



RICHMOND
UTAH
Home of Black & White Days

(435) 258-2092 • 90 South 100 West, Richmond, Utah 84333

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City Recorder

Justin B. Lewis

REQUEST FOR PROPOSAL (RFP)

For: Construction of a new pavilion in the City Park.

Summary:

Richmond City invites proposals from licensed general construction firms to provide a bid for the construction of a new pavilion at the City Park. The pavilion will be located east of the gravel parking lot on the southeast corner of 200 West Main.

The selected contractor must be willing to enter into a written agreement with the City to provide all services required under the scope of services outlined in this solicitation.

The start of services under this contract will begin no later than Monday, June 5, 2023 and the work must be completed no later than October 31, 2023.

Instructions for Bidders:

1. Inquiries

Any question or clarification of any material within this RFP or otherwise related to the City's intention to select a contractor should be directed via email to the following email addresses listed below:

City Recorder Justin Lewis and City Administrator Jeremy Kimpton
JLewis@richmondutah.org jkimpton@richmondutah.org

2. Submission of Proposals

Two paper copies must be submitted in a sealed envelope **no later than 3:00 P.M. on Friday, April 21st** at the following address:

Richmond City
Attn: Park Pavilion RFP
90 South 100 West
Richmond, UT 84333

www.richmondutah.org

Note: Any proposal received after the due date and time will not be accepted.

Proposals must be signed by an authorized representative of the company. The signature is interpreted to signify the bidder's intent to comply with all terms, conditions and specifications outlined in this RFP and attached plans.

3. Administrative Guidance

The information provided herein is intended to assist proposers in the preparation of proposals to properly respond to this RFP. The RFP is designed to provide interested proposers with sufficient information to submit proposals meeting the minimum requirements, but it is not intended to limit a proposal's content or exclude any relevant or essential data therefrom. **The City will not be liable for any expense proposers may incur in the preparation or presentation of this proposal.**

Full plan sets can be obtained by going to the following link on the city website:
<https://www.richmondutah.org/administration/page/new-city-park-pavilion-project>
or go to www.richmondutah.org, Services, Bids & RFPs

Proposers acknowledge that any proposal submitted may be subject to public disclosure under the Government Records Access and Management Act, UTAH CODE ANN. § 63G-2-101, et seq., as the same may be amended from time to time.

4. Proposal Consideration

The City may award a contract based solely upon the merits of the initial proposal without oral presentations; therefore, proposals should present the most favorable price and service available. The City may require an oral presentation to gain further knowledge. If necessary, this presentation will be scheduled after the deadline for proposal submission and before the award of the contract. The City reserves the right to reject any or all proposals received and to waive any informality or technicality, in any proposal, in the interest of the City. The proposals will be evaluated on not only price, but ability to meet completion deadlines.

Proposals must remain valid for a minimum of sixty (60) days from the due date for the receipt of proposals.

5. Bidder/Contractor Requirements

- a. Services are to include:
 - i. Construction of a new pavilion as outlined in "City Park Pavilion 2023 Drawings".
 1. Note: Contractor should not include picnic tables or

landscaping around new cement pavilion pad in bid.

- b. The contractor will be responsible to pay for and arrange all necessary equipment and materials for the contract.
- c. The contractor will be responsible for all clean-up and removal of debris.
- d. The contractor must provide a valid state issued contractor license and a list of all subs including a copy of their state issued contractors license.
- e. The contractor will be required to provide proof of insurance.
- f. The contractor will be required to provide the City a Performance Bond for the faithful performance of the contract. The Performance Bond shall be executed by a surety company licensed to do business in the State of Utah. The bond shall be for 5.00% of the bidders maximum bid price.
- g. The bid bond of the successful bidder will be retained until such bidder has executed the contract documents, furnished the required contract security, and met the other conditions of the notice of award, hereupon the bid bond will be returned. If the successful bidder fails to execute and deliver the contract documents and furnish the required contract security within fifteen (15) days after the notice of award, city may consider bidder to be in default, annul the notice of award, and the bid bond of that bidder will be forfeited. The bid bond of other bidders that city believes to have a reasonable chance of receiving the award may be retained by city until the earlier of seven (7) days after the effective date of the agreement of 61 days after the bid opening, whereupon bid bond furnished by such bidders will be returned.

6. Content of Proposal

- a. All proposals submitted in response to this solicitation must include the following sections.
 - i. Pricing. Proposals may also contain any other additional information that the proposer deems appropriate; however, lengthy, or overly elaborate proposals are discouraged.

7. Evaluation and Selection

- a. The City reserves the right to accept or reject any and all proposals and to waive any irregularities in any given proposal or to use evaluation criteria in addition to those listed herein.
- b. Following the evaluation of the finalist, a recommendation will be made, and the winning bidder will be notified.