



REQUEST FOR PROPOSALS (RFP)

Date: January 09, 2019
To: Open Invitation to General Contractors, Plumbing Contractors
From: Burlington Parks, Recreation & Waterfront (BPRW)
Re: North Beach Campground Restroom Renovation

I. GENERAL INFORMATION

North Beach Campground, 60 Institute Drive, Burlington, VT 05401

Burlington Parks, Recreation & Waterfront is seeking proposals from qualified general and/or plumbing contractors for renovations to the North Beach Campground Bathrooms. Questions concerning this RFP must be made via email per the schedule outlined below. A detailed RFP and responses to all submitted questions will be posted at: <https://enjoyburlington.com/opportunities/requests-for-proposals/>

Issue date:	Wednesday, January 9, 2019 at 9:00 AM
Optional site visit/Pre-bid:	Wednesday, January 16, 2019 from 9:00 AM at North Beach Campground (Meet at gate house; Please confirm attendance with Campground Manager)
Questions due:	Wednesday, January 23, 2019 by 4:00 PM
Proposals due:	Thursday, January 31, 2019 by 4:00 PM
Expected Project Start:	February, 2019
Final Completion Date:	April 17, 2019
Inquiries/submissions to:	Alec Kaeding, North Beach Campground Manager Burlington Parks, Recreation & Waterfront akaeding@burlingtonvt.gov (802) 316-6988

II. PROJECT DESCRIPTION

The Campground bathroom was built in the 1980s and contains a mixture of toilets and shower facilities to serve overnight campers, which are now in need of repair and replacement. This request is for installation of polyaspartic flooring, replacement of shower stalls and fixtures, replacement of existing screen doors, and miscellaneous carpentry, electrical, and plumbing.

III. SCOPE OF WORK

Please carefully read the following information that details the City's expectations in relation to the project scope of work. The selected contractor will provide the City with professional services to realize the successful implementation of all aspects of this scope.

Items 1 through 13 correspond with item numbers included in the Bid Schedule and provide specifications for completing the Bid Schedule. Additional items provide contract standards, specifications and expectations for all components of the project.

The contractor will be responsible for coordinating work with all sub-contractors. The list and order of activities outlined below may be amended and finalized with the contractor. The scope of work includes, but is not limited to, the following elements:

BID SCHEDULE ITEMS

1. Polyaspartic Flooring

- a. Repair all holes and trenches in concrete slab floor caused by demolition/removal of existing fixtures and structure and/or installation of new fixtures.
- b. Clean and prep concrete floor surface as required to add poly-aspartic finish.
- c. Poly-Aspartic Floor Coating, as provided by Garage Outfitters, or equal. Base color and accent color flakes to be determined by owner.
- d. Submit product information and color sample for Owner's approval.
- e. Install according to manufacturer's instructions.
- f. Contractor will furnish all heating elements and utilities required to achieve sufficient temperature for curing of polyaspartic flooring.

2. Shower Stalls (Standard)

- a. The contractor shall provide design/build services to furnish and install new shower stalls to replace the four existing shower standard stalls.
 - i. New stalls shall match dimensions of existing shower stalls
 - ii. Submit product literature for Owner's approval.
 - iii. Contractor shall be responsible for any miscellaneous framing and prep work to install new shower stalls
 - iv. Contractor shall install new trim to replace existing as needed

3. Shower Stalls (ADA)

- a. The contractor shall provide design/build services for replacing the two existing "ADA" shower stalls.
- b. If possible, existing stalls should be brought up to current ADA standard dimensions.

- c. Contractor shall provide a minimum of two and up to three alternate options for replacement of the existing ADA shower stalls.

4. Shower Heads (Standard)

- a. Furnish and install new shower heads
- b. New shower heads shall be: *American Standard*, Metal, Wall Mounted, Shower Head 1.50 gpm, 1/2" NPT Connection Type., Model #1660244.002 or equivalent
 - i. Submit product literature for Owner's approval.

5. Shower Heads (ADA)

- a. Furnish and install new shower heads
- b. Contractor to specify ADA compliant shower heads along with design build of ADA shower stalls.
 - i. Submit product literature for Owner's approval.

