

REQUEST FOR PROPOSAL

Purchase a 40' X 80' Steel Building for Utah Public Charter School

Event Name: [APA 2023-01 Steel Building RFP](#)

Event #: [APA-CH202321341](#)

This RFP is Being Issued by:

Utah Charter Academies (UCA), Inc.
DBA American Preparatory Academy
12894 S. Pony Express Rd., Suite 600
Draper, UT 84020

Key Dates

RFP Issue Date: [Thursday January 12, 2023 at 4:00 PM](#)

RFP Response Due Date: [On or before Friday January 27, 2023 at 5:00 PM MST](#)

RFP Bid Selection: [By Friday February 3, 2023](#)

Contract Executed: [By Friday February 10, 2023](#)

Substantial Completion: [TBD](#)

UCA contact information:

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Note: [Owner cannot answer any questions or provide any information directly to bidders that is not already included in the RFP documents or submitted through Sciqwest. All questions or Request for Information \(RFIs\) MUST be submitted through and will be answered on Sciqwest. Thank you for helping keep this process fair for all bidders.](#)

Note: [This RFP may be closed early and project awarded to a supplier if they are able to meet the specifications and timeline, and qualify under the rules for state contracts as defined by Utah state procurement regarding publicly funded projects.](#)

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1. GENERAL

Purpose of Request for Proposal (RFP)

The purpose of this RFP is to enter into a contract with a qualified General Contractor (GC) to provide all materials, parts, plans and installation services to construct a 40' X 80' steel building at one (1) American Preparatory School campus.

This RFP is designed to provide interested offerors with sufficient basic information to submit proposals meeting the minimum requirements as outlined herein, but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

Issuing Office and RFP Reference Number

UCA is issuing this document and all subsequent addenda relating to it. The solicitation number for this transaction is on the cover sheet. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

2. BACKGROUND

Utah Charter Academies (UCA), is a non-profit 501c3 providing public education utilizing public funds and doing business as American Preparatory Academy (APA). UCA began operations in 2002 with a single K-9 charter school in Draper Utah and is currently operating 7 public charter schools in Utah. UCA has been recognized as "Charter School of the Year" in 2010, US News and World Report's number one college prep school in 2020 & 2021, has several 'Best of State" awards and continues to be a leader in public charter schools in Utah.

3. SERVICE REQUIREMENTS

Conditions

- a. Any contract resulting from this RFP must include UCA's standard terms and conditions which will supersede all other terms & conditions in areas of conflict. (Provided in RFP documents)

Scope of Work

The RFP document package is intended to provide a thorough scope of work from which to bid. It is not intended to stifle the Bidder from offering alternate solutions that add value and/or quality to the project. Specifications are for items the owner knows offer desirable benefits and/or features. When bidding alternate solutions include a narrative description for how the alternate meets or exceeds the features and/or value of the specified item.

The School

- a. UCA is providing sufficient funds for goods or services that will be provided by the winning bidder.
- b. UCA is providing the scope of work via this RFP and will work with the winning bidder on any modifications to the scope of work over the life of the contract.
- c. UCA will provide clear expectations for service levels and feedback on how well those service levels are being met throughout the contract.
- d. UCA will provide appropriate access to our facilities.

Bidders (not all-inclusive)

- a. Bidders will provide proof of appropriate and current state licensure to engage in their contracted business activities and maintain such for the duration of the contract, making proof available to UCA upon request.
- b. Bidders utilizing subcontractors will provide proof that the selected subcontractors will hold appropriate and current state licensure to engage in their contracted business activities and maintain such for the duration of the contract, making proof available to UCA upon request.
- c. Bidders will provide proof of adequate financial stability to provide their contracted services.
- d. Bidders will provide proof of comprehensive and sufficient insurance coverages so as to protect the Bidder and owner throughout the project.
- e. Winning bidder will be knowledgeable of and meet all legal requirements for provision of contracted services to public schools in the State of Utah.
- f. Winning Bidder will establish and conduct periodic evaluation meetings with responsible UCA staff.
- g. Winning bidder will comply with all applicable federal, state, local and public school laws, statutes, rules and codes.
- h. Winning bidder will provide a statement that employees working in UCA facilities are legal to work in the United States. Proof of e-verify use is preferred.
- i. Winning Bidder will negotiate a suitable contract with UCA in good faith within 1 days of notification of selection notification. Should the winning Bidder fail to execute an agreed upon contract within 1 days, UCA may withdraw the Bid award and make an offer to the next best Bidder.

4. SUBMISSION GUIDELINES

Proposals must be received by the posted due date and time. Proposals received after the deadline will be late and ineligible for consideration.

The preferred method of submitting your proposal is electronically through SciQuest. However, if you choose to submit hard copies, three (3) identical copies of your proposal must be sealed and received at the APA offices located at the address above. Proposals dropped off after the posted due date & time will be marked late and will not be opened or considered.

When submitting a proposal electronically through SciQuest, please allow sufficient time to complete the online forms and upload documents. The solicitation will end at the closing time listed in the RFP. If you are in the middle of uploading your proposal at the closing time, the system will stop the process and your proposal will not be received by the system.

Electronic proposals may require uploading of electronic attachments. SciQuest's site will accept a wide variety of document types as attachments. However, the submission of documents containing embedded documents (zip files), mov, wmp, and mp3 files are prohibited. All documents should be attached as separate files.

Questions

All questions must be submitted through SCIQUEST and answers will be given via SCIQUEST.

Proposal Response Format

Bidders should submit their sealed proposal in the preferred format:

Letter of Introduction: Contractor name, contact person, address, telephone number, fax number and a brief introduction to the bidding company, signed by person(s) authorized to bind the company to their proposed offer (RFP response). Attach resumes of key persons who would be responsible for this project.

