

REQUEST FOR PROPOSAL

FOR

**CONTRACTOR TO REMOVE DEBRIS AND MATERIAL
FROM HUNTINGTON BALL COMPLEX**

INTRODUCTION

Emery County is seeking a licensed contractor to remove material and debris at the Huntington ball complex to widen the existing roadway and parking lot.

OBJECTIVE AND SCOPE OF WORK

Emery County is soliciting competitive proposals from licensed contractors to remove 10,000 yards of material and debris from the hill immediately to the North of the Huntington ball complex to widen the existing roadway and parking lot.

Specific criteria:

- Must be finished with a slope angle or terrace to prevent rocks and debris from rolling into the parking area.
- Contractor will be responsible for complete removal and hauling away of material and debris.
- Contact Wayde at the Road Department at 435-381-3510 for further information regarding the project.

PROPOSAL QUALIFICATION REQUIREMENTS

All proposals submitted for evaluation must include, but are not limited to the following information.

- Agency Background - Please provide information on the agency, its history, credentials, principal place of business and contact information.
- Proof of current Utah contractor license.
- Cost - Identify the estimated cost to complete the project.
- Signature Page - The proposal is to be signed by a principal of the business who is authorized to execute the contract.
- Proprietary Information - The agency shall mark any specific information contained in the proposal which is not to be disclosed to the public or used for purposes other than the evaluation of the proposals.

EVALUATION OF PROPOSALS

Proposals will be evaluated and ranked by Emery County. Evaluation criteria with assigned weights are as follows:

Qualifications (35 Points)

- The applicant has the qualifications needed to successfully complete the scope of work
- The applicant has prior experience working on similar projects

Scope of Proposal (30 Points)

- The proposal demonstrates an understanding of the project objectives and desired results
- The proposal illustrates an approach to the scope of work that will likely lead to the successful completion of the project
- The proposal illustrates the applicant's ability to successfully execute the proposed approach

Work Plan (25 Points)

- The proposal adequately details project activities and milestones or deliverables associated with each stage of the scope of work
- The proposal includes a detailed timeline
- The work can be completed within the project timeline

Budget (10 Points)

- The proposal includes a detailed budget for each stage of the scope of work
- Proposed costs are reasonable
- Proposed schedule of payments corresponds appropriately with tasks, milestones or deliverables

REFERENCE CHECKS

Information from references will be evaluated using the following criteria. The evaluation will be labeled as satisfactory or unsatisfactory.

References (Satisfactory/Unsatisfactory)

- The reference would hire the applicant again
- The original Scope of Services was completed within the specified timeline
- Interim deadlines were met in a timely manner
- The applicant was responsive to the reference's needs
- The applicant anticipated problems, and solved them quickly and effectively
- The original Scope of Services was completed within the project budget

Applicants may be asked to participate in an interview to further gauge their fit and ability to work on this project.

applicant selection will be based on the applicant's written proposal and the results of the reference checks.

INQUIRIES

All inquiries relating to the proposal should be directed to:
Emery County Commission
435-381-3570

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Three (3) copies of the proposal (2 paper and 1 electronic) must be submitted to:

Emery County Clerk/Auditor
Brenda Tuttle
75 E. Main St.
PO Box 907
Castle Dale, UT 84513
brendat@emery.utah.gov 435-381-3551

Due by Monday, November 6, 2017 before 5 pm MST. An electronic file of all submissions is also requested for ease in distribution for evaluation purposes.

See above for contact information.

ACCEPTANCE OF PROPOSAL

Emery County will evaluate all proposals to determine acceptance or rejection of the proposal, based on experience, performance ratings, inspection, testing, quality, workmanship, time and manner of delivery, references, financial stability, cost, suitability for a particular purpose; the contractor's work site safety program, including any requirement that the contractor imposes on subcontractors for a work site safety program; or other objective criteria specified in the invitation for bids, as per Utah code 63G-6a-606 .

Pursuant to this RFP a contract will be executed and signed by Emery County.

PROCUREMENT RULES AND PROCEDURES

Emery County will award a contract in reliance upon the information contained in proposals submitted in response to the RFP. Emery County will be legally bound only when and if there is a definitive signed agreement with the awarded contractor.

It is important that any person who signs a proposal or contract on behalf of a Contractor's organization certifies that he or she has the authority to so act. The successful Contractor who has his/her proposal accepted may be required to answer further questions and provide further clarification of his/her proposal and responses.

Receiving this RFP or responding to it does not entitle any entity to participate in services or transactions resulting from or arising in connection with this RFP. Emery County shall have no liability to any person or entity under or in connection with this RFP, unless and until Emery County and such person shall have executed and delivered a definitive written agreement.

No oral modifications or amendments to this RFP or any resulting contract shall be effective, but such may be modified or amended by a written agreement signed by the parties. If it becomes necessary to revise any part of this RFP, an addendum will be provided to all who received an RFP.

PROCUREMENT TIMETABLE

Below is the Procurement Timetable that has been established for this RFP.

Required Activity	Scheduled Date
RFP Issue Date	October 25, 2017
Closing Date for Receipt of Proposals	November 6, 2017
Selection of Agency	November 7, 2017

*Desired date for Emery County to select agency.

SIGNATURE PAGE

I hereby certify that the information submitted by me/my company in response to this RFP, including the pricing and other information in this Proposal Response Form is true and accurate.

I understand that Emery County has the right to reject and or all proposals, to waive minor irregularities when to do so would be in the best interests of Emery County.

Name of Agency _____

Address _____

Email Address _____

Phone Number _____ Fax Number _____

Print Name _____

Signature: _____ Date: _____