6. Replace Coin-op controllers

- a. Contractor shall remove and dispose of five existing coin-operated shower controllers
- b. Provide and install *INTERMATIC* Spring-Wound Timer, Silver, Timing Range: 0 to 5 min., 20 Max. Amps @ 125VAC Model #FF5M or equivalent to replace existing coin-op controllers.
- c. All electrical work to be designed and installed in accordance with all applicable codes and standards.

7. Install Stainless Outdoor Sink and Faucet

- a. Contractor shall furnish and install a stainless steel scullery sink with right-side drainboard and pre-rinse faucet
- b. Sink shall be Elkay, Stainless Steel Scullery Sink, Without Faucet, 18 Gauge, Floor Mounting Type, Model# E1C24X24-R-24X or Equivalent
- c. Faucet to be: T&S, Brass Pre-Rinse Assembly, Manual Faucet Operation, Number of Handles: 2, Model# B-0133-B or Equivalent
 - i. Submit product literature for Owner's approval.

8. Mobilization/Demobilization

- a. This bid item can be used to account for any materials and equipment that the contractor needs to mobilize to the site.

9. Security Screen Doors with Key-code entry

- a. Contractor shall provide design/build services for replacing the existing screen doors.
- b. New doors should be rated for commercial use with key-code type entry latches
 - i. Submit product literature for Owner's approval.

10. Misc. Plumbing

- a. This bid item is intended as a catchall for additional plumbing services not captured or accounted for in the above items.

11. Misc. Carpentry

- a. This bid item is intended as a catchall for additional carpentry services not captured or accounted for in the above items.

12. Permitting

- a. BPRW shall obtain:
 - i. City of Burlington Zoning Permit
 - ii. City of Burlington Building Permit
- b. The Contractor shall obtain:
 - i. City of Burlington Plumbing Permits
 - ii. City of Burlington Electrical Permits (if needed)

13. Add Alt 1 – Demolition/Salvage

- a. In addition to the Work listed above, please provide a cost estimate for the demolition and disposal or salvage of the following existing fixtures:
 - i. Vanities and sinks
 - ii. Partitions
 - iii. Showers and showerheads

ADDITIONAL WORK SCOPE CONDITIONS AND REQUIREMENTS

Temporary Facilities and Waste Management

- a. All work to be designed and installed in accordance with all applicable codes and standards.
- b. Contractor shall provide all temporary equipment including ladders, hoists, scaffolding, and weather protection, including ventilation, etc. as needed to complete the work.
- c. The Contractor is responsible to provide dumpsters and a waste management plan that describes how all materials will be sorted and disposed of properly.

Plumbing Requirements

- a. Install new supply, drain, and vent piping as needed for all fixtures.
- b. Cap or remove all pipes no longer in use.
- c. Provide shut-offs at all fixtures.

Project meetings:

A preconstruction meeting including representatives of the Contractor and BPRW shall occur prior to commencement of the work. The meeting will review:

- a. Project scope of work
- b. Add alternates selected by the owner
- c. Project Schedule and firm date of completion. Work unable to be completed by the deadline due to weather conditions, such as exterior painting, shall be determined and details planned.
- d. Introduce the project contact people who will represent the Contractor and BPRW
- e. The meeting attendees will discuss whether to schedule interim project meetings during the construction period.
- f. Meeting representatives shall be empowered to make definite decisions binding upon their respective employers regarding all matters pertaining to the work under the contract.

Submittals and Substitutions:

- a. All submittals to be sent to the Owner electronically for review and approval. The Contractor is responsible for independent shop drawing review prior to submission. At least 5 working days should be allowed for Owner's review.
- b. Submittals shall be required for the following:
 - i. Door, Frame and hardware Schedule and product sheets
 - ii. PolyAspartic floor finish product information
 - iii. Plumbing plans and product literature
 - iv. Electrical components including switches, occupancy sensors, etc.
 - v. Submit product literature for all accessories for Owner's approval.
- c. Where a choice of color is indicated, the Contractor shall submit to the Owner a set of samples (preferred) or product literature showing the full range of color options for the Owner's selection.

