

REQUEST FOR PROPOSAL

PART 1: INTRODUCTION AND INSTRUCTIONS

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

Utah Community Action (UCA) is seeking competitive proposals for xeriscaping for the following project.

Shriver Landscaping 2022– 1307 South 900 West Salt Lake City, UT 84104

The purpose of this document is to provide detailed required specifications and to establish the basis for an agreement between UCA and the provider.

AGENCY BACKGROUND

Utah Community Action's mission is to empower individuals, strengthen families and build communities through self-sufficiency and education programs. Utah Community Action is a multi-faceted agency that helps low-income individuals and families overcome barriers to self-sufficiency. The agency has approximately 600 employees and annual revenues of approximately \$35M.

Utah Community Action helps remove these barriers through six core programs:

Adult Education – Helps adults with low- to moderate-income levels get access to courses and certifications that can help them work toward self-sufficiency.

Head Start – Provides education and health services to young children who would otherwise not be prepared for kindergarten.

HEAT – Helps struggling households pay their utility bills. Both yearly application and emergency need services are available.

Case Management & Housing – Through deposit and emergency rental assistance, landlord-tenant mediation, homelessness services, and holistic case management, our Case Management, and Housing Program help clients to obtain and maintain safe, stable, and affordable housing.

Nutrition – Helps feed households in need, provides meals for Head Start classrooms, and offers educational programs to teach better eating habits.

Weatherization – Helps low-income households reduce energy costs and increase comfort and safety in their homes.

PROPOSAL SUBMISSIONS REQUIREMENTS

By submitting a proposal, Interested Parties acknowledge and agree that the scope of work and evaluation process outlined herein are fair, equitable, and understood. Interested Parties further acknowledge that they have read this RFP, along with any attached or referenced documents.

All costs incurred by Interested Parties in the preparation and submission of a proposal, including any costs incurred during interviews, presentations, or demonstrations are the

responsibility of the Interested Parties and will not be reimbursed. Proposals must be itemized by location and services.

Proposals must be received by Monday, October 3, 2022. Proposals received after the deadline will not be accepted. Proposals can be submitted via hard copy or electronic copy to the address provided below under Submission Instructions and Contact Information. Any proposal not meeting the requirements of this RFP may be rejected. All materials submitted will become the property of Utah Community Action.

Right to Reject

UCA reserves the right to reject any proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

Right to Award Contract to Multiple Contractors

UCA reserves the right to divide the contract up and award it to multiple contractors.

Small and/or Minority-Owned Businesses

Utah Community Action complies with the required federal regulations on procurement, as outlined in the Uniform Guidance 2 CFR Part 200. Efforts, including affirmative steps prescribed by federal regulation (if applicable), will be made by UCA to utilize small and minority-owned businesses, women's business enterprises, and labor surplus area firms when possible. A firm qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201, Subsector 541512) by having average annual receipts for the last three fiscal years not exceeding \$27.5 million.

Insurance Requirements

Worker's Compensation - With Utah Community Action listed as the certificate holder

Commercial General Liability - General Liability insurance in the minimum amount of \$1,000,000.00 Combined Single Limit per occurrence for bodily injury, personal injury, and property damage including, but not limited to, coverage for premises/operations, independent contractors, contractual liability, products, and completed operations. Utah Community Action must be listed as a certificate holder.

Proposals must include proof of business license and insurance.

Regulations and Safe Conduct of Work

The contractor shall plan and conduct the work to safeguard persons and property from injury. The contractor shall direct the performance of the work in compliance with reasonable safety and work practices and with applicable federal, state, and local laws, rules, and regulations, including but not limited to "Occupational Safety and Health Standards", including the wearing the required personal protective equipment as proposed by Utah Community Action reserves the right to inspect the work and inspect the work to ensure compliance with reasonable and safe work practices and with the applicable federal, state, and local laws, rules, and regulations. Neither the requirement that Contractor follow said practices and applicable laws, rules, and regulations, nor adherence thereto by Contractor, shall relieve Contractor of the sole responsibility to maintain safe and efficient working conditions.

Relevant Project Experience

Provide descriptions of at least one project that has been executed within the past five years. The projects described shall be similar in scope and complexity to the project described within this RFP. Please include at least the following:

- Project size (number of locations)
- Project tasks showing the scope of work
- Project owner with current address and telephone number

PROPOSAL KEY DATES

RFP Released	Thursday, September 22,2022
Proposals Due	Monday, October 3, 2022
Bidders Interviews (if necessary)	Tuesday, October 4, 2022
Selection	Wednesday, October 5,2022

Utah Community Action may request interviews or meetings with any of the proposers to clarify any proposals.

SUBMISSION INSTRUCTIONS AND CONTACT INFORMATION

The preferred method of submitting your proposal is via electronic copy with **Shriver Landscaping 2022** in the subject line. If providing a hard copy, one (1) original and one (1) copy must be submitted before the deadline at the following address:

Utah Community Action
Attn: Stacy Weight, CAO
1307 South 900 West
Salt Lake City, UT 84104

General Contact: Stacy Weight, Chief Administration Officer, stacy.weight@utahca.org

PART 2: SCOPE OF SERVICES AND PROJECT REQUIREMENTS

To ensure a competitive and consistent review process each proposal submitted should include the following items and be organized with the outline provided below:

A. Letter of intent

A letter outlining the general overview of the business information and individuals who will be involved in the RFP process. This letter should be a maximum of 1 page and identify the service and billing contact. It should also include a date through which the bid is valid (recommended 60 days).

B. Contract Terms

All contracts must contain a 30-day escape clause.

The contract will begin immediately upon receipt of the signed contract and all work will need to be completed within 60 days.

The vendor will bill UCA after each month's services and invoices will be paid net 30 upon receipt of invoice by Utah Community Action.

