

# VERNAL CITY

## REQUEST FOR PROPOSALS (RFP)

### Vernal City Police Department Storage Building



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Issue Date: July 20th, 2026

Due Date: **Thursday, August 27th, by 2:00 PM (MST)**

## **Police Department Storage Building**

### **Request for Proposals (RFP)**

The City of Vernal Police Department is seeking proposals from qualified design-build Contractors/Engineers for the design and construction of a new police storage and evidence facility.

The proposed building is anticipated to be approximately 60' x 40' and constructed utilizing Steel, masonry and/or other durable materials compatible with surrounding municipal facilities Located at 374 east Main Street (See Attachment B: Proposed Project Location).

The facility shall provide secure storage, and operational support functions for the Police Department.

The primary goals of this project are to improve the organization and security of police equipment, evidence, records, and departmental storage while providing a durable, low-maintenance facility that will serve the Police Department's operational needs for many years. The proposed facility shall be designed to accommodate future growth and operational expansion and shall comply with all applicable federal, state, and local building, fire, life safety, accessibility, and storage requirements. The successful proposer shall be responsible for obtaining all required permits and approvals, including plan review fees, building permits, and associated regulatory requirements, and shall include these costs within their proposal.

The project site is located adjacent to the existing Police Department facility. Proposals shall evaluate existing site conditions, including available utilities, access points, parking, property boundaries as well as how you plan to handle the approach to unknown issues. The design shall incorporate the existing site layout while minimizing impacts to ongoing department operations.

Security is a critical component of the project. The facility shall incorporate a commercial-grade access control system with electronic key card access, integrated security hardware, reinforced doors and frames, exterior security lighting, and comprehensive video surveillance infrastructure. The design should provide secure storage



Subject: Request For Proposals (RFP)  
Project: Police Department - Storage Building

---

Vernal City  
374 East Main Street  
Vernal Utah 84078  
(435)789-2255

areas and controlled access zones consistent with the operational needs of a law enforcement facility.

The proposed building may consist of a pre-engineered metal building (PEMB) system. Durable, low-maintenance materials are preferred throughout the facility. The building shall include an insulated building envelope, a standing seam metal roof, and architectural treatments that are compatible with existing municipal facilities. The design shall provide adequate structural and slab preparation for the future installation of a vehicle lift. Existing asphalt paving shall remain in place wherever practical, and all new concrete aprons, sidewalks, and entrances shall be designed to tie seamlessly into the existing asphalt surfaces and grades.

The facility shall also include technology infrastructure necessary to support future operations. Such as - Low-voltage conduit pathways to be provided for security cameras, access control systems, and related communications infrastructure. All access control and security systems shall be designed for future integration with the existing Police Department building and associated security systems. Vernal City will provide the low-voltage wiring and cameras as well as the key card systems. The building shall be prepped for use with existing hardware; information can be provided upon request.

**Sealed Bid Requirement:**

Proposals must be submitted in a sealed envelope, clearly marked "**Vernal City Police Department Storage Building**" to ensure the integrity and confidentiality of the submission. The sealed bid requirement is mandatory for all vendors participating in this RFP process. Email submissions are not permitted.

**Proposal Due Date:**

Proposals must be received no later than **August 27th 2026, by 2:00 P.M.** Late submissions will not be accepted or considered. Please allow sufficient time for your proposal to be delivered and received by the due date. Bids will be opened on the same date, **August 27th 2026 at 2:00 P.M.** at Vernal City Hall, **374 East Main, Vernal, Utah** and held for review.

**Submission Method:**

Proposals can be submitted by mail, or delivered in person, to the following address:



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Subject: Request For Proposals (RFP)  
Project: Police Department – Storage Building

---

Vernal City Finance Director  
Nick Rousseau  
374 East Main  
Vernal, UT 84078

**Proposal Requirements:**

Bidders must also provide proof of contractor's license, liability insurance, and worker's compensation. No bonding or prevailing wage criteria is required for this project.

Bidders shall provide the following deliverables as part of the proposal: a conceptual floor (Attachment B) plan illustrating the proposed building layout and functional spaces; a site plan showing the building location, access points, utilities, and other site improvements; a preliminary construction cost estimate identifying anticipated project costs and major budget categories; a proposed project schedule outlining key design, permitting, bidding, and construction milestones; and a design narrative describing the overall design approach, building systems, materials, operational functionality,

**Proposal Evaluation Criteria:**

The selection of the vendor will be based on various factors, including but not limited to:

How well the proposal meets the needs of the Vernal City Police Department and the guidelines of the RFP.

Price and other considerations of value.

Availability at time of project start.

Please note that the lowest or any proposal will not necessarily be accepted. Vernal City reserves the right to reject any or all proposals received. Proposals that do not meet the required specifications will not be considered.

