

REQUEST FOR PROPOSALS (RFP): DESIGN-BUILD RED MESA RIM TRAIL

The City of Page (“City”) invites interested Contractors to submit a sealed proposal for DESIGN-BUILD TRAIL services to be located in Page, Arizona in accordance with the specifications outlined in the RFP documents. The proposal must be received by the City Clerk, 697 Vista Ave., PO Box 1180, Page, Arizona, 86040, by or before 4:00 PM on December 21, 2022. At that time, proposals will be opened publicly by the City. Further information may be obtained by contacting Lynn Cormier at lcormier@pageaz.gov or at our location 697 Vista Ave., Page, AZ 86040.

Proposals must be in the actual possession of the City Clerk on or prior to the exact time and date indicated above. Late proposals shall not be considered and will be returned unopened. The prevailing clock shall be City’s clock.

The project name and proposer’s name and address should be clearly indicated on the outside of the envelope. Proposals sent through Federal Express or other express mail agencies must have the proposal documents sealed within an additional envelope inside the outer mailer.

Questions shall be directed to: Lynn Cormier, Director of Community & Recreation Services, PO Box 1180, Page, AZ 86040 (928) 645-4314 or via email to lcormier@pageaz.gov. RFP packages may also be accessed on the City of Page website at www.cityofpage.org beginning on 11/9/22.

Persons with disabilities may call the City Clerk at (928) 645-4221 regarding availability of information in alternative formats.

City reserves the right to reject any or all proposals or parts thereto and to waive any informalities or irregularity in the proposals received. City will be the sole judge of the merits of the proposals received. No binding contract will exist between the proposer and City until City executes a written contract.

Upon review and evaluation of the proposals, City will select and negotiate with the contractor whose proposal is responsive to this RFP, receives the highest number of points, and is in the best interest of City. Any documents submitted in response to this RFP must provide sufficient detail and information so as to allow a complete evaluation of its merit. The instructions contained herein should be followed for responses to be considered responsive to this RFP. City reserves the right to cancel this RFP at any time.

PROJECT DESCRIPTION

City seeks proposals for the design and construction of a new 4 to 5 mile single-track, Red Mesa Rim Trail (“Trail”) which will be located on the mesa located at the SE corner of Hwy 98 and Coppermine Road in Page, Arizona. This Trail will encompass an approximate 5-mile loop, starting and ending from both ends of a parking lot.

The Contractor awarded this bid will provide all the equipment, labor, and materials needed to complete construction of the Red Mesa Rim Trail. Construction to be done with a mini-excavator not to exceed 36” in width. All suitable excavated material shall be conserved and used in the construction of trailway embankments, trail tread, and backfill, when applicable. All disturbed soil within the trailbed area shall be re-compacted.

Rocks over 4 inches in greatest diameter not used in construction shall be placed beyond the trailbed edge on the mesa downslope side. Rocks that are used in the construction shall be placed and distributed to ensure no blockage of drainage, nor creation of a windrow effect.

All tread will be constructed at 30” wide using, regardless of side slope, with the exception of when the trail runs over solid sandstone. Tread configuration shall consist of an out-slope of 3-5%.

In regard to embedded rock, whenever possible from a construction standpoint, it will be important to retain and incorporate embedded rock in the trail tread to allow for a more interesting experience, keeping in mind safety concerns for anything that juts out for a tripping or wipe-out hazard.

Though the exact placement of the trail is at the Contractor’s discretion, the City’s vision is to have the Trail placement in a relatively close proximity to the mesa’s edge, taking safety concerns into account, while offering a stunning view of the surrounding areas.

The objective of this RFP is to select a Design-Build team to work with City on the concept development, final design, and construction of the trail. The tentative schedule is as follows:

Contract Award – January 11, 2023

Notice to Proceed – January 23, 2023

RFP PROCESS

I. Submission

One (1) original and three (3) copies for a total of four (4) responses must be submitted. The envelope or package containing the responses must be plainly labeled:

RFP – DESIGN-BUILD RED MESA RIM TRAIL

City of Page

Attn: City Clerk

697 Vista Ave.

P.O. Box 1180

Page, AZ 86040

It is the sole responsibility of the contractor to see that submittals are received in a timely manner. The contractor shall bear any and all risks for any delays associated with their selected method of delivery or that are misdirected due to improper identification.