The billing system must indicate the location, date, and type of service provided and the number of hours as well as all chemicals used.

C. Scope of Work

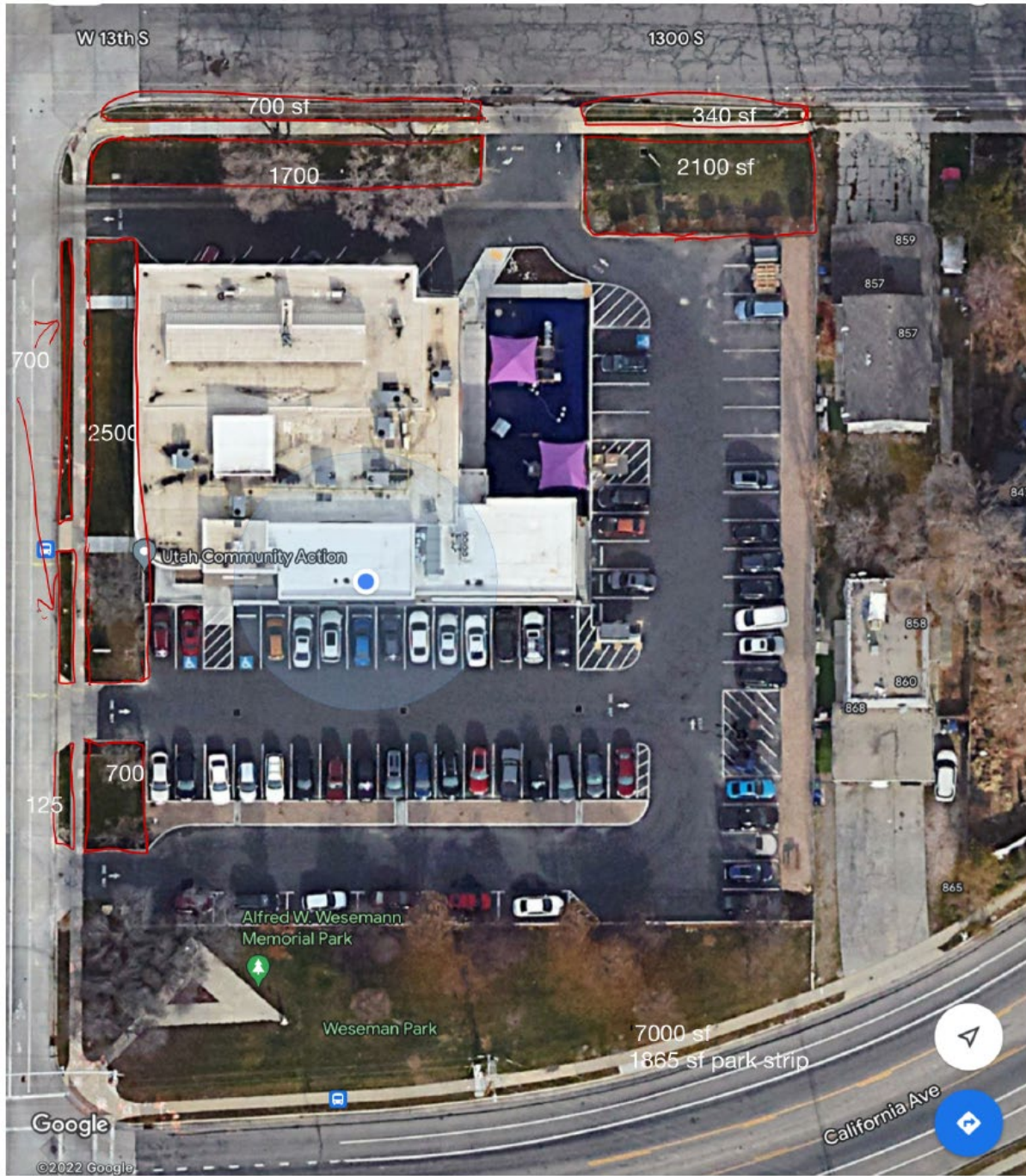
Project: Shriver 1307 South 900 West Salt Lake City

Utah Community Action would like to xeriscape approximately 8665 square feet of sod that remain on the North and West sides of the building and installing water wise landscaping similar to the newly constructed three creeks confluence landscaping directly west of the property. This will include a mix of stone, bark and various plants.

Bids should include labor and materials complete the following items:

Description	Cost
Excavation and cleanup of existing soil	
Grading and shaping	
Retrofitting existing sprinkler system with 5 zone drip system.	
Install 1" back flow preventer	
Weed barrier throughout	
Crushed granite	
Decorative rock 1.5" approximately 55 yards	
Bark approximately 35 yards	
Metal Edging up to 300'	
Boulders and installation	
6 Lollipop Crab Apple trees	
6 Weeping Red Bud trees	
40 five-gallon shrubs	
60 one-gallon grasses/perennials	
Top soil	

Site Map -Project 1 Shriver 1307 S 900 W



PART 3: SELECTION PROCESS

Evaluation will be completed using a weighted scale with the specified factors below.

Costs and Fees	60 points
Proven history/experience	30 points
Adherence to RFP instructions	5 points
Small and minority-owned businesses, women’s business enterprises, and labor surplus area firms	5 points
Total	100 points

Selection will be made to the proposer who is the most advantageous to Utah Community Action based on the selection criteria outlined above. UCA reserves the right to not select any proposer. Following the closure of the RFP, all proposers will be notified of the selection.

PART 5: WRITTEN QUESTIONS

Questions regarding the RFP must be received in writing by Monday, October 3, 2022, by 5:00 pm. Questions can be submitted to Stacy Weight, CAO (stacy.weight@utahca.org). All questions will be responded to in writing and may be made available to all proposers.