



---

**IRON COUNTY, UTAH**

**REQUEST FOR PROPOSAL**

**FOR**

**SPECIAL INSPECTION AND MATERIALS TESTING**

**SEPTEMBER 25, 2024**

## IRON COUNTY, UTAH

### REQUEST FOR PROPOSAL FOR SPECIAL INSPECTION AND MATERIALS TESTING SERVICES FOR THE IRON COUNTY JAIL AND SHERIFF'S COMPLEX



#### INTRODUCTION

Iron County, Utah (“the County”) is soliciting proposals from qualified Special Inspection and Materials Testing and firms with specialized expertise in the construction of public buildings. It is anticipated that the selected firm will test, inspect, and document the construction materials and assemblies according to applicable codes, regulations, and standard specifications.

A firm will be selected to enter into a contract with Iron County for testing and inspection services during construction of the Iron County Jail and Sheriff’s Complex, located at approximately 631 North 2550 West, Cedar City, Utah (the “County Project”).

Consultants responding to this request should have considerable experience in the services requested. Iron County will only enter into a single contract with one company or firm for the requested services; however, the single firm may subcontract another firm(s) identified for specific other areas of work.

Proposals will be accepted only from firms that are free of all obligations and interests that might conflict with the best interest of the County and have the capacity to provide services on a timely basis.

Respondents must address the needs and requirements stated in the scope of work of this RFP.

Only Iron County funds are being used to construct this facility. No Federal Funding is anticipated.

## PROJECTED SCHEDULE FOR THE RFP PROCESS:

\*\* The County reserves the right to modify the following schedule at its discretion:

### Activity Date

- RFP Available September 25, 2024
- Deadline for Questions September 30, 2024
- Deadline for Proposals Submission October 7, 2024, 5:00 pm, MST
- Interviews (if necessary) October 9, 2024

Anticipated Contract Commencement October 10, 2024.

## SUBMISSION GUIDELINES

Respondents are advised to read this RFP in its entirety. Failure to read and/or understand any portion of this RFP shall not be cause for a waiver of any portion of the RFP or subsequent agreement. The submitted proposal and this RFP become a part of the subsequent agreement.

All inquiries or questions relating to this RFP shall be directed to:

Shalon Shaver, [sshaver@ironcounty.net](mailto:sshaver@ironcounty.net) or

Jon Whittaker, [jwhittaker@ironcounty.net](mailto:jwhittaker@ironcounty.net)

Phone calls or in-person visits are prohibited except for the express purpose of conducting a site visit if the Respondent believes it necessary for the submission of their proposal. Do not contact any other department or other County officers or employees regarding this proposal. All questions and answers will be made available on [www.ironcountyut.gov](http://www.ironcountyut.gov). Answers to these questions will be sent to all consultants.

The right is reserved by the County to reject any or all proposals, to waive any informality or technicality, or to accept proposals deemed in the best interest of the County.

Proposals received after the deadline will not be considered and will be rejected.

Respondents to this RFP shall have completed similar municipal public works facilities.

The proposal shall not exceed ten pages, exclusive of covers and dividers. Materials shall be 8½" x 11", no less than 11-point font. Charts may be in 11" x 17" landscape style format, may use up to two separate pages, and are included in the total page count. An 11" x 17" will count as two pages towards the total ten pages.

All proposals shall become the property of the County.

Information contained in the proposal must be clearly expressed and delineated. The County may release any information contained in the proposal that is not marked and delineated as proprietary 30 days following execution of a contract for services.

## **I. INTENT OF REQUEST FOR PROPOSALS**

It is the intent of the RFP to generally set forth the minimum acceptable requirements for the proposal to be submitted herein.

## **II. DESCRIPTION OF THE PROJECT**

County Project is located on Iron County Parcel D-968-4, located at 631 N 2550 W, Cedar City, UT 84721.

A conceptual project rendering along with schematic design level site plan and floor plans are provided with this RFP as Exhibit A for general reference only.

The construction budget is approximately \$90M. Layton Construction has been procured as the contractor for this project. The current project schedule is to start construction in August of 2024 with a 26 month construction duration, with a substantial completion date of September 30, 2026.

