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## **RFP24-003 - Mound Fort Auditorium Lighting Upgrade**

**Project Date: June 3rd 2024 - July 26th 2024**

**DUE: January 3rd, 2024, by 2:00 p.m. (Mountain Time)**

(One electronic copy of the proposal must be submitted via U3P Utah Public Procurement Place  
- SciQuest)

**Ken Crawford, Purchasing Agent**

**OGDEN CITY SCHOOL DISTRICT**  
**RFP24-003 - Mound Fort Auditorium Lighting Upgrade**

Ogden City School District is soliciting the services of qualified companies to provide Electrical Services to upgrade the Auditorium Lighting System at Mound Fort Jr. High School.

Intent of Request for Proposals (RFP)

The purpose of this Request for Proposal is to solicit competitive sealed submissions from qualified and experienced companies to provide Electrical Services to upgrade the Mound Fort Auditorium lighting system.

Background

Mound Fort Jr. High School opened in 1975, and the existing lighting system in the Auditorium is the original system installed as part of construction. The system is outdated and in need of replacement.

Scope of Work

The extent of electrical work is indicated on drawings and/or specified in Divisions 26 sections of the specification. Provide all labor, materials, equipment, supervision and service necessary for a complete electrical system. Work includes, but is not necessarily limited to the following items.

**ITEM SECTION**

1. Electrical General Provisions 26 0500
2. Electrical Submittals and Spare Parts 26 0502
3. Electrical Connections for Equipment 26 0507
4. Conductors and Cables 26 0519
5. Grounding 26 0526
6. Supporting Devices 26 0529
7. Conduit Raceway 26 0532
8. Electrical Boxes and Fittings 26 0533
9. Electrical Seismic Control 26 0548
10. Electrical Identification 26 0553
11. Wiring Devices 26 2726
12. Overcurrent Protective Devices 26 2815
13. Demolition 26 4119
14. Stage Lighting and Dimming System

The company chosen to perform the Electrical Services will work directly with the Electrical Engineer, and District's management team to perform identified scope of work.

- The selected company agrees to provide all labor, supervision, material, and equipment necessary to assure performance of the specified scope of work.

- The selected company agrees to comply with current OSHA regulations and proven procedures pertaining to all work performed on location.
- The selected company agrees to provide all forms of insurance required by law and shall maintain the same in force for the duration of the contract, including:
  - Workers Compensation
  - Commercial General Liability
  - Automobile Liability
  - Umbrella Liability
- Personnel supplied by the selected company are not, for any purpose, to be considered employees of the District.
- Personnel supplied by the selected company must be able to pass a BCI background check.

### Expense of Proposals

Any expenses for preparation of proposals throughout the selection process, shall be at the sole expense of the company and shall not be any responsibility of the District.

The selected company must maintain an office in the State of Utah from the time of the full execution of the resulting contract of this RFP through the completion of the negotiated contract services.

### Mandatory Pre-bid Walk-Through

A mandatory pre-bid walk-through will be held on December 8, 2023 at 1:00 p.m. at Mound Fort Jr. High, 1396 Liberty Avenue in Ogden, UT. Attendance by a representative of any firm interested in submitting a proposal is required and is a prerequisite for submitting a responsive proposal. Any necessary documentation will be provided during this meeting.

### Request for Proposal Submittal Requirements

**The complete proposal for Electrical services MUST be submitted as two separate documents (A technical proposal and a cost proposal) and shall be limited to 10 pages maximum for the technical proposal. The submittal must be organized in the following order:**

#### A. TECHNICAL PROPOSAL (First Attachment)

- a. *Cover Page* - Should include the RFP24-003 Mound Fort Auditorium Lighting Upgrade as well as the submitting company's name. The cover page may have a picture on it with a brief description of the picture.
- b. *Letter of Introduction* – Must include point of contact information containing name of individual authorized to represent the organization, email, phone number and address.
- c. *Organizational Chart* – Include team resumes of company principals and team leaders.

