



Richfield City
75 E Center St.
Richfield City, UT 84701

**INVITATION TO BID - COMPETITIVE
SEALED PROPOSALS (CSP) FOR A
PROCUREMENT OF UPGRADES AND
IMPROVEMENTS TO THE RICHFIELD CITY
ROTARY PARK AND LIONS PARK.**

DOCUMENT SUMMARY:

The City of Richfield City is seeking Competitive Sealed Proposals (CSP) for a procurement of upgrades and improvements to the Lions Parks and the Rotary Park. The project may be funded through a Community Development Block Grant (CDBG). The City will select one (1) Supplier to provide equipment, materials and labor for the project as outlined in this request.

SCOPE OF WORK:

Richfield City is seeking to make upgrades and improvements to Lion's Park, which is located at 389 North 600 West, and Rotary Park which is located at 800 North 1000 West, Richfield City, UT 84656. This project will include: The addition of a sidewalk or walking paths in and around Lion's Park and one (1) new restroom facility at the Rotary Park near the pavilion and the playground.

● **Sidewalk:**

To be installed through and around the Lions Park seven (7) feet wide four (4) inches thick for approximately 997 feet accessing the pavilions, ballfields, and skatepark and four (4) feet wide four (4) inches thick approximately 766 feet around the exterior of the ballfields.

● **Park Restrooms:**

To be installed in the southwest area of Rotary Park. The restrooms should be approximately 15 X 26 that include up to four (4) individual restrooms with outside entrances.

Additional items that may be out for bid that are not included in this scope of work are NOT considered part of this CSP, but rather may be noted for information purposes.

Richfield City requires suppliers to provide a park system that meets or exceeds all current federal standards and ADA requirements.

The CSP shall include all costs associated with proposed park improvements and upgrades.

QUESTIONS CONCERNING THE CSP SHOULD BE DIRECTED TO:

Richfield City
Attn: Michele Jolley
75 E Center St.
Richfield City, UT 84701
Tel: (435) 896-6439
michele@richfieldcity.com

DESIGN ELEMENT GUIDELINES & SYSTEM SPECIFICATIONS: Suppliers should base their designs on meeting all accessibility and safety standards as well as the guidelines & specifications listed in this CSP. Quality of system components, quality of design, handicapped accessibility, inclusiveness, cost, appropriateness to location, and target demographic must be taken into consideration in the design of the proposed system (Contact the above-listed number or address for further demographic information).

The total dollar amount allocated to complete the full project has a target amount of **\$360,000.00**. Please provide proposals that fit within this budget amount. Any proposal exceeding **\$10,000.00** beyond the budgeted amount may automatically be rejected.

In your proposal provide a list of the designed components being proposed for the park improvements and updates, as well as a time frame for completion once notified of the award. Please include structure and component model numbers, materials, color choices and recommendations, estimated lifetime of equipment including manufacturers' warranty, and any other relevant descriptive information. Suppliers are encouraged to take accessibility into account in their designs.

Required Items:

1. All park system elements must meet and/or exceed all federal guidelines.
2. Park systems must include a minimum depth of any needed subsurface drainage system, drainage fabric, and all concrete footings installed per all federal standards.
3. All installed parts must be of commercial grade and quality. No residential-grade equipment will be accepted.

Preferred System Qualities:

1. All park system elements must demonstrate the highest level of durability in materials and finishes selected in consideration of health and safety.
2. "Green" construction practices and materials are highly desired.

3. Structures and elements should be unique to the parks so as not to duplicate others in the greater area.

ASSEMBLY/INSTALLATION, INSPECTION, AND WARRANTY:

Assembly/Installation: The park system installation will be provided and managed by the Supplier. The Supplier must provide direct supervision from the manufacturer or provide a qualified and certified representative familiar with installation. All tools and equipment required to install park systems shall be provided by the Supplier for this project. The Supplier will be given 365 calendar days to complete the proposed work including product manufacture, delivery, and installation. Calendar days will begin as outlined in the awarding of the bid/contract. The Supplier will certify installation is in accordance with all manufacturers' requirements including, but not limited to warranty requirements.

Inspection: A certified representative of the Supplier is required to conduct a post-installation inspection of all park improvements and upgrades upon completion to insure proper installation. If not properly installed, modifications must be submitted in writing to the City and remedied immediately. Co-inspection with the Supplier's representative of assembly and installation work will be conducted during the following installation. The City will supply the punch list for final completion generated by this co-inspection. The Supplier shall submit to the manufacturer's certification of compliance and warranty following punch list completion.

Warranty: Upon completion of installation, the Supplier must provide documentation attesting the equipment has been installed meeting all specifications required to be warranted by the manufacturer. Additionally, it is the Supplier's responsibility to provide the manufacturer's warranty for installed equipment.

COMPLIANCE:

All equipment must meet and/or exceed all federal guidelines. Documentation of compliance must be provided to the City with the Supplier's proposal. All equipment must comply with the Americans with Disabilities Act (ADA).

The selected Supplier will be required to comply with the requirements of the CDBG funding source. These requirements will be made part of the installation contract that will be entered into following Supplier selection. The CDBG requirements include compliance with 4010 Federal Labor Standards, the CDBG Supplemental Conditions, and Davis-Bacon Building Wage Rates, all of which are attached below for reference as Attachments B.