## **III. SUBMITTAL OF PROPOSAL**

Proposals shall be submitted no later than October 7, 2024, 5:00 pm Local Time. All responses to this RFP must be submitted to:

Iron County Building Department  
c/o Terry Palmer  
82 N 100 E #102  
Cedar City, UT 84720  
[tpalmer@ironcounty.net](mailto:tpalmer@ironcounty.net)

Submittals may be made via email or with a physical copy as noted above. Proposals shall remain valid for a period of ninety (90) days from the due date.

## **IV. SIGNATURE ON PROPOSAL**

Proposals must be signed by an authorized representative of the proposer named thereon. The signature on the proposal shall be interpreted to signify the proposer's intent to comply with all required services. A scan of a physical signature will suffice for submittal.

## **V. SCOPE OF SERVICES**

The scope of services required by this RFP includes some or all of the following services:

Materials Testing and Special Inspections: Materials testing and special inspections as required by the construction documents, referenced standards, and in accordance with applicable building codes, including routine and special inspections unless otherwise noted in the Contract Documents. These tests and inspections may include but not be limited to the following materials: concrete, wood, soils, masonry, rebar, roofing, welding, and steel. The construction documents may require other testing or inspection services beyond those directly listed. The County may assign an inspector or specialist to note deviations from, or necessary adjustments to, the Contract Documents or to report deficiencies or defects in the work. The inspector's or specialist's activities in no way relieve the contractor from the responsibilities set forth in the Contract Documents.

## VI. FORMAT OF PROPOSAL

The firm will be selected on the basis of several factors, including but not limited to: experience, staff, qualifications, anticipated response time from request for inspection testing services, approach to the project, project references, safety information, and interview of finalists (if any). Proposals submitted in response to this RFP will be reviewed and ranked by a selection committee. A select number may be invited to an interview. Contract negotiations will be initiated with the highest-ranked firm.

- a. INTRODUCTION TO FIRM | Provide a brief introduction of the qualifications and background of your firm.
- b. PROJECT TEAM | Provide an Organizational Chart of all major participants of your firm's proposed Project Team. Include resumes only of those principals, project manager, inspector(s)/tester(s), and other primary representatives who will be directly involved in the overall effort.
- c. RELEVANT CONSTRUCTION EXPERIENCE | Provide a listing of five (5) projects of relevant experience within the past 5 years.
- d. PROPOSED APPROACH | Describe how your firm will approach the scheduling and inspection/testing aspects of the Project. Describe your firm's overall construction philosophy and how it will be applied to this project. Discuss how you will work with the County staff, Owner's Rep, Architect, and Engineers to ensure that the County's needs are adequately met.
- e. SCHEDULE | Describe how your firm will prioritize the scheduling of requested work.
- f. REFERENCES | Provide a name, telephone number, and project title for five (5) references to be contacted as to your performance on similar projects.

## VII. FEE PROPOSAL

The fee for services is to be based on an hourly and per test basis.

At minimum, provide the following:

- a. An itemized list of hourly rates per individual involved in the project
- b. Fee for each anticipated test for similar projects (rebar, welding, concrete, soils, etc.). Use the table format provided below, add any additional tests or inspection duties that may not be listed.
- c. Any direct expenses and markup such as mileage. Details of when travel expenses begin and how they are accrued.

The County reserves the right to cancel the award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in the County's best interest. In no event shall the County have any liability for the cancellation of the award. The contractor assumes the sole responsibility for all expenses connected with the preparation of this proposal.

## **VIII. SELECTION CRITERIA**

This is not a bid process. Selection will be primarily based on qualifications. The first team of choice will be asked to complete negotiations of their proposed fee. If no agreement can be reached, which is mutually accepted and agreed upon, then the County will meet with the second team of choice and so on, until a final agreement has been negotiated and executed. Teams will be ranked based on the following criteria and weighted percentages:

- 20% Experience with similar projects**
- 20% Proposed Project Team / individuals assigned to job**
- 20% Approach to perform the work**
- 20% Scope of services proposed**
- 20% Fee**

## **IX. TERMS OF CONTRACT**

The County will require that the selected proposer be willing to negotiate, and to enter into, a written agreement with the County to provide all services required within the scope of services as submitted by the proposer in its proposal. The County working with the selected proposer, will negotiate the agreement. Agreement must be approved by the County. All provisions of the agreement will be in compliance with state and federal laws.