II. Proposal Deadline

The receipt deadline will be strictly enforced. Late submittals shall be date stamped, remain unopened and notice provided to the contractor that: “The submitted proposal was received after the delivery time designated for the receipt of responses and therefore considered nonresponsive.”

All submittals shall be prepared and submitted in accordance with the provisions of this RFP. However, City reserves the right to waive any informalities, irregularities, or variances, whether technical or substantial in nature, or to reject any and all responses at its sole discretion. Any submittal may be modified or withdrawn prior to the indicated time for receipt of the responses or authorized postponement thereof.

III. Clarification and Addenda

Each contractor shall examine the RFP and site concept layout and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the RFP shall be made in writing through the City Clerk.

City shall not be responsible for oral interpretation given by any city employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional

information can be given. If any addenda are issued to the RFP, City will attempt to notify all prospective contractors. However, it shall be the responsibility of each contractor, prior to submitting their proposal, to contact City (928-645-4221) to determine if addenda were issued and to make such addenda a part of the proposal. City reserves the right to request clarification of information submitted and to request additional information of one or more applicants.

IV. Preparation Expenses

Each contractor preparing a response to the RFP shall bear all expenses associated with its preparation and any subsequent and related expenses, and no claims for reimbursement shall be submitted to City for the expense of preparation or presentation. City will pay a stipulated fee of \$150.00 to each proposer who provides a responsive but unsuccessful proposal that meets the requirements of the RFP and holds a current Arizona Contractors License.

V. Legal Name

Responses shall clearly indicate the legal name, address, and telephone number of the contractor and shall indicate whether the contractor is a corporation, general partnership, individual or other business entity. Proposals shall be signed above the typed or printed name and the title of the signer. The signer shall have the authority to bind the contractor to the submitted proposal.

VI. Openness of Procurement Process

Written responses, other discussions, correspondence, and all other pertinent records shall be handled as public records in compliance with State and Federal open records statutes and regulations.

VII. Errors and Omissions

Once a response is submitted, City may consider requests by any contractor to correct errors or omissions, but shall retain sole discretionary authority to determine the outcome of such a request.

VIII. Retention and Disposal of Statements of Qualifications

City reserves the right to retain all submitted proposals for public record keeping purposes. No copies of any material will be returned to the contractor. City reserves the right to cancel this RFP at any time prior to the execution of a formal contract.

IX. Collusion

By offering a response to this RFP the contractor certifies that it has not divulged to or discussed or compared its submittal with any competitors, and has not colluded with any other contractor or parties to this process whatsoever. The contractor also certifies, and in the case of a joint venture each party thereto certifies as to its own organization, that in connection with their submittal:

1. No attempt has been made or will be made by the contractor to induce any other person or company to submit or not to submit a Statement of Qualification for the purpose of restricting competition.
2. All persons interested in this project, principal, or principals being named therein and no other person have an interest in this project or in the Agreement to be entered into.
3. No person or agency has been employed or retained to solicit or secure this Agreement upon an agreement or understating for a commission, percentage, brokerage, or contingent fee, excepting bonafide employees or established commercial agencies maintained by the contractor for the purpose of doing business.
4. All companies interested in this project (including the company's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, and other City or City staff. This policy is intended to create a level playing field for all potential companies; assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below:

Lynn Cormier
Director of Community & Recreation Services
697 Vista Ave
P.O. Box 1180
Page, AZ 86040
lcormier@pageaz.gov
928.645.4314

X. Design Requirements

All work performed shall comply with applicable federal, state and local laws, codes and regulations including:

- City of Page
- International Building Code (IBC) latest edition
- American Society for Testing Materials (ASTM) specifications as applicable
- American National Standards Institute (ANSI)
- Americans with Disabilities Act and Architectural Barriers Guidelines

XI. Permits and Licenses

Proposer, and all of proposer's subcontractors, at its and/or their sole expense, shall obtain and maintain during the term of any agreement, all appropriate permits, certificates and licenses, including an Arizona contractor's license, which will be required in connection with the performance of services hereunder.