- d. *SubContractor List* – Include list of SubContractors you plan to use for this project.
- e. *Statement of Qualifications* – The Statement of Qualifications is a short document that indicates the experience and qualification of the firm, the project manager and other critical members of the company team. It describes what talents each team member brings to the project, how their knowledge of the subject will provide benefit to the process, how the team has been successful in the past and how that relates to this project. It should include information on similar projects and specific experience in Auditorium Lighting Upgrade Projects. Include the experience and special qualifications that are applicable to this project and/or are part of the project specific selection criteria. Include a statement regarding what distinguishes the firm from other potential respondents.
- f. *Past Performance and References* – The firm is required to provide at least five references that include:
  - i. Point of Contact: Person who will answer any customer satisfaction questions.
  - ii. Phone Number: Phone number of the contact we will be surveying.
  - iii. Client: Name of agency that purchased the services.
  - iv. Project Name: Name of the project.
  - v. Dates of Service: Year project was completed
  - vi. Was the project completed on time and within budget?
  - vii. Address: Street, city and state where the work was performed.
- g. Termination and Debarment Statement and Miscellaneous Information.

B. COST PROPOSAL (Second Attachment)

- a. **MUST** be submitted as a separate attachment from the technical proposal. Entire proposal will be deemed no-responsive and will not be scored if not submitted as two separate attachments.
- b. See Schedule B.

Other Requirements

To be considered acceptable, proposals must be complete and conform to all RFP instructions and conditions.

- A. Proposals shall be submitted in a timely manner. Proposals must be submitted electronically through the Utah Public Procurement Place (U3P) website <https://solutions.scquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah> no later than 2:00 p.m. January 3rd 2024. Proposals received after that deadline will be deemed non-responsive and will not be considered for evaluation. Proposals must be submitted as two attachments, the Technical Proposal and the Cost Proposal. If they are combined into one attachment, the proposal will be deemed no-responsive and will not be scored.
- B. A bid bond (image of a bid bond uploaded in SciQuest) in the amount of (5%) of the bid, made payable to the Ogden School District shall accompany the bid. If a certified check is used in lieu of the bid bond, a certificate from an approved surety company guaranteeing execution of 100% performance bond, and 100% payment bond must accompany the bid.

- C. Non-Discrimination. The Respondent must comply, at all times during the bidding and contracting period, with all applicable Federal, State, County, and City anti-discrimination laws, ordinances, rules and regulations. Any violation of this provision shall be considered a violation of a material provision of the audit contract and shall be grounds for cancellation, termination, or suspension.

### Questions and Addenda

All questions must be submitted through the U3P website.

<https://solutions.scquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah>

- A. Questions must be submitted by December 20th, 2023 by noon MST. Any contact with other District personnel or School Board members regarding this request during the selection process is grounds for disqualification.
- B. Any addenda may be posted up to 24 hours prior to the close of this solicitation. Firms must acknowledge any addenda that are posted on the bid form to qualify as a responsive bid.

### Return of Proposal

Once received, proposals become the property of the District.

### Protected / Proprietary Information (Optional)

Protected information should be clearly identifiable and included in the Detailed Discussion section of the proposal. Do not incorporate protected information throughout the proposal. Rather, provide a reference in the proposal response directing readers to the specific area of this Protected Information Section.

The Government Records Access and Management Act (GRAMA), UCA § 63G-2-305, provides in part that:

The following records are protected if properly classified by a government entity:

- (1), Trade secrets as defined in Section 13-24-2, the Utah Uniform Trade Secrets Act, if the person submitting the trade secret has provided the governmental entity with the information specified in UCA § 63G-2-309 (Business Confidentiality Claims);
- (2), Commercial information or non-individual financial information obtained from a person if: (a) disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future; (b) the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and (c) the person submitting the information has provided the governmental entity with the information specified in UCA § 63G-2-309;

And,

- (6), Records, the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except, subject to Subsections

(1) and (2), that this Subsection (6) does not restrict the right of a person to have access to, after the contract or grant has been awarded and signed by all parties.

Pricing may not be classified as confidential or protected and will be considered public information after award of the contract.

#### Process for Requesting Non-Disclosure

Any Offeror requesting that a record be protected shall include with the proposal a Claim of Business Confidentiality. To protect information under a Claim of Business Confidentiality, the Offeror must complete the Claim of Business Confidentiality form with the following information:

- A. Provide a written Claim of Business Confidentiality at the time the information (proposal) is provided to the state, and
- B. Include a concise statement of reasons supporting the claim of business confidentiality (UCA § 63G-2-309(1)).
- C. Submit an electronic “redacted” (excluding protected information) copy of the proposal. Copy must clearly be marked “Redacted Version.”

An entire proposal cannot be identified as “PROTECTED”, “CONFIDENTIAL” or “PROPRIETARY”, and if so identified, shall be considered non-responsive unless the Offeror removes the designation.

