



## Request for Proposal

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### **REQUEST FOR PROPOSAL**

**For the installation of a new parking lot**

1275 W 2350 S  
Nibley, UT 84321

*May 24, 2018*

## **SECTION I - PROJECT INFORMATION**

### **GENERAL DESCRIPTION**

The Board of Directors of Thomas Edison Charter Schools (“the Board”) is seeking proposals from interested Contractors (“Contractor”) for the installation of the school’s new parking lot. These tasks are more fully explained in this RFP under “Scope of Work.”

### **SCOPE OF WORK**

All Contractors who would like to visit the site should schedule an appointment with Brad Larsen. All site visits must be scheduled ahead of time.

#### **1. General Notes**

- Work to begin June 25, 2018 (or as close to as possible)
- No work is to begin until all necessary permits have been obtained. General Contractor to obtain, and pay for all necessary permits. (USBE Project number has already been obtained by the school)
- Requirements shown on the site plan shall govern. General Contractor shall point out any discrepancies prior to construction.
- Entire installation shall meet all applicable codes.
- Contractor to field certify all conditions and dimensions on-site.
- General Contractor to provide all equipment and personnel required for final checkout of all facilities by owner’s representative.
- General Contractor to keep the project site neat and orderly. General yard clean up shall be conducted at the end of each day, and shall meet the approval of owner’s representative prior to project completion.
- The General Contractor shall provide the traffic control during construction.
- Where there is a conflict between plans and specifications, or any applicable standards, the higher quality standard shall apply.
- The General Contractor shall be responsible for keeping roads and walkways free and clear of all construction debris and dirt tracked from the site.
- General Contractor to maintain access during construction to adjacent business facilities.

## 2. Utility Notes

- All utility locations shown are based on field surface evidence at the time of survey, and are to be considered an approximate location only. It is the contractor's responsibility to field verify the actual location of all utilities, public, or private, whether shown on the plans, or not, prior to construction. Report any discrepancies to the engineer prior to construction.
- Where a proposed utility crosses an existing utility, it is the contractor's responsibility to field verify the horizontal and vertical location of such existing utility, wither through potholing, or alternative method. Report information to the engineer prior to construction.
- General Contractor to coordinate all utility work with the appropriate utility provider. General Contractor to verify and follow all utility provider requirements, procedures, standards, and specifications.
- It shall be the contractor's responsibility to verify the actual location and elevation of existing utilities which may be in conflict with the proposed construction. If a conflict does exist, the contractor shall notify the engineer proper to construction so that adjustments can be made.

## 3. Demolition Notes

- The contractor shall review demolition plan, and compare with existing conditions. The Contractor shall resolve any discrepancies between the demolition plan existing conditions with the civil engineer, and/or the respective utility company prior to any demolition activities.
- The Contractor shall promptly repair any damage to adjacent facilities, or finishes caused by demolition, or construction work. All repair work shall be at no additional cost.
- The project area shall be kept clean, and free, of debris and refuse at all times. Contractor to remove all demolition debris from the site immediately upon deconstruction, and ensure proper and legal disposal of all demolition material.
- The Contractor is responsible for certifying the location of all existing utilities. If discrepancies exist between the demotion plan and existing site condition, the civil engineer must be notified immediately.
- The Contractor shall contact the civil engineer immediately if there is any doubt as to the removal of preservation of any element within the project area.
- Existing underground installations and private utilities shown on the demotion plan are approximate locations. The Contractor shall field verify all existing utilities prior to any demolition activities.
- The Contractor shall coordinate all information shown on the demotion plan with all other plans in document set prior to contraction,
- Blue Stakes digging permit required.
- Contractor to legally dispose of all waste and debris.
- Recycle asphalt, concrete, metals, etc, where possible.

#### 4. Grading General Notes

- Final grades are subject to minor changes as approved by owner. No grade changes in excess of 0.05 feet without civil engineer's approval.
- All fill material shall be clean fill soil, approved by civil engineer.
- All construction layout, and staking, shall be performed under the responsible charge of a land surveyor licensed in the State of Utah, and by survey crew chief, or engineering technician experienced in construction layout and staking techniques, as required by the specific type of work being performed.
- Access and haulage roads shall be maintained in a dust-free condition by surfacing or other treatment as approved by the civil engineer. Fugitive dust shall be controlled in all other operational areas of the project site. Water truck or other means may be employed to control dust as necessary.
- Contractor shall math grades at saw cut line of existing concrete flat work, curb & gutter. Contractor shall match finished ground grades at the project limit lines.

#### 5. Lighting Notes

- Please see lighting plan for specifics.

### **SECTION 2 - REQUEST FOR PROPOSAL PROCESS**

The Board will pre-qualify all contractors who submit responsive bids for this project.

As part of the proposal to the Board, all interested bidders must submit their company's qualifications relating to this project.

We do not intend to limit content or exclude relevant or essential information which your company might deem appropriate for the submittal.

### **RFP SCHEDULE**

RFP Public 10 Day Notice:	May 29, 2018
Response to RFP Due:	June 12, 2018
Selection of Contractor	June 14, 2018
Start Date for Construction:	June 25, 2018

### **SECTION 3 - REQUEST FOR PROPOSAL (“RFP”)**

Each responding firm is expected to submit sufficient information to enable the Board to judge the firm’s capabilities and qualifications. As a minimum, the Board requires each Contractor's response to include the following information:

**I. SUMMARY STATEMENT:**

Provide a brief description and history of your company, your company’s financial strength, how long you have been in business in Utah, contact name, contractor license number, address, phone, fax, and email.

**II. SIMILAR PROJECT EXPERIENCE, REFERENCES:**

Provide demonstration of a proven record of accomplishment of significant experience on similar projects. Submit references from similar type projects. Include reference names and phone numbers.

**III. WORK FORCE / COMPANY CAPABILITIES:**

Provide demonstration of work force capable of performing this project. Ensure staff available to work on the project.

### **SUBMITTAL DUE DATE**

We ask that bidding contractors **DO NOT** contact the school directly with questions. Please direct **ALL** questions to:

Brad Larsen  
1275 W 2350 S  
Nibley, UT 84321  
(435) 752 - 0123  
brad.larsen@edisoncs.org

Bids are due no later than **3:00 pm MST June 12, 2018**. Proposal **must** be signed by an official of the company. Proposals must be submitted with a hard copy to the school, as well as an electronic copy. Proposals after this deadline will be rejected. Emailed copies will only be accepted with an accompanied signed hard copy, submitted to the address above.

Upon review by the School, the contractor best meeting the needs of the project team will be awarded the contract to design the new addition. The award will be based on fees as well as relevant experience. The School reserves the right to accept or reject any or all proposals or any part of any proposal if it is deemed to be in the best interest of the School to do so. If it becomes necessary to revise this RFP in whole or in part, an addendum will be provided to all bidders who received the original RFP.