The Supplier will ensure that hiring is made based on merit and qualifications and that there will be no discrimination in employment on the basis of race, ancestry, color, physical or mental disability, religion, national origin, sex, age, marital or familial status, creed, ex-offender status, physical condition, political belief, public assistance status or sexual orientation, gender identity or expression, except where these criteria are reasonable bona fide occupational qualifications.

The Supplier and any persons doing work on this project will be required to obtain business registration with Richfield City.

All laborers and mechanics employed by Supplier in performance of this construction work shall be paid wages at rates as may be required by law.

The Supplier shall utilize the Utah Davis-Bacon Wage Rates for Heavy Construction effective to the most recent date posted prior to bidding and construction beginning. The Supplier must provide an original Certificate of Product Liability Insurance.

DISCLAIMER:

Richfield City shall be exempt from any liability for costs incurred by unsuccessful suppliers in the preparation of a CSP.

PROPOSAL SUBMITTAL DATE & TIME:

All CSPs must be submitted to Michele Jolley at Richfield City Clerk's Office by 4:00 pm. MST on December 13, 2022.

The Richfield City Clerk's Office is located at 75 E Center St. Richfield City, UT 84701.

All submitted CSPs must be addressed as follows:

*Proposal for Richfield City Park Project
Attn: Richfield City Mayor Bryan Burrows
75 E Center St.
Richfield City, UT 84701.*

PROPOSAL FORMAT:

Proposals shall be submitted in the following format:

- Project Name
 - Supplier Name
 - Statement that CSP meets CDBG Guidelines
 - The project's proposed description, photos, plans, etc.
 - Designs showing all safety precautions necessary for this park project ● Warrantee and insurance capabilities
 - Statement of understanding of Davis-Bacon and non-discrimination requirement ● Project Cost Proposal & Timeline
 - Any additional information relating to scoring criteria as listed below ● References
- Proposals must include complete drawings for each design, specifications, and pictures for each component in designs and colors available. Proposals must include a bid price for each design presented. Bids must list the cost of the equipment, materials, and labor separately. The City reserves the right to reject any and all proposals with or without cause and to accept proposals that it considers most favorable. Proposals should include a minimum of two references of installations similar to that proposed for Richfield City. References shall include name of project, location, contact information including phone number, and general cost of installation.

All delivery, assembly, installation and supervision costs must be included in the

proposal. Payment for the project will be sent within sixty (60) days after delivery and assembly/installation and invoicing of the park upgrades and improvements. All proposal amounts shall be guaranteed for not less than sixty (60) days after the proposal submittal deadline date.

Each proposal must be accompanied by a Certified Check, Cashier's Check, or Bid Bond payable to Richfield City in an amount not less than ten percent (10%) of the total bid amount. The successful Supplier shall furnish approved Performance and Payment Bonds, each in the amount of one hundred percent (100%) of the bid amount. Workmen's Compensation, Comprehensive General Liability, and Transportation insurance and insurance certificates shall be provided by the successful Supplier. Successful Suppliers are required to comply with Richfield City Business Licensing requirements. Following the execution of proposal receipt, proposals will be available to the public upon specific request.

No proposal may be withdrawn within a period of sixty (60) days after the bid opening date.

Prices shall include delivery f.o.b., freight paid by the bidder to the job site. The Supplier must submit two (2) hard copies of the proposal to the address listed above. All Proposals must comply with the specifications and guidelines provided in this document.

This solicitation is being offered in accordance with state statutes governing procurement. Accordingly, Richfield City reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate at the sole discretion of Richfield City.

CIVIL RIGHTS STATEMENT:

Richfield City is an Equal Employment Opportunity Entity. Qualified women, veterans, minorities, and handicapped individuals are strongly encouraged to submit proposals.

EVALUATION AND SELECTION PROCESS:

Proposals will be evaluated by a selection committee based on the following criteria:

Criteria & Points:

1. CSP Proposed Cost & Timeline (20 Points)
2. CSP addresses design guidelines and specifications (20 Points) 3. CSP Statement to meet CDBG guidelines (20 Points)
4. CSP Safety precautions, warranty, and insurance capabilities (20 Points) 5. Overall Quality of CSP and references (20 Points)

Maximum Points: 100

Following the submission of all CSP submittals, a Selection Meeting made up of the Council and the Mayor will be held at 7:00 pm. on December 13, 2022, in the Richfield City Office located at 75 E Center St. Richfield City, UT 84701. This meeting will be

open to the public. All sealed bids shall be opened by the Mayor or designated representative in the above-listed open public meeting, before one or more witnesses, at the time and place indicated in this bid packet. The name of the bidder and the amount of each bid shall be recorded and made available to the public. Bids shall not be accepted after the time for submission of a bid has expired.

The Council shall award the bid/contract to the lowest qualified bidder or the bidder who best satisfies the objective criteria described in the invitation for bids which may include: Experience, performance ratings, inspection of workmanship, suitability, quality, likely compatibility with existing assets or practices, availability, warranty, references, licensure, proximity or other criteria reasonably specified in the invitation to bid. Tied bids may be resolved using any reasonable criteria and at the sole discretion of the City Council.

Please refer to State Code Title 63G - Chapter 6a for the procurement policy followed by Richfield City.