Quality Requirements:

- a. Contractor shall employ an experienced superintendent who shall remain on the job full time throughout construction unless otherwise agreed upon by the Owner.
- b. Contractor shall be responsible for schedule and coordination of the work of all trades.
- c. Contractor shall be responsible for all materials testing and inspections required.

Products:

- a. All materials shall be delivered, stored, and handled in such a manner as to prevent damage.
- b. Materials on site shall be stored in compliance with fire and safety requirements.
- c. Substitution requests prior to execution of the contract will be reviewed and granted only if approved by to the Owner. Contractor shall submit complete product information regarding proposed substitutions to prove equivalency to the specified product, with the burden of proof falling on the contractor.
- d. Permission granted for product substitutions after the execution of the contract shall be executed by change order.

Project Closeout:

- a. Contractor is responsible for keeping the jobsite in neat and orderly condition during construction progress. The building interior shall be broom clean at the end of each working day.
- b. Contractor is responsible for waste and rubbish removal during construction.
- c. The building shall receive a final thorough cleaning inside and out prior to owner occupancy.
- d. The Contractor shall guarantee his work and the work of all subcontractors for a period of time to be agreed upon by the Contractor and BPRW.
- e. Contractor shall prepare and deliver to the Owner an operating and maintenance manual for the Owner's use upon completion of the project.
- f. The contractor is responsible for obtaining and paying for the Certificate of Occupancy to be delivered to the owner.
Representatives of the Contractor and BPRW shall participate in a final site visit upon completion of the work.

IV. RFP SUBMITTAL

Responses to this RFP must be not more than 24 pages in length (12 double-sided or 24 single-sided pages) and include the following:

- 1) Qualifications Detail consisting of:
 - a) Cover letter including statement of understanding & approach to this project;
 - b) **ATTACHMENT A** (provided in this RFP): Signed by a representative of lead contractor attesting that all terms, conditions and procedures outlined in this RFP are understood and have been followed;
 - c) Proposed Project Team Members: Clearly indicate the applicant's designated project manager as well as sub-contractors who will be assigned to the work and their respective expertise in such work;
 - d) Specific Project Experience: Descriptions detailing completed, similar or relevant project experience that the applicant has executed. Links to similar or relevant projects are encouraged;
 - e) List of References: Provide a minimum of three client references with which the applicant has provided similar design/build services within the last five years. Include the name and telephone number of the contact person and a description of the role and services provided to that contact.
- 2) Technical Proposal consisting of:
 - a) A scope of work that includes steps to be taken;
 - b) A proposed schedule that indicates project milestones and overall time for completion;
 - c) Any other information deemed necessary to address the requests of this RFP.
- 3) Cost Proposal consisting of:
 - a) **ATTACHMENT B**: A completed and signed bid schedule outlining all items in dollar amounts and words.

Responses to this RFP must be received per the schedule outlined on Page 1 to be considered. Proposals must be submitted in digital (PDF) or printed formats. Applicants will receive a confirmation email once their proposal is received. Please ensure that the document is easily printable in an 8.5x11 format.

Bidders are encouraged to attend the optional site visit on **Wednesday January 16, 2019 at 9:00 AM** at North Beach Campground. The bathrooms will be open and accessible on this day for bidders to take measurements and examine site conditions. Bidders can make arrangements with the Campground Manager, Alec Kaeding (akaeding@burlingtonvt.gov) if additional time is needed to take measurements and examine site conditions.

Additional requirements are as follows:

- Applicants are solely responsible for ensuring that proposals arrive on time.
- Each applicant **MUST** provide their submittal electronically as a PDF.
- Faxed proposals **WILL NOT** be accepted.
- Late replies **WILL NOT** be considered.

Proposals and questions should be submitted to Alec Kaeding, North Beach Campground Manager, Burlington Parks, Recreation & Waterfront at akaeding@burlingtonvt.gov.

