



Request for Proposal
For the Design and Installation of Recreational Play Area

Date Issued: April 11, 2023

Date Due: April 27, 2023

3:00 PM MST

GreenWood Charter School

Attention: Jeff Biesinger

840 US-89

Harrisville, UT 84404

Phone: 801-690-1899

Email: jeff@redapplefinance.com

Key Dates

- RFP begins Tuesday, April 11, and ends Thursday, April 27, @ 3:00 MST
 - Anticipated award date will be Friday, April 28, 2023, with the winning bidder being notified Monday, May 1, 2023
 - Project is anticipated to begin at the end of May, 2023.
 - All proposals shall be emailed to Jeff Biesinger, at jeff@redapplefinance.com
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2. Service Requirements

- It is expected that the bidders will hold appropriate, and current, state licensure to engage in the business of commercial construction
- It is expected that bidders utilizing subcontractors will ensure that the selected subcontractors will hold appropriate and current state licensure to engage in the business of commercial construction during the project
- It is expected that all bidders have adequate financing to fund their business and construction obligations during the project
- It is expected that the winning bidder will meet all legal requirements of charter school or school construction in the State of Utah and will comply with all applicable building codes, statutes and rules governing charter school or school construction
- It is expected that bidders will have knowledge of, and comply with construction reporting requirements for public schools in Utah.
- It is expected that the winning bidder will provide and present timely reports, including at least monthly, or more frequent as required by agencies, Construction Inspection Reports to appropriate parties, including the State of Utah, and its various departments or agencies, county and local municipalities
- It is expected that the winning bidder will comply with all applicable federal statutes and Americans With Disabilities Act (ADA) regulations in association with the design and construction of the charter school building
- It is expected that the winning bidder will provide a statement that employees are legal to work in the United States. Proof of e-verify use is preferred
- It is expected that construction will be completed no later than August 15, 2023, unless otherwise approved by the school

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Pricing Proposal

- GreenWood Charter School is seeking immediate proposals to begin the design, and installation of the play space
 - Proposals must include a total cost with supporting budgets of the construction project for each category. The winning proposal will be expected to sign a guaranteed maximum price agreement excluding any change orders
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3. Submission Guidelines

Bidders Profile

Bidders must identify relevant administrative, management, and financial capabilities as well as technical skills, qualifications and experience necessary and appropriate to the evaluation of their ability to successfully complete the proposed project and meet the objectives of the RFP.

Bidders will provide, with their proposal, at least 3 references, including contact information of the end-user, for completed projects of similar nature, including the dollar value of the projects.

Submission Format

Bidders should submit their proposal in the preferred format:

- Letter of Introduction: Contractor name, contact person, address, telephone number, email, and a brief introduction to the bidding company
- Proposed Project Timeline: Timeline of work required and projected schedule to complete project
- Similar Project History: If applicable, please provide project descriptions of prior charter school projects
- Bidders WILL BE REQUIRED to include in the proposal a description of the company's safety plan AND their safety plan for this specific project
- Additional Information: Any additional information that would help GreenWood Charter School make an informed decision

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- GreenWood is still contemplating whether, or not, bathrooms, and a drinking fountain will be included in the project. Bidders will be required to submit, separately, a cost proposal to add bathrooms and a drinking fountain
- Bidders must submit the Narrative Proposal portion of the RFP, and the Cost Proposal portion of the RFP **SEPARATELY**. These two responses must be sent in separate documents, and must not reference the other one. Failure to follow this format, may disqualify the bidder

Evaluation Criteria

Bid will be awarded to the firm whose proposal is determined to be the most advantageous to GreenWood Charter School after consideration of all criteria.

Narrative Proposal - The Criteria for evaluation will focus primarily on:

- Timeline and ability to complete the project (25 pts)
- Demonstrated ability to meet the scope of work (20 pts)
- Prior educational/charter school building experience (10 pts)
- Existence and quality of company's safety plan (10pts)
- Existence and quality of safety plan for this specific project (10 pts)

Cost Proposal

- Cost proposal for project completion and detail (25 pts)

Acceptance of Proposal

- Bids will be reviewed in a public meeting after the due date and time with the name (name only) of the bidder announced and recorded in the meeting minutes
- Bid will be awarded to the firm whose proposal is determined to be the most advantageous to the school after the consideration of all criteria
- The winning bidder will receive the award in writing
- The school reserves the right to reject any or all proposals or to waive any formality or technicality in the best interest of the school

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Disclosure

Best and final offers may be allowed, as provided in Section 63G-6A-707.5, from responsible offerors who submit responsive proposals that meet minimum qualification, evaluation criteria, or applicable score thresholds identified in the request for proposal.