

CITY OF EPHRAIM, UTAH REQUEST FOR PROPOSAL LIBRARY PARK PUBLIC RESTROOM FACILITY

Background:

The purpose of this project is to provide needed park infrastructure to one of the parks located in Ephraim, Utah. The Ephraim City Recreation Department is in the process of renovating one of its park facilities to become an all-abilities park.

Ephraim City has partnered with many local and regional organizations to fund the park renovation. The project is broken down into two phases: installation of new playground equipment and installation of a public restroom facility.

Scope of Work:

The scope of work for this project involves designing, constructing, and installing one (1) prefabricated restroom facility to be installed at Ephraim City's Library Park. Awarded bidder is responsible for the following tasks:

- Design
 - Submittals, shop drawings, and engineering.
 - Must be stamped by a licensed P.E.
- Construction
 - Building complete with walls, floor, and roof.
 - Building shall be Americans with Disabilities Act (ADA) compliant.
 - Building will have two single-user unisex restrooms and one mechanical/storage room.
 - Building dimensions: 11'x18'x10'.
 - 3" walls, 5" floor, 4" roof.
 - Two (2) 3'-0" x 6'-8" Opening Single Door with latch and deadbolt, door holder, threshold, door sweep/seal, weather strip.
 - One (1) 2'-8" x 6'-8" Opening Single Door with latch and deadbolt, switch, 1 LED exterior light photocell controlled, 100 amp breaker panel, louvered exhaust fan)
 - Exterior walls to have a barn board finish.
 - Roof to have cedar shake finish.
 - Include two stainless steel paper towel dispensers, sink, grab bars, two soap dispensers, two changing tables (if ADA compliant), and two toilets.

- Door frames are cast into walls. Doors and frames are painted steel with stainless steel hardware.
- Bidder is responsible for delivery, mobilization, and installation of the restroom facility.
- Bidder is not responsible for the following items:
 - Site preparation and site grading.
 - Building permit
 - Final Utility Connection
 - Sidewalk connecting to the restroom.

Information and Instructions to Bidders:

Proposals will be received until **12:00 PM on 1/4/2022**. Proposals must be submitted in a sealed envelope or mailing container, clearly visible on the outside of the envelope, the name of the business and the words “EPHRAIM CITY RESTROOM”. The original proposal copy shall be signed by a representative of the proposer who is authorized to sign for and contractually bind the proposer. Proposals shall be submitted to Michael Patton, the Ephraim City Recreation Director, at Ephraim City Hall, 5 S. Main Street, Ephraim, Utah 84627. Proposals that are mailed: send to 5 S. Main Street, Ephraim, UT 84627. Proposals may not be submitted by electronic means.

Response Date:

In order to be considered for selection, proposals must arrive to the City in the manner and on or before the date and time specified in the RFP advertisement. Any proposer mailing responses should allow normal mail delivery time to ensure timely receipt of their materials. Any proposal received after the scheduled closing time for receipt of proposals, or incorrectly addressed, will not be considered. Delivery in the manner stated herein and completeness of submittals as required by this RFP shall be solely the responsibility of the proposer. Submission of proposals or additional information offered after the closing date and time will not be accepted or considered.

Right to Modify Process:

The City reserves the right to modify the selection process or other aspects of this RFP process at its sole discretion. The City will take reasonable steps to ensure that any modification or clarification to the RFP shall be distributed in writing to all persons who have requested a copy of the RFP through the City.

Addenda:

In the event that it becomes necessary to revise any part of this RFP, an addenda will be provided to all prospective proposers who are on the RFP document holder's list maintained by the City. Addenda, if necessary, will be issued no later than five (5) days prior to the RFP closing date. Receipts of any addenda shall be signed by the same individual that signs the proposal and shall be submitted with the proposal. Proposals received without properly acknowledged addenda will be considered non-responsive.

Accept or Reject Proposals:

The City reserves the right to accept or reject any or all proposals in response to this RFP without cause or delay or cancel this RFP process without liability to the City if the City determines it is in the public's interest to do so.

Evaluation:

Once the bids have been opened, the City will pursue awarding the project to the proposer that submitted the lowest bid. The proposer must also have the ability to complete the project within the proposed schedule shown in 'Project Timeline' as time is of the essence for this project. Failure to comply with the proposed timeline or other local, state, and federal laws, will result in a rejection of the bids.

Additional Information:

The City reserves the right to request additional information following its initial review of the proposal documents. City staff may conduct a review and verification of confidential information with staff and consultants.

Equal Employment Opportunity Policy:

It is the policy of the City to promote equal opportunity to all persons regardless of race, color, religion, national origin, sex, age, or disability, in respect to employment, housing, public services, facilities, and accommodations.

Pre-Proposal Interpretation and Addenda:

Any clarification or interpretation of the bid documents will be made only by written notification. The City is not responsible for any explanation, clarification, or interpretation given in any manner except by written notification and/or addendum.

Withdrawal of Proposal:

A proposer may withdraw their proposal, by written notice submitted on the proposer's letterhead, signed by the proposer's authorized representative, delivered to the City prior to **12:00 PM on 1/4/2022**.

Acceptance of Proposal Content:

The contents of the proposal of the successful proposer will become contractual obligations if acceptance action ensues. Failure of the successful proposer to accept these obligations in a contract may result in cancellation of the award.

Project Timeline:

RFP Document Published and Distributed: December 14, 2021

Bid Opening: January 4, 2022

Notice of Award: January 5, 2022

Contract Execution: January 5, 2022

Notice to Proceed: January 5, 2022

Estimated Construction Begins: April 1, 2022

Estimated Substantial Completion: April 8, 2022

Estimated Project Completion: April 15, 2022

Additional Project Details:

The following is a map of the proposed project location:

Located at 30 South Main Street, Ephraim, UT 84627



Contact Information:

Please contact Michael Patton if there are questions, concerns, or comments about the Request for Proposals document and all addenda.

Michael Patton
Ephraim City Recreation Director
5 South Main, Ephraim, Utah 84627
Phone: (435) 283-4631
Email: michael.patton@ephraincity.org

**EPHRAIM CITY LIBRARY PARK PUBLIC RESTROOM FACILITY
BID FORM**

Organization Name:_____

Organization Address:_____

Organization Phone Number_____

Name of Contact:_____

Contact Email:_____

ITEM	QUANTITY	TOTAL COSTS
Restroom Facility	1	\$
Delivery to Ephraim, UT	1	\$
Crane for Setting Building	1	\$
Total	-	\$

Signature

By signing below, the proposer and organization understands and agrees to all the terms and conditions outlined in Ephraim City's Request for Proposal for the Ephraim Canyon Multi-Use Trail Project.

Applicant Signature

Applicant Printed Name