Executive Summary: Include a one or two-page executive summary briefly describing the proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the Bidder. The reader should be able to determine the essence of the proposal by reading the executive summary. Protected information requests should be identified in this section. (see Protected Information below for qualifications)

Table of Contents: Should include a list of all sections and appendices in the RFP response and indicate corresponding page numbers, if appropriate.

Proposal Content: Full details of the bidder's proposal including but not limited to:

- Bidder's ability and approach
- narrative of Bidder's assessment of work to be performed
- work plan & proposed schedule
- methods, procedures & quality control
- safety
- project management, supervision & reporting structure
- explanations for how all RFP/Project specifications will be achieved.

This should demonstrate the offeror's understanding of the desired overall performance expectations and their capability to meet or exceed them. Clearly indicate any options or alternatives proposed.

Pricing: Indicate proposed pricing using the Cost Proposal form within this RFP. Additional pricing documentation may be included if desired.

IMPORTANT NOTE: The Cost Proposal form and any pricing information must be segregated and sealed separately from other proposal documents. Pricing will be evaluated independently from the technical aspects of the proposal.

Appendices: Attach other information as required by the RFP such as references, resumes, financial information and other relevant or useful information.

Certification: Proposals must include a signed certification similar to the following: "The statements made in this proposal are true and correct presentations. If selected, [bidding company] shall negotiate in good faith with the school."

Methods of Submission: **Electronic** (SciQuest only)- attach Cost Proposal Form in a separate file clearly labeled "PRICING" in Word or PDF format.
Hard Copy- seal Cost Proposal Form and other pricing documents in a separate envelope clearly marked "PRICING" and include with sealed RFP submittal package.

Protected Information

UCA is primarily funded by public funds for the purpose of providing public education and as such is subject to Utah State laws and procurement rules including the following:

The Government Records Access and Management Act (GRAMA), Utah Code Ann., Subsection 63-2-304, 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 if the person submitting the trade secret has provided the governmental entity with the information specified in Section 63-2-308 (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 Section 63-2-308;

* * * * *

(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 that this Subsection (6) does not restrict the right of a person to see bids submitted to or by a governmental entity after bidding has closed;

GRAMA provides that trade secrets, commercial information or non-individual financial information may be protected by submitting a Claim of Business Confidentiality.

To protect information under a Claim of Business Confidentiality, the Bidder must:

1. provide a written Claim of Business Confidentiality *at the time the information (proposal) is provided to the school*, and
2. include a concise statement of reasons supporting the claim of business confidentiality (Subsection 63-2-308(1)).
3. submit a separate "redacted" (excluding protected information) copy of your proposal response. Copy must clearly be marked "Redacted Version."

A Claim of Business Confidentiality may be appropriate for information such as client lists and non-public financial statements. Pricing and service elements may not be protected. An entire proposal may not be protected under a Claim of Business Confidentiality. The claim of business confidentiality must be submitted with your proposal on the form which may be accessed at: <http://www.purchasing.utah.gov/contract/documents/confidentialityclaimform.doc>

To ensure the information is protected, the School asks the Bidder to clearly identify in the Executive Summary and in the body of the proposal any specific information for which a Bidder claims business confidentiality protection as "PROTECTED", and to include a redacted copy of the proposal, clearly marked "Redacted Version".

Disclosure

All materials submitted become the property of UCA. Materials may be evaluated by members of UCA's evaluation committees and others as necessary to properly evaluate bids. Proposal information is considered proprietary and as such shall be treated as confidential subject to GRAMA requirements. Materials submitted may be returned at UCA's discretion.

Information pertaining to the school obtained by the bidder as a result of participation in this project is confidential and must not be disclosed without written authorization from the school.

Discussions with Bidders (Oral Presentations)

An oral presentation by a Bidder to clarify a proposal may be required at the sole discretion of UCA. However, UCA may award a contract based on the initial proposals received without discussion with the Bidder(s). If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the Bidders expense.

5. RFP CONDITIONS

Two distinct and independent committees will evaluate proposals against the weighted criteria below. A Pricing Committee will evaluate pricing only and a Technical Committee will evaluate other criteria, excluding pricing. Each area of the evaluation criteria must be addressed in detail in the proposal.

Proposal Evaluation Criteria

<u>WEIGHT</u>	<u>EVALUATION CRITERIA</u>
30 %	Demonstrates capability of effectively completing a quality project.
40 %	Demonstrates capability and commitment to completing the project by the Substantial Completion date.
30 %	Price Proposal

RFP Project # **APA 2023-01 Steel Building RFP**

Subject: *Total cost to provide all materials, parts, plans and installation to construct a 40' X 80' steel building at one of our current campus locations in West Valley City, for a Utah Public Charter School.*

COST PROPOSAL

Bidder Name: _____

Total Cost of goods and services: \$ _____

Upgrades

Insulated rollup door: \$ _____

Motorized rollup w/keypad: \$ _____

Water & Sewer to building: \$ _____

Add a bathroom (sink, toilet, floor drain): \$ _____

Utility sink w/plumbing in warehouse: \$ _____

Additional information:

Number of weeks from final design approval to receiving "wet stamped" engineered plans? _____

Number of weeks from final plan approval to manufacture & deliver the building to our site? _____

Number of weeks for site prep? _____

Number of weeks to construct the building? _____

Any deviation from this format may result in disqualification of proposal. Additional information may be added for clarity.

I have read, understand, and by submitting this bid agree to all terms and conditions for this project.

I _____, am authorized to obligate the Contractor to the pricing and terms set forth in this RFP.
(Printed Name)

GC's authorized signature

Date