INSTRUCTIONS FOR PREPARATION OF PROPOSAL

I. General

All contractors responding to this RFP shall provide sufficient information and data to fully allow a complete evaluation of the proposal and hold a current Arizona Contractors License. Information and data submitted by each contractor with the proposal shall be incorporated into the contract documents by reference.

II. Technical and Pricing Proposals

Contractors shall separately submit a sealed technical proposal and a sealed price proposal. The price proposal shall be a guaranteed maximum price. In applying the scoring method outlined below, the selection committee will separately evaluate the technical proposal and the price proposal and will evaluate and score the technical proposal before opening the price proposal.

The technical proposal shall include:

- A. Contractor Qualifications and Relevant Experience
- B. Familiarity/History with the Region
 - i. Knowledge of the sandstone and terrain of this area.
- C. Schematic Design (SD) for the 4 to 5 mile loop trail:
 - i. Graphic renderings and perspective imagery.
- D. References

The pricing proposal shall include:

- A. Total Guaranteed Maximum Price separately identifying the design and construction costs.

- B. Timeline for completion.

SCOPE OF SERVICES

I. Scope of Services

The selected contractor is expected to provide the following Scope of Services as directed by City:

1. Provide project management, planning and scheduling as required to deliver a successful project for City, on-schedule and on-budget.
2. The Design-Build team shall prepare a site investigation report to identify any potential or dangerous areas of concern in and around the project site. The Design-Build team shall coordinate their assessment with City of Page staff and submit a final review prior to completing design.
3. Prepare Trail-Build Drawings and specifications based on feedback and comments from City. This Document should include an updated Opinion of Probable Construction Cost, Project Specifications, a Cost Schedule and other applicable submittal forms required by reviewing agencies. The design team shall submit 90% and 100% Construction Documents to the City and other applicable review agencies for review and comment or approval.
4. Provide a Guaranteed Maximum Price with appropriate contingencies.
5. Prepare As-Built Drawings upon completion of construction.
6. Other related tasks as identified by City staff.

PROPOSAL EVALUATION AND SELECTION

I. Evaluation Criteria

All responses shall be evaluated with respect to the completeness of the information provided, support for all claims made, and the overall approach taken. Requirements stated in this RFP are minimum requirements. Innovative, creative, or cost saving proposals that meet or exceed these requirements are encouraged and will receive consideration accordingly. The following criteria shall be utilized in the evaluation of the contractor's proposal, in order of no importance:

Technical proposal evaluation (100 points possible):

- a. Compliance of the proposed services and equipment specifications to the RFP requirements (20 points);
- b. Design concepts (20 points);
- c. Qualifications of firm and staff (50 points); and
- d. Familiarity with region (10 points).

Price proposal evaluation (50 points possible):

- a. Total project cost (40 points); and
- b. Completion before June 30, 2023 (10 points).

II. Selection Process

A Selection Committee will evaluate and score each submission according to the criteria set forth above. The selection committee will separately evaluate the technical proposal and the price proposal and will evaluate and score the technical proposal before opening the price proposal. Proposers *may* be invited to participate in detailed discussions or interviews. However, City reserves the right to select a contractor based on the evaluation of the proposals alone without further discussion or interviews.

III. Miscellaneous

This RFP does not commit City to award a contract. City reserves the right to accept or reject any or all proposals received as a result of this request or to cancel this request in part or in its entirety.

City may reject responses if:

1. The contractor misstates or conceals any material fact in the submission;
2. The rejection of all responses is deemed to be in the best interest of City;
3. The contractor does not hold a current Arizona Contractors License;
4. The submission is incomplete or otherwise does not conform to the requirements outlined herein;
or
5. For any other lawful reason.

The Construction Contract is attached for the proposer's review. If a proposer wishes to request modification to any of the terms and conditions contained in the contract, these should be identified specifically; otherwise by submitting a proposal, the proposer indicates that it is willing to enter into the contract as written. Failure to identify contractual issues of dispute can later be the basis for City disqualifying a proposer. Any exceptions to terms, conditions, or other requirements must be clearly stated.