Proposals may be mailed or delivered to:

Max Madalinski, Parks Project Coordinator
Burlington Parks, Waterfront & Recreation
645 Pine Street, Suite B
Burlington, Vermont 05401

V. EVALUATION CRITERIA & SELECTION PROCESS

In compliance with the City of Burlington's Procurement Policy, BPRW will evaluate all complete proposals from qualified Contractors on the following criteria. Contractors will be scored up to a maximum of 100 points based on the following:

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|--|----------|
| 1. Experience & Qualifications; relevant to key personnel and/or sub-contractors | (20 pts) |
| 2. Project Understanding; demonstrated understanding of project scope | (20 pts) |
| 3. Ability to Meet Schedule; required to complete the plan and deliverables | (20 pts) |
| 4. Ability to Meet Budget/Value; as related to proposed and additional costs | (20 pts) |
| 5. Level of Experience; with municipalities of similar size, structure and complexity | (10 pts) |
| 6. Quality, Clarity & Completeness of Submittal Package | (10 pts) |

VI. ANTICIPATED PROJECT SCHEDULE

The City requires that all related work, inclusive of design and construction, be completed by **April 17, 2019**. The City anticipates that the selected Contractor will be awarded the project in January of 2019. The City reserves the right to amend all dates. While this timeline may be subject to change, all participating parties will be notified.

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| • Wednesday, January 09, 2019 | RFP issued at 9:00 AM |
| • Wednesday, January 16, 2019 | Optional site visit at North Beach Campground, 9:00 AM
(Meet at gate house; Please confirm attendance with project coordinator) |
| • Wednesday, January 23, 2019 | Questions due at 4pm |
| • Thursday, January 31, 2019 | Proposals due at 4pm |
| • Thursday, February 7, 2019 | Anticipated Proposal review, project award |
| • Friday, February 8, 2019 | Anticipated Contract signing, project kickoff |
| • Wednesday, April 17, 2019 | Project completion |

VII. TERMS & CONDITIONS

Bid Bond

All bids must be accompanied by a negotiable bid guarantee which shall not be less than five percent (5%) of the amount of the bid. The bid guarantee may be a certified check, bank draft, U.S. Government Bonds at par value, or a bid bond secured by a surety company acceptable to the U.S. Government and authorized to do business in the State of Vermont. Certified checks and bank drafts must be made

payable to the order of the municipality. The bid guarantee shall insure the execution of the contract and the furnishing of a method of assurance of completion by the successful bidder as required by the solicitation. Failure to submit a bid guarantee with the bid shall result in rejection of the bid. Proposal guarantees of the two lowest bidders that have submitted proposals that comply with all the provisions required to render them formal will be retained until the contract and bonds have been signed by all parties. Bid guarantees submitted by the remaining unsuccessful bidders will be returned as soon as practicable after bid opening. Should no award be made within forty-five calendar days following the opening of bids, forty-six if the forty-fifth day is a state holiday, all proposals may be rejected and all guarantees may be returned.

Communications

It is important that all respondents are given clear and consistent information. Therefore, all respondents are required to submit any questions related to this project or RFP process via email. Responses to all submitted questions will be posted on the Parks & Recreation website at: <http://enjoyburlington.com/opportunities/requests-for-proposals/>. Questions concerning this RFP must be received via email per the schedule outlined on page 1. Inquiries received after this date will not be considered or answered. Respondents should not communicate with any City department or employee during the submission process except as described above. In addition, no communications should be initiated by a respondent to any City Official or persons involved in evaluating or considering the statement of qualifications. Communication with any parties for any purpose other than those expressly described herein may cause an individual firm, or team to be disqualified from participating.

Partnerships

Consultants may team up with other firms, local or otherwise, in order to provide whatever diversity is deemed necessary for completing the project tasks.

Note that the selected Contractor shall be required to submit insurance certificates, performance and payment bonds, and may be asked to provide a client list if they haven't already done work in the City of Burlington.

Evaluation, Acceptance or Rejection of Proposals

The City of Burlington, Vermont reserves the right to consider proposals for 14 days after receipt thereof, and further reserves the right to accept or reject any or all proposals, waive any defects, informalities and minor irregularities, to accept exceptions to these specifications, negotiate with one or more parties, and make such awards or act otherwise as it alone may deem in its best interest. Proposals will be reviewed and evaluated by Department staff based on the information provided in the proposal. The City reserves the right to re-advertise for additional proposals and to extend the deadline for submission of the proposals.

