



## UINTAH COUNTY

### Request for Proposal

#### Remodel of the Uintah County Community Development office

### **I. Project Description**

This is an invitation to submit a proposal for General Contractor Services. Proposal would include the partial remodel of the Uintah County Building located at 147 East Main Vernal, Utah. The proposed remodel and construction would include removal of existing office and remodel to new plan specification

### **II. Description of Working Method and Services Required**

The owner of this project is Uintah County. The contract format for this project will be a modified version of the AIB B141 Standard Form of Agreement between Owner and General Contractor.

#### Scope of Work:

- Structural, Mechanical, Electrical, Plumbing, and General Construction.
- Compliance with all County, and applicable regulatory authority requirements
- Assistance to Owner with building permit process (Owner will cover application fees)

The RFP along with remodel plans will be available on the Uintah County Website ([www.co.uintah.ut.us](http://www.co.uintah.ut.us)) to assist you in putting together your proposal.

The Uintah County Planning and Zoning codes are available online at the following URL:<http://www.co.uintah.ut.us/countycode/index.html>

### III. Project and RFP Schedule

Release of RFP:	Tuesday May 29, 2018
All submissions due by 4:00pm	Friday June 15 , 2018
Bids opened:	Monday June 18, 2018
Presentation to committee:	By appointment if required
Anticipated Award decision:	Monday July 2, 2018

**Bids should include a detailed planning, and construction schedule. Bid should also include an Itemized cost breakdown for Demolition and all new construction with an anticipated start and completion date noted.**

### IV. Requirements and Preferred Attributes of General Contractor

1. It is preferred that key personnel involved in this project have demonstrated experience designing and building sustainable building projects; LEED Accredited Professional status of key personnel is a plus.
2. It is preferred that key personnel involved in this project have demonstrated experience working with public agencies.
3. The Insurance coverage required of the General Contractor is as follows:

COVERAGE	MINIMUM LIMITS
<b><i>Comprehensive General Liability</i></b>	\$1,000,000 per occurrence
(Including personal injury, blanket contractual, And broad-form property damage liability coverage)	\$2,000,000 aggregate
<b><i>Automobile Liability</i></b>	\$1,000,000 per occurrence
(Covering owned, non-owned, rented, and hired cars)	
<b><i>Statutory Workers' Compensation</i></b>	as required by law
<b><i>Professional Liability</i></b>	\$1,000,000 per occurrence

## **V. Submittal Requirements and Application Instructions**

Each response should include the following:

1. Project narrative: Generally describe your understanding of the goals and challenges of the Project and explain how you will address them.
2. Describe the relevant experience of the proposed project and team members. Please include descriptions of your experiences in the design of similar projects and describe your past successes and failures in implementing projects of this type
3. The ability to design for efficient use of space and economy of materials and labor will be considered a plus in this project. Although architectural drawings are not required, any demonstration of your prowess in these areas will be welcomed.
4. Describe how you will communicate with the Owners and establish clear lines of responsibility upon which the Owners can rely during the implementation of the project.
5. Please provide references from completed projects. The Owner may, at its discretion, contact references and industry sources, investigate current commitments, and take other information into account in its evaluation of responses. Please describe any lawsuits in which you were named as a defendant as a result of your work and the outcomes of the lawsuits.
6. Please provide an anticipated schedule of your services outlining the various phases of the project.
7. Include a signed copy of the attached letter entitled, "Required Insurance Policies," (Attachment A).
8. The General Contractor agrees to indemnify and holds harmless Uintah County afrom and against all liability, loss, costs, expenses, or damages arising out of any default, neglect or misconduct of the consultant, his agents, servants, or employees in performing the work as set forth herein and will indemnify and repay all costs, judgments, or other expenses which Uintah County may be compelled to pay by reason of the General Contractors neglect, default, or misconduct.

The General Contractor agrees to comply with all relevant federal and Utah State laws and regulations applicable to this project and subsequent award.

***Proposals will not be accepted electronically.***

Questions about the RFP and remodel plans can be directed to Jess Hermann, Facilities Manager, by email to [jhermann@uintah.utah.gov](mailto:jhermann@uintah.utah.gov) or by phone at (435) 781-5484 or (435) 790-6305.

Sealed bids will be opened in the Uintah County Commission's regularly scheduled weekly Commission meeting beginning at 11:00 a.m. on June 4, 2018. The award of bid *may* thereafter include a presentation to a selection committee. The anticipated decision regarding the award will occur no later than June 11, 2018.

## **VI. Proposal Evaluation and Selection Process**

Proposals will be judged upon the following criteria:

- Respondent's ability to meet project's criteria as set forth herein
- Respondent's experience with similar projects
- Reputation of respondent's experience with similar projects
- Respondent's demonstrated ability to complete projects in a timely fashion
- Respondent's apparent ability to work closely with Owner

Once the most favorable proposal is recognized and successful respondent notified, contract negotiations will begin immediately thereafter, and will include a negotiated Construction schedule as well as a guaranteed maximum price.

## **VII. General Conditions**

All materials submitted become the property of Uintah County and will not be returned. Respondents bear all costs associated with responding to this RFP, and Uintah County will provide no compensation for these costs.

This RFP and the selection process shall in no way be deemed to create an obligation on the part of the Owner to enter into a contract with any entity responding to this proposal. The Owner in its sole discretion will determine the best response to this Request for Proposal and will select a respondent based upon total review and analysis of each offer. The Owner reserves the right to reject any and all responses, to select the most qualified bidder based upon price, recommendations, previous work, information submitted, and to waive irregularities in this proposal.

**ATTACHMENT A  
REQUIRED INSURANCE POLICIES**

RFP FOR General Contractor  
Released May 22, 2018

Uintah County requires that any company(s) selected to provide General Construction Services maintain the following minimum insurance during the term of the professional services contract.

The individual or company selected as a General Contractor must obtain the following insurance policies:

COVERAGE	MINIMUM LIMITS
<b><i>Comprehensive General Liability</i></b> (Including personal injury, blanket contractual, And broad-form property damage liability coverage)	\$1,000,000 per occurrence \$2,000,000 aggregate
<b><i>Automobile Liability</i></b> (Covering owned, non-owned, rented, and hired cars)	\$1,000,000 per occurrence
<b><i>Statutory Workers' Compensation</i></b>	As required by law
<b><i>Professional Liability</i></b>	\$1,000,000 per occurrence \$2,000,000 aggregate

Please sign the statement below to indicate that you and your company understand and will comply with Uintah County required insurance policies.

*I have reviewed the "required Insurance Policies" information above and certify that my firm has or will obtain the REQUIRED insurance policies.*

*I understand that failure to comply with any of these requirements will result in Uintah County refusal to enter into a contract for services with my firm.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Firm/Team Name: \_\_\_\_\_

\_\_\_\_\_