all submissions and weigh them against the duties, responsibilities and qualifications of the position;
3. The selection committee will conduct interviews if more than one submission meets/exceeds the duties, responsibilities and qualifications of the position.

6. GENERAL CONDITIONS FOR PROPOSALS:

1. Failure to read the RFP and comply with its instructions will be at the contractors own risk;
2. Failure to submit all required documentation Section 5 will result in a rejection of proposal;
3. Corrections and/or modifications of proposals received after the closing time specified in this RFP will not be accepted;
4. The proposal must be signed by the contractor or an officer of the company. Submission of a signed proposal to SEUALG will be interpreted to indicate the contractor's willingness to comply with all terms and conditions set forth herein.

7. PROPOSAL SUBMISSION:

1. Proposals must be delivered to SEUALG at 375 S. Carbon Avenue, Price, Utah 84501, on or before 12:00 pm on February 10, 2023. **PROPOSALS RECEIVED AFTER 12:00 PM WILL NOT BE CONSIDERED. THERE WILL BE NO EXCEPTIONS.**
2. Proposals must be submitted in a sealed envelope clearly bearing the name and address of the contractor.

8. AWARD:

SEUALG reserves the right to reject all proposals. SEUALG also reserves the right to waive any irregularity, informality or technicality in the proposals in SEUALG's best interest, and is not obligated to award a contract based upon the lowest priced submission. If terms cannot be mutually agreed upon, SEUALG will enter into negotiations with another contractor/firm.

SEUALG anticipates notifying the successful bidder by February 24, 2023, in written writing.

9. WRITTEN AGREEMENT:

The successful contractor will be required to enter into a written agreement with SEUALG in a form acceptable to SEUALG.

10. OMISSIONS:

Should the RFP not contain sufficient information in order for the contractor to obtain a clear understanding of the services required by SEUALG, or should it appear that the instructions outlined in the RFP are not clear or contradictory, then the contractor may obtain written

clarification from SEUALG at least 24 hours prior to the required time and date for proposal submission. The contractor shall include a copy of the written clarification with its submission.

11. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAM:

The successful contractor must covenant and agree to abide by the federal and state regulations pertaining to Equal Employment as set forth in EXECUTIVE ORDERS 11246, 11375, 11625 and 41 CFR Part 60-4, Section III of the Housing and Urban Development Act of 1968 as amended and HUD Regulations at 24 CFR Part 135.

In summary, these regulations require project participants not to discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, or national origin and project participants will take appropriate measures to employ minority owned businesses. A copy of all noted regulations can be obtained from SEUALG. SEUALG will make every effort to ensure that all bidders are treated fairly and equally throughout the entire advertisement, review, and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

12. ADDITIONAL INFORMATION:

For additional information regarding the services specified in this request for proposal, contact Jade Powell with SEUALG at 375 S. Carbon Avenue, P.O. Box 1106, Price, Utah 84501, phone (435) 650-7411, fax (435) 637-5448, email jpowell@seualg.utah.gov.

13. COST OF DEVELOPING PROPOSALS:

All costs related to the preparation of the proposals and any related activities are the sole responsibility of the contractor. SEUALG assumes no liability for any costs incurred by bidders throughout the entire selection process.

14. PROPOSAL OWNERSHIP:

All proposals, including attachments, supplementary materials, rendering, sketches agenda, etc. shall become upon submission, the property of SEUALG, and will not be returned to the submitting contractor.

15. NON-COLLUSION:

The contractor guarantees that the proposal submitted is not a product of collusion with any other bidder and no effort has been made to fix the proposal price of any bidder or to fix any overhead, profit, or cost estimate of any proposal or its price.

16. DETAILED LIST OF IMPROVEMENTS

Building rough sketch available upon request

Paint and Cosmetic Repairs:

- Paint walls throughout the reception area, office(s), bathroom, and pantry area (approximately 1,500 sqft of wall space); may include custom paint work;
- Repair existing drywall where necessary from settling cracks around doorways;
- Repair existing drywall damage around swamp cooler venting from water damage.

Equipment Installation:

- Purchase and installation of commercial refrigerator(s) and freezer(s).

Plumbing Required:

- Purchase and installation an electric water heater (50 gallon);
- Inspection and replacement of any plumbing fixtures and pipe to bring the kitchenette in the building to building code standards.

Flooring Installation:

- Remove existing flooring materials;
- Level/repair existing cement floor;
- Purchase and install commercial grade LVP flooring (1,200 sq ft. approximately).

Electrical Improvements:

- Purchase and install new lighting fixtures, if needed;
- Install proper number of outlets to meet building code for requested refrigerator(s) and freezer(s);
- Install proper power for an electric water heater;
- Install proper power for HVAC units (furnace and central air).

HVAC Improvements / Installation:

- Repair/service/replace existing furnace and ducting;
- Installation of a central air conditioning unit that is compatible with furnace.

Roofing & Exterior:

- Remove existing metal roof material and existing swamp cooler;
- Perform needed repairs to roof structure, sheathing, and/or flashing;
- Replace roof with new metal flashing, metal panels, and other required components of a metal roof system (approximately 3,000 sqft) roof);
- Installation of gutters on the building (approximately 200 linear feet).

Photos:

























