

REQUEST FOR PROPOSALS (RFP): DESIGN-BUILD INSTALLATION OF AN ELECTRONIC MESSAGE SIGN

The City of Page (“City”) invites interested Contractors to submit a sealed proposal for DESIGN-BUILD INSTALLATION OF AN ELECTRONIC MESSAGE SIGN 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 July 12, 2023. At that time, proposals will be opened publicly by the City. Further information may be obtained by contacting Kyle Christiansen kchristiansen@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: Kyle Christiansen, Director Public Works, PO Box 1180, Page, AZ 86040 (928) 645-4302 or via email to kchristiansen@pageaz.gov. RFP packages may also be accessed on the City of Page website at www.cityofpage.org beginning on 06/19/23.

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

The City reserves the right to reject any or all proposals or parts thereto and to waive any informalities or irregularity in the proposals received. The 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. The City reserves the right to cancel this RFP at any time.

PROJECT DESCRIPTION

The City of Page seeks proposals for the design, build and installation of an Electronic Message Sign which will be located north of the Page Public Library in Page, Arizona. Approximately 17’ in height with an electronic message board approx. 8’ x 3’ and City of Page logo.

Though the exact placement of the electronic message sign is yet to be determined, the City’s vision is to have the sign placement north of the Page Public Library and in the best visual spot from South Lake Powell Blvd.

The objective of this RFP is to select a Design-Build Installation of an Electronic Message Sign. The tentative schedule is as follows:

Bid Due Date – July 12, 2023

Completion Date – October 31, 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 INSTALLATION ELECTRONIC MESSAGE SIGN
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, the 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.

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

IV. 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.

V. 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.

VI. 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.

VII. Retention and Disposal of Statements of Qualifications

The 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. The City reserves the right to cancel this RFP at any time prior to the execution of a formal contract.

VII. 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:

Kyle Christiansen
Director of Public Works
697 Vista Ave
P.O. Box 1180
Page, AZ 86040
kchristiansen@pageaz.gov
928.645-4302

IX. 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

X. 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

XI. 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.

XII. Technical and Pricing Proposals

Contractors shall separately submit a sealed technical proposal and a sealed price proposal. 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. Schematic Design (SD)
 - i. Graphic renderings and perspective imagery
 - ii. Specifications
- C. References
- D. Warranty information

The pricing proposal shall include:

- A. Total Price separately identifying the design and construction costs.
- B. Timeline for completion.

SCOPE OF SERVICES

XIII. 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. Provide a Guaranteed Maximum Price with appropriate contingencies.
3. Other related tasks as identified by City staff.

PROPOSAL EVALUATION AND SELECTION

XIV. 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 specifications to the RFP requirements (20 points);

- b. Design concepts (40 points);
- c. Qualifications of firm and staff (40 points); and

Price proposal evaluation (50 points possible):

- a. Total project cost (40 points); and
- b. Completion before October 31, 2023 (10 points).

XV. 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, the City reserves the right to select a contractor based on the evaluation of the proposals alone without further discussion.

XVI. Miscellaneous

This RFP does not commit the City to award a contract. The 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.

The 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 the City disqualifying a proposer. Any exceptions to terms, conditions, or other requirements must be clearly stated.