



REQUEST FOR PROPOSALS (RFP)

CONTRACTOR SERVICES

Request for written proposals for the following service on the Iron County Visitor Center building located at 581 N Main Street Cedar City UT

- **Landscaping**
- **Level, Prep and Finish Concrete Sidewalk**

Bids Due: by 4:00 pm On April 26, 2019

CONSTRUCTION DOCUMENTS

Construction Documents are available at the Iron County Building and Zoning Department located at 82 North 100 East Suite 102 Cedar City Utah

BACKGROUND

The Visitor Center was built in 1998 to be the jewel of the County and a place for Visitor, to learn about Iron County. Due to a water leak this past winter the Lawn was damaged and the area needs to be re-landscaped.

Site Inspection and questions

To set up a site inspection contact Lester Ross, Iron County Maintenance Administrator, at 435-865-5350 between 8:00 am and 4:00 pm

PROJECT DESCRIPTION

Landscape contractor will need to coordinate all work with any subcontractor for work performed that the landscape contractor will not or cannot perform.

1. Will need to work with the county maintenance Administrator for final layout
2. Removal of existing landscaping:
 - a. Remove existing grass. Area is filled with rock and other items that will need to be removed to allow clean fill to be added. Final grade to be below side walk.
3. Irrigation System:

- a. Existing system will need to be removed and changed for new rocks and plants. Use existing valves and timer
 - b. Installation of drip irrigation system:
 - i. PVC and drip lines
4. Install drain lines for down spouts
 - a. Run drains from down spouts to curb
5. Landscape fabric and rock:
 - a. Sunbelt 3.2 landscape fabric or equivalent under all rock
 - b. Rock will be a variety of shapes sizes and types
 - c. Move existing rock to new layout
 - i. Work with Maintenance Administrator of placement
6. Plants and Shrubs:
 - a. Plants, and shrubs recommended by contactor. Placement size and type must be approved by maintenance Administrator before ordering or placing
7. Sidewalk:
 - a. Prep for 4" concrete sidewalk 4' wide
 - b. Pour and finish concrete slab (6 bag mix with fiber). Finish with a broom finish and install expansion joints as needed
 - c. Contractor is responsible for disposal of concrete and materials used in the project and cleaning the area after work is complete
8. Install Information signs:
 - a. Pour concrete pads for 'Information' signs and install mounting hardware
 - b. Install existing signs
 - i. Wheels will need to be removed and mounting hardware installed on signs to make them permanent

SCOPE OF WORK

The scope of work will include, but not be limited to, the following functions:

- Contractor is responsible for all measurements to determine amount of materials
- Some of the office space will be occupied during construction. It will be contractor's responsibility to coordinate work during occupied office hours
- Contractor is responsible to transport and disposal of all construction debris to an approved disposal site (county dumpsters excluded)
- Meet and work with County staff and end users to determine and meet the objectives of the project
- Any changes to project or products being used from bid documents will need to be approved in writing by the Iron County Maintenance Administrator

Length of project and project schedule

Successful bidder must be able to complete the work in the time that has been set. Disruption of offices will be kept to a minimum. Work area will be blocked off to prevent harm to employees and patrons of the buildings. There shall be nothing implied in the project that indicates future work for the awarded contractor beyond the scope of this single project.

Information Required in the Proposal

- Name, telephone number and physical address of Contractor.
- Provide a copy of the company's Utah State Contractors license number.
- Provide a copy of the company's or individual's business license.
- Provide proof of liability insurance; two million (2,000,000) min.
- Provide evidence of Worker's Compensation
- Provide a cost breakdown of labor and materials, and the brand of materials used
- Provide an estimated time of completion for the project
- Provide any information you feel is unique to your company in conducting this type of work in regards to value, pricing, etc.
- Successful bidder must be an equal opportunity employer that does not discriminate against any individual due to race, color, religion, gender, age or national origin in regards to employment, compensation, promotion and discipline.
- Provide an explanation of warranties for materials and labor

Discussions may be conducted with responsible contractors who submit a proposal determined by the Iron County Maintenance Administrator to be reasonably susceptible of being selected for award for the purpose of assuring a full understanding of and responsiveness to solicitation requirements.

Contractors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. Revisions may be permitted after submission prior to the closing date and time when bids will be accepted.

In conducting discussions, there shall be no disclosure of any information derived from a proposal submitted by competing contractors.

RFP RESPONSE SCHEDULE

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| • Release of RFP | April 12, 2019 |
| • Deadline for submission of questions | April 26, 2019 |
| • Deadline for all submissions in response to RFP | April 26, 2019 |
| • Review of Bids | April 29, 2019 |

- Notification to selected firm

TBD

SUBMITTAL INFORMATION

Any questions pertaining to the RFP should be directed to Lester Ross, Iron County Maintenance Administrator (contact information below). All Bid materials shall be in an 8.5 x 11 format. All information requested in the RFP must be addressed in the proposal. Proposals are due by **4:00 pm on April 26, 2019**, and shall be submitted to:

Lester Ross
Iron County Maintenance Administrator
82 North 100 East, Suite 102,
Cedar City, Utah 84720
Lester.ross@ironcounty.net

Contact phone numbers are (435) 865-5350.

Review of Bids

Iron County Building and Zoning Department 82 North 100 East,
Suite 102, Cedar City Utah 84720 at 8:30 am. On April 29,2017

Reserved Rights

Award of contract shall be made to the submitter whose bid is determined to be the most responsible and advantageous to the County, considering pricing, materials, and the evaluation factors set forth in the request for bid. The request for bid is not to be considered a commitment of any kind, for payment or costs incurred in the submission of a bid or for any cost incurred prior to the execution of a formal contract with Iron County.

Iron County reserves the right to accept or reject any or all bids or proposals.