**Timeline:**

RFP Release Date: July 20th 2026

Deadline for Questions: August 22nd 2026

Proposal Deadline: August 27th 2026 at 2:00 pm

Evaluation Period: September 3rd 2026

Contract Award: September 4th 2026



Subject: Request For Proposals (RFP)  
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---

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**Questions and Clarifications:**

All questions or requests for clarifications regarding this RFP should be submitted to Eric Dilworth, Email: [edilworth@vernal.gov](mailto:edilworth@vernal.gov)

**Ownership of Proposal:**

All materials submitted in response to this RFP will become the property of Vernal City and will not be returned to the contractor.

We look forward to receiving your proposal and appreciate your interest in working with Vernal City. Thank you for your attention to this matter.

Sincerely,

Nick Rousseau  
Finance Director  
Vernal City  
435-781-7103  
[carlmorton@vernalcity.org](mailto:carlmorton@vernalcity.org).



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## **Attachment A**

Preliminary Project Scope and Basis of Design

| Description                                              | Notes                                                                                                                     | Amount | Cost | Total |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|--------|------|-------|
| <b>PERMITS</b>                                           |                                                                                                                           |        |      |       |
| Building Permit                                          |                                                                                                                           |        |      |       |
| Plans                                                    | PEMB , Foundation Engineering                                                                                             |        |      |       |
| <b>DEMO</b>                                              |                                                                                                                           |        |      |       |
| Removal of Trees                                         |                                                                                                                           |        |      |       |
| Removal of Light Pole                                    |                                                                                                                           |        |      |       |
| Saw cut Asphalt ( keep Existing intact)                  |                                                                                                                           |        |      |       |
| cap Storm Drain                                          |                                                                                                                           |        |      |       |
| Remove Landscaping                                       |                                                                                                                           |        |      |       |
| Remove curb gutter                                       |                                                                                                                           |        |      |       |
| <b>Earthwork/Excavation</b>                              |                                                                                                                           |        |      |       |
| Foundation Prep                                          |                                                                                                                           |        |      |       |
| Export Material                                          |                                                                                                                           |        |      |       |
| <b>Concrete</b>                                          |                                                                                                                           |        |      |       |
| Footings                                                 |                                                                                                                           |        |      |       |
| Stem Wall                                                | 3' Concrete Stem Wall Above Grade (Rubbed Finish with Mitered Edges )Sack and Patch                                       |        |      |       |
| Exterior Aprons                                          | 10' from Building and Tie into Existing Asphalt                                                                           |        |      |       |
| Exterior Sidewalks                                       |                                                                                                                           |        |      |       |
| Bollards Sleeved with POLY Bollards Color (Blue)?        |                                                                                                                           |        |      |       |
| Interior Slab Polished                                   | 6" Slab                                                                                                                   |        |      |       |
| Interior Footings for Future Lift                        |                                                                                                                           |        |      |       |
| Interior Trench Drain to Oil separator/sump?             |                                                                                                                           |        |      |       |
| <b>Building 60x40</b>                                    | with potential Stepped Roof to accommodate Existing Building Mono Pitch                                                   |        |      |       |
| PEMB (pre Engineered Metal Building) Color Dark Gray     | Provide Cost Variant from Metal Panels + Batt insulation Shop rolls vs an Insulated Metal Panel                           |        |      |       |
| 10x10 Metal Roll Up Sheet Doors With Operator            | Liftmaster Maxum Operator                                                                                                 |        | 2    |       |
| Exterior Door Hollow Metal and Welded Frame for Security | 3070 Prepped for Card Reader As specified by IT Department for knockout. Reader provided by VERNAL CITY x1                |        | 1    |       |
| <b>Interior</b>                                          |                                                                                                                           |        |      |       |
| Electrical                                               | Interior General Use Receptacles Installed in conduit, plan to tie into power from existing Building, Power for operators |        |      |       |
| Lighting                                                 | LED shop lighting High Bay Lights or Similar                                                                              |        |      |       |

| Description                                      | Notes                                                                                                                                        | Amount | Cost | Total |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------|------|-------|
| Low Voltage Conduit to be Ran as specified by VC | Interior Cameras Prep for 3 cameras, Card Reader for door, and Prep for Low Voltage on Garage doors Edge sensors / monitored eyes and Keypad |        |      |       |
| Gas Line                                         | Gas Ilne Ran, Properly Sized for shop heater                                                                                                 |        |      |       |
| Shop Heater                                      | Properly Sized for Space                                                                                                                     |        |      |       |
| Chain Link Enclosures                            | 3) At 9x20 with 9' Gate to pull a vehicle into, Heavy Gauge Chain Link with top cover, 10'                                                   |        |      |       |
| Interior Wall Wrap Trusscore PVC Wall Panels     | to a height of 10' White Color, If we don't do the insulated panel.                                                                          |        |      |       |
| EXTERIOR                                         |                                                                                                                                              |        |      |       |
| Lighting                                         | Exterior Wall Pack above Doors x3                                                                                                            |        |      |       |
| Landscaping                                      | Tie Back in Landscaping with                                                                                                                 |        |      |       |



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## **Attachment B**

Proposed Project Location and Layout



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