## **X. GENERAL INFORMATION**

Response to this RFP is at the proposer's sole risk and expense. The County anticipates selecting one of the responding proposers, but there is no guarantee that any responding proposer will be selected.

It is the County's policy to encourage equal opportunity in its professional services and contracts. The County endeavors to do business with proposers that share the County's commitment to equal opportunity and will not do business with any proposer that discriminates on the basis of race, religion, color, ancestry, age, gender, sexual orientation, disability, medical condition, or place of birth.

The County appreciates in advance the efforts that proposers will make on behalf of this project and looks forward to participating with proposers in the selection process.

Phone calls or in-person visits are prohibited except for the express purpose of conducting a site visit if the Respondent believes it necessary for the submission of their proposal. Do not contact any other department or other County officers or employees regarding this proposal. All questions and answers will be made available on [www.ironcountyut.gov](http://www.ironcountyut.gov). Answers to these questions will be sent to all consultants.

### **Confidentiality**

Proposals submitted to the County for consideration shall be made subject to the Utah Open Records Act after award is made. Any confidential information in a proposal shall be identified as such by the submitting firm. Firms will be notified before information is released. Proposals submitted and terms and conditions specified in each firm's response shall remain the property of the County.

### **Licenses**

The successful consultant, without additional expense to the County, shall be responsible for obtaining any necessary licenses and for complying with applicable federal, state, and municipal laws, codes, and regulations in connection with the prosecution of the services.

### **Amendments to the Request for Proposal**

The County reserves the right to amend this RFP by an addendum at any time prior to the date set for receipt of proposals. Addenda or amendments will be posted on [www.ironcountyut.gov](http://www.ironcountyut.gov) and shall be the responsibility of the consultants to obtain all addenda. If revisions are of such magnitude to warrant, in the County's opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.

### **Additional Information**

Proposals will be considered only from firms or individuals that are firmly established in an appropriate business, who are financially responsible, and have the resources and ability to offer services in a professional and expedient manner. The County may request additional information as deemed necessary. Failure to provide such information may result in the proposal being considered non-responsive.

The County reserves the right to reject any and all proposals, to waive any informalities in the proposals received, and to accept the proposal deemed most advantageous and in the best interest of the County.

### **Consultant Acceptance of the RFP**

By submitting a proposal in response to this RFP, the consultant accepts all of the conditions described in this RFP, including the Professional Design Services Agreement and agrees to abide by all final decisions made by the County.



TESTING	UNIT	UNIT COST
<b>SOILS</b>		
Proctors ASTM/AASHTO	Each	
Proctors ASTM/AASHTO (Rock Corrected)	Each	
Technician Time-Field Densities ASTM/AASHTO	Hour	
Soil Classifications Per ASTM/AASHTO	Each	
Atterberg Limits ASTM /AASHTO	Each	
Sieve Analysis ASTM/AASHTO (-3/4")	Each	
Sieve Analysis ASTM/AASHTO (+3/4")	Each	
Sample Pick Up (Inclusive of Mileage)	Hour	
<b>CONCRETE</b>		
Cylinders (set of 4, Inclusive of Casting and Break)	Each	
Technician Time Air & Slump Testing (Inclusive of Mileage)	Hour	
Cylinders Pick Up (Inclusive of Mileage)	Hour	
<b>ASPHALT</b>		
Binder Content/Ignition Oven	Each	
Aggregate Gradation	Each	
Unit Weight Rice	Each	
One Point Marshall	Each	
Field Sample and Pick Up (Inclusive of Mileage)	Hour	
Technician Time-Density Testing w/ Thin Lift Gauge (Inclusive of Mileage)	Hour	
Coring (Inclusive of Thickness and Density of cores)	Each	
<b>GENERAL INSPECTION</b>		
Inspection	Hour	
<b>STRUCTURAL STEEL, WELDING, &amp; FIREPROOFING</b>		
Structural Steel and Welding Special Inspector	Hour	
Fireproofing Special Inspector	Hour	
Fireproofing lab density sample testing	Each	
<b>NON-DESTRUCTIVE TESTING</b>		
CWI	Hour	
UT - Ultrasonic	Hour	
MPT - Magnetic Particle	Hour	
RT	Hour	
<b>MASONRY</b>		
ICC Special Inspector	Hour	
Compression, Composite Prisms	Each	
Grout Compression Strengths	Each	



### **Inspector Services Description**

The inspector will report to the Building and Zoning Administrator. The inspector will report at Iron County Building Department 82 N 100 E, Cedar City, UT 84720 when he or she is not in the field. Hours will vary pending on workload and projects. Consultant shall provide its inspector(s) with all requirements to conduct day to day business including, but not limited to, vehicle, tools i.e. laptop, cell phone, PPE's, and any necessary tools to complete the work.