#### Redacted Copy

If an Offeror submits a proposal that contains information claimed to be business confidential or protected information, the Offeror **Must** submit two separate proposals: one redacted version for public release, with all protected business confidential information either blacked-out or removed, clearly marked as "Redacted Version"; and a non-redacted version for evaluation purposes, clearly marked as "Protected Business Confidential."

All materials submitted become the property of Ogden School District. Materials may be evaluated by anyone designated by the District as part of the proposal evaluation committee. Materials submitted may be returned only at the District’s option.

#### Discretion of Ogden City School District

This is a Request for Proposal (RFP) and not a purchase order, contract, or offer. As such, the District is under no obligation to respondents. The District reserves the right to reject any or all proposals, to negotiate with any or all firms submitting proposals, and to enter into an agreement with any firm for any services mentioned in this request.

#### Written Agreement and Termination

The District will enter into a written agreement with the selected company. The selected company must agree to the district Standard Terms and Conditions. Unless otherwise stated in the Special Terms and Conditions, this contract may be terminated, for cause

by either party, in advance of the specified termination date, upon written notice being given the other party. The party in violation will be given ten (10) working days after notification to correct and cease the violations, after which the contract may be terminated for cause. This contract may be terminated without cause, in advance of the specified expiration date, by either party, upon sixty (60) days prior written notice being given the other party. On termination of this contract, all accounts and payments will be processed according to the financial arrangements set forth herein for approved services rendered to the date of termination.

### Selection Criteria

The following criteria will be used in ranking each of the proposed Consultant Teams. The criteria are not listed in any priority order. The selection committee will consider all criteria in performing a comprehensive evaluation of the proposal. Weights have been assigned to each criteria in the form of points.

- A. References/List of SubContractors: 20 Points
- B. Perceived Ability to Perform Work: 50 Points
- C. Fees proposal: 30 Points

### Proposal Calendar

It is anticipated that the following schedule for this solicitation will be:

- November 17, 2023 RFP released
- December 8, 2023 Mandatory pre-bid walk-through
- December 20, 2023 End of Q & A Period
- January 3, 2024 Proposals Due
- January 3, 2024 Evaluation of Proposals
- January 18, 2024 Board Approval

**Schedule A**

**Certification of Proposal**

Professional Legal Services

I (we) have read the Ogden School District Request for Proposal RFP24-003 and fully understand its intent. I (we) certify that I (we) have adequate personnel and resources to fulfill the proposal requirements. I (we) further understand that our ability to meet the criteria and provide the required services shall be judged solely by Ogden School District.

I (we) further certify that, since the receipt of this RFP, no contact, discussion, or negotiation has been made nor will be made regarding this proposal with any Ogden School District employee or Board Member other than the appropriate contact people identified in the Request for Proposal.

I (we) certify that all forms and addenda contained herein shall be considered part of the entire RFP response and that the complete documents submitted shall be considered a legally binding document. Furthermore, I (we) are prepared to comply with all requirements contained therein.

I (we) agree to hold the RFP amount(s) firm for sixty (60) days to give the District adequate time to evaluate this proposal.

I (we) agree that any knowledge, experience, process or product developed as a result of this scope of work may be replicated by the District for future use and/or projects.

Submitted By: \_\_\_\_\_  
Legal Name of Submitting Firm: \_\_\_\_\_  
Authorized Agent Signature: \_\_\_\_\_  
Name and Title: \_\_\_\_\_  
Date Signed: \_\_\_\_\_



**Schedule B**

**Cost Proposal for Bid Submission**

Check any of the following addenda only if they are applicable:

Acknowledgment of addenda #1 \_\_\_\_\_  
Acknowledgment of addenda #2 \_\_\_\_\_  
Acknowledgment of addenda #3 \_\_\_\_\_

Please list the following information to help us best determine a dollar value for the services you could provide based on the scope requested in this RFP, the mandatory pre-bid walk-through, Questions and Answers provided on U3P, and any addenda that may be posted:

Base Bid Project: This base bid shall include all work in the construction documents for RFP 24-003 Mound Fort Junior High Auditorium Lighting Upgrade Project . I/We agree to perform this work for the sum of: \_\_\_\_\_  
Dollars (\$\_\_\_\_\_)  
(In case of discrepancy, written amount shall govern)

Please use the remaining space on this page and attach any additional pages to share other service options your firm could provide: