



REQUEST FOR PROPOSAL

Project:

Development Reviews

Prepared For:

Tooele County

47 South Main
Tooele, Utah 84074

September 2020

INTRODUCTION

Tooele County, (“County”) requests proposals from professional engineers to create a pool of professional engineers to review subdivision and commercial projects as needed. Projects are located in Tooele County and will vary in size.

PROJECT OBJECTIVES AND SCHEDULE

This project will be funded by the County. Table 1, below, lists the proposed project schedule:

Table 1

Request for Information (RFI) Due:	10/7/2020 @ 5:00 p.m.
Response to RFI:	10/8/2020 @ 5:00 p.m.
Proposals Due:	10/12/2020 @ 5:00 p.m.

SCOPE OF WORK

The professional engineer shall propose a budget for the anticipated work and typical schedule for the work described below.

APPROVALS

Proposals will be reviewed and approved by Tooele County. A selection committee may review the submittal material.

PROPOSAL FORMAT

Proposals should contain the following information in the general order listed, and should not exceed ten pages in length:

1. Cover letter (does not count toward 10-page limit). A person legally authorized to bind the engineers to the proposed project must sign this letter. Proposals will include the full name, legal status, (corporation, state of incorporation, partnership, proprietorship, etc.), business address, and telephone number of the engineers. Proposals must be signed in ink by a principal of the business who is authorized to execute any subsequent contract. The name of the principal and his/her business title must be included in the signature element in either type or print. Penciled signatures or other notations will not be accepted.
2. Proposal and pricing information.
3. Proposals shall be labeled with **“Tooele County – Development Reviews”** in the filename.
4. Proposals shall include a description of the project team with contact list and the experience and qualifications of each team member. Any resumes shall be attached as addenda and shall not count toward the 10-page limit.
5. A County Non-Collusion Agreement form (Exhibit A), must be filled out and returned with the proposal. (does not count toward 10-page limit).

SUBMITTAL REQUIREMENTS

One copy of the proposal and one copy of the pricing proposal shall be submitted to Rachelle Custer by **October 12, 2020 @ 5:00 pm.** Proposals may be delivered to 47 S Main St, Suite 208, Tooele, Utah, or by email to rcuster@tooeleco.org. The County will not accept proposals via facsimile. Proposals, modifications, or corrections received after the closing time on **October 12, 2020 @ 5:00 pm** will be considered late and will not be opened. If only one proposal is received in response to the RFP, the County may make an award or, if time permits, re-solicit proposals for the purpose of obtaining additional proposals.

REJECTION OF PROPOSALS

The County reserves the right to reject any or all proposals received, and to select the proposal(s) deemed to be the most advantageous and in the best interest of the County. Non-acceptance of a proposal means that one or more other proposals were deemed more advantageous to the County or that all proposals were rejected. Applicants whose proposals are not accepted will be notified after binding contractual agreements between the County and the selected applicants are executed, or when the County rejects all proposals.

FORMATION OF THE AGREEMENT WITH THE SELECTED APPLICANT

After selecting proposal(s), the County may conduct additional negotiations with the selected applicant(s) to arrive at a best and final offer. When both parties are in agreement, contracts will be awarded.

CHANGE ORDERS

The County is aware that changes to the project scope are common, so the successful applicant(s) shall communicate all change orders in a written format. Failure to do so may result in nonpayment.

GRAMA & BUSINESS CONFIDENTIALITY

The Government Records Access and Management Act (GRAMA) provides that certain trade secrets, commercial information and non-individual financial information may be protected by submitting a Claim of Business Confidentiality. To protect information under a Claim of Business Confidentiality, the applicant must:

1. Provide a written Claim of Business Confidentiality at the time the information is provided to the County;
2. Include a concise statement of reasons supporting the claim of business confidentiality; and
3. Submit an electronic "redacted" (excluding protected information) copy of the proposal. The 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 applicant must clearly mark as "PROTECTED", in the Executive Summary and in the body of the proposal, any specific information for which the applicant claims business confidentiality protection.

All submitted materials become the property of the County. Materials may be evaluated by anyone designated by the County as part of the proposal evaluation committee. Informative materials submitted may be returned only at the County's option.

ETHICAL STANDARDS

Contractor represents that it has not: (a) provided an illegal gift to any Tooele County officer or employee, or former Tooele County officer or employee, or to any relative or business entity of a Tooele County officer or employee, or relative or business entity of a former Tooele County officer or employee; (b) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, other than bona fide employees of bona fide commercial agencies established for the purpose of securing business; (c) breached any of the ethical standards set for in State statute or Tooele County Personnel Policies and Procedures 17; or (d) knowingly influenced, and hereby promises that it will not knowingly influence, any Tooele County officer or employee to breach any of the ethical standards set forth in State statute or Tooele County Personnel Policies and Procedures.

INCURRING COSTS

Tooele County will not be liable for any cost that applicants may incur in the preparation of their proposals. Proposals should be concise, straightforward, and prepared simply and economically. Expensive displays, bindings, or promotional materials are neither desired nor required.

Exhibit A
Non-Collusion Affidavit