### **TASKS AND DUTIES**

- Conduct and document preconstruction and progress meetings;
- Track construction progress and proactively recommend solutions to avoid project delays;
- Use District document processing software to route, track, and monitor all submittals (Design Engineer to review and approve design-related submittals);
- Track and file all documents related to the project;
- Review contractors proposed change orders to evaluate merit and recommend approval or rejection with documentation of reasoning;
- Review progress payments requests to determine accurate progress claims and document recommendation for payment;
- Coordinate system shutdown's or impacts with the District's Operations department;
- Inspect construction to verify adherence to District construction contract specifications and drawings and or Standard drawings;
- Notify the District of actual or proposed deviations to specifications and drawings so changes can be evaluated by the Design Engineer;
- Prepare As-built's ;
- Create final punch lists for project completion;
- Immediately notify the Construction Management Administrator if any safety violations are observed;
- Monitor implementation of Storm Water Pollution Prevention Program (SWPPP) performed by a qualified SWPPP Practitioner and maintain documentation as required by the California State Water Board on behalf of the District;
- Review and monitor traffic control measures, including placement of traffic control devices;
- Attend Weekly pre-construction meetings and weekly construction inspection meetings;
- Prepare daily Inspection Reports;
- Coordinate geotechnical, material and pavement testing;
- Manage geotechnical testing requests;
- Monitor trench shoring devices and best safety practices;
- Monitor fall protection devices and best safety practices;
- Perform surveying and inspect contractors work;
- Inspect structural projects (pump stations, lift stations, chemical buildings, building office additions);
- Test cathodic protection test station(s) utilizing a volt meter;
- Close out projects;
- Coordinate meter installations, backflow testing, bacteria testing, and shutdowns with operations; and
- Other duties as required not listed in this RFP.

## EXPERIENCE AND QUALIFICATIONS

- ACI certified in concrete testing desirable;
- Qualified SWPPP Practitioner (QSP) certified;
- AWWA Distribution 1 certification desirable;
- Trench Shoring Safety trained/certified;
- Fall Protection Safety trained/certified;
- Confined Space Rescue/Entry Safety trained/certified;
- Experience in inspection tests for sewer pipeline (Examples: air, mandrel, video, jet/vac cleaning);
- Experience inspection tests for domestic and recycled pipeline (Examples: hydrostatic testing, chlorination, dewatering, and bacteria testing, and others not listed in this RFP).

## PROPOSAL FORMAT

### The Proposal Format Should Include:

- Detailed Resumes, Certifications, and Qualifications of Construction Inspectors and Material Inspectors as well as Testing Personnel.
- Company History, Experience & References;

### A Summary Detailing Work Experience on Water & Sewer Related CIP Projects:

- Hourly Construction Inspection Rates (regular, overtime, holiday); and
- Construction Mileage Rate.

## PROPOSAL EVALUATION PROCESS

The primary evaluation criteria used by the County will be as outlined above. This is not a competitive bid process. The most highly ranked proposals may be interviewed and rated by the selection committee. After selection of the prospective Consultant deemed most qualified, the County will initiate negotiations.

The County reserves the right, after opening the proposals, to reject any or all proposals, or accept proposal(s) that in its sole judgement are in the best interest for Western.

## PROPOSAL SUBMISSION

Consultant should submit in their proposal and must be received by The County, no later than 3 P.M. on October 7, 2024. Please submit Proposal(s) to:

Iron County Building Department  
c/o Terry Palmer  
82 N 100 E  
Cedar City, UT 84720  
[tpalmer@ironcounty.net](mailto:tpalmer@ironcounty.net)  
(435) 865-5350

## EXHIBIT A