Non-Discrimination

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Burlington's Human Resource department at (802) 865-7145.

Limitations of Liability

The City of Burlington, Vermont assumes no responsibility and liability for costs incurred by parties responding to this Invitation for Bids or responding to any further requests for interviews, additional data, etc., prior to the issuance of the contract.

Ownership of Documents

Proposals, plans, specifications, and other documents prepared and submitted under this RFP shall become the property of the City. Proposals, plans, specifications, basis of designs, electronic data, designs and reports prepared under any agreement between the selected contractor or consultant and the city shall become the property of the City. Records shall be furnished to the City by the Contractor upon request at any time, however the Contractor or Consultant may retain copies of the original documents.

Public Records

Any and all records submitted to the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely within the purview of City. All records considered to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, shall be identified, as shall all other records considered to be exempt under the Act. It is not sufficient to merely state generally that the proposal is proprietary or a trade secret or is otherwise exempt. Particular records, pages or section which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

CONTRACT REQUIREMENTS

Contractors are advised to review all the attached sections of this document in advance of submitting a proposal. The City of Burlington reserves the right to alter or amend any or all of these provisions in the project contract.

General Compliance with Laws

The Contractor shall comply with all applicable Federal, State and local laws, including but not limited to the Burlington Livable Wage Ordinance.

Other terms

Equal Opportunity: the selection of Contractor shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The City of Burlington is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

It will be necessary for responding parties to comply fully with the terms and conditions outlined in this document if they are to be considered. A letter attesting that the respondent has read, understands, and followed all procedures is a part of this RFP must be included as part of the final submittal (see [ATTACHMENT A](#)).

Contractor and all subcontractors will be subject to the City's Standard Contract Provisions as outlined in **ATTACHMENT C**.

ATTACHMENT A

Understanding of RFP Procedure, Terms and Conditions

This page to be returned with qualifications submission

I acknowledge that I have read and understand all procedures and requirements of the above reference RFP and have complied fully with the general terms and conditions outlined in the RFP.

Contractor/Team: _____

Representative's Printed Name: _____

Representative's Signature: _____

Date: _____

ATTACHMENT B
North Beach Campground Restroom Renovations

Base Bid					
Item No.	Item	Bid Qty	Unit	Unit Cost	Total
1	POLYASPARTIC FLOORING	550	sqft		
	Unit Price in Words:				
2	SHOWER STALLS (STANDARD)	4	ea		
	Unit Price in Words:				
3	SHOWER STALLS (ADA)	2	ea		
	Unit Price in Words:				
4	SHOWER HEADS (STANDARD)	4	ea		
	Unit Price in Words:				
5	SHOWER HEADS (ADA)	2	ea		
	Unit Price in Words:				
6	REPLACE COIN OP CONTROLLERS	5	ea		
	Unit Price in Words:				
7	INSTALL STAINLESS OUTDOOR SINK AND COUNTER	1	ea		
	Unit Price in Words:				
8	MOBILIZATION/DEMOBILIZATION	1	LS		
	Unit Price in Words:				
9	SECURITY SCREEN DOORS WITH KEY-CODE ENTRY	2	ea		
	Unit Price in Words:				
10	MISC. PLUMBING	1	LS		
	Unit Price in Words:				
11	MISC. CARPENTRY	1	LS		

	Unit Price in Words:				
12	PERMITTING	1	LS		
	Unit Price in Words:				

Total Base Bid (in numbers)

Total Bid (written in words):

Add Alternate 1 - Demolition/Salvage					
Item No.	Item	Bid Qty	Unit	Unit Cost	Total
13	DEMOLITION/SALVAGE	1	LS		
	Unit Price in Words:				

Total Add/Alt 1 (in numbers)

Total Bid (written in words):

By submission of this bid each contractor certifies, and in the case of a joint bid each party thereto certifies as to his own organization, that this bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to the bid with any other contractor or competitor.

CONTRACTOR acknowledges receipt of the following Addendum(s):

Respectfully submitted:

Date:
