



# TOOELE COUNTY

## REQUEST FOR PROPOSALS

### PROJECT:

#### *Re-Solicitation*

Drought Tolerant Landscape & Irrigation Design Build

### PREPARED FOR:

Tooele County  
47 South Main Street  
Tooele, UT 84074

**March 2022**

## **INTRODUCTION:**

Tooele County (“County”) is soliciting proposals from qualified parties to create a low maintenance, drought tolerant, landscape and irrigation design-build featuring drought tolerant grasses and plants to be located at the Tooele County Administration Building, 47 South Main Street, Tooele, UT and the Emergency Operations Center (EOC) located directly South of the Administration Building.

Each party responding to this Request for Proposal is responsible to obtain all information, addenda, updates, etc., to meet the submittal dates and requirements.

Proposers are invited to conduct no-host site and facility inspections at their convenience. No appointment is needed.

**This contract is anticipated to be limited to this project. Ongoing maintenance of the project will be provided by Tooele County.**

## **SCOPE OF WORK:**

Design and build a low maintenance landscape, irrigation, and maintenance plan for the Tooele County Administration Building and the Emergency Operations Center (EOC) located directly South of the Administration Building.

A map has been attached to include the desired areas of landscaping renovation. Areas indicated in red, are the Administration building and areas in purple are the EOC. Tooele County would like the bid to include landscaping for both red and purple indicated areas together and the areas should be complimentary to each other.

Landscape design must feature drought tolerant grasses and plants. Each design-build must include a water efficient irrigation system to meet the grasses and plant water requirements. Landscape and irrigation should be innovative and must be created with the intent to minimize annual maintenance associated with landscape.

This contract is anticipated to be limited to this project. Ongoing maintenance of the project will be provided by Tooele County.

### **I. Mandatory Requirements**

The mandatory minimum requirements must be met, in order for a proposal to be considered responsive. **All of the items described in this section are non-negotiable.** If it is determined that a proposal does not meet these requirements, at any time during the solicitation process, the proposal will be deemed non-responsive and disqualified from further consideration.

Each proposal must include:

- Name, email, company name (and website, if applicable), and phone number of project manager. Pass or Fail is determined by the presentation of the indicated information.
- Statement of qualifications that includes professional credentials, experience, and overall qualifications in providing the Project Scope stated in this Request for Proposal. Pass or Fail is determined by the presentation of a Statement of Qualifications.
- Three (3) examples of projects which demonstrate qualifications for providing the Project Scope stated in this Request for Proposal. Pass or Fail is determined by the presentation of three (3) sample projects.
- A list of any subconsultants or subcontractors proposed to be included in work outlined in the Project Scope **or** indicate that no subconsultants or subcontractors will be included in work outlined in the Project Scope. Pass or Fail is determined by the being able to clearly determine the status of involvement of subconsultants or subcontractors.
- Provide any current irrigation, landscape industry, or other professional licensures or certifications for the staff to be assigned to this work **or** indicate that no licensures or certifications are held by staff assigned to this work. Pass or Fail is determined by the being able to clearly determine licensing and/or certification status.

## **II. Financial Qualifications**

All proposals must include the entire budget required to complete the project, including, but not limited to, the following factors:

- Cost of materials and list of rock, plants, and grasses to be used on project
- Total amount of staff to be used for project; total cost of staff time
- Cost of obtaining proper permits from Tooele City

## **III. Qualifications**

The offerors must demonstrate that it possesses experience in Design-Build of a low maintenance, drought tolerant landscape design, irrigation design and landscape maintenance plan. Provide three (3) references who are familiar with your work in this field.

## **IV. Schedule**

The proposal shall include a detailed schedule. The schedule shall define milestones and provide approximate dates of start and completion of the milestones. The schedule shall anticipate lead time for materials and include a reasonable number of weather-delay days. For the purposes of this proposal, assume a reasonable start date.

**V. Timeline for RFP Process (times are MDT)**

<b>Event / Action</b>	<b>Date</b>
Advertise RFP	Thursday, March 17, 2022
No – Host Inspections	March 17 – April 5, 2022 (no appointment)
Questions Due	Monday, April 6, 2022 @ 2:00 PM
County’s Response to Questions	Wednesday, April 8, 2022
Deadline for Submission of Proposals	Friday, April 15, 2022 @ 4:00 PM

**PROPOSAL CONTENTS**

Proposals submitted for this project shall address all requested information. Firms are encouraged to keep the proposals brief and to the point, but sufficiently detailed to allow for evaluation. Proposals must include the following:

**A. Cover Letter (1 page maximum)**

The cover letter shall describe the proposer’s business entity (corporation, LLC, partnership, sole proprietorship, etc.), include a statement of the proposer’s general background, include a discussion of the proposer’s interest in the project, and acknowledge receipt of any addendums.

**B. Project Team**

Identify project personnel and define their respective roles.

**C. Substantive Content**

Describe the proposer’s abilities to meet or exceed the qualifications set forth in Items I, II, III and IV above.

**D. Project Cost**

Pursuant to Utah Code Annotated (UCA) § 63G-6a-707(7), the cost proposal will be evaluated independently from the technical proposal; and as such, **must** be submitted separately from the technical proposal. Offerors must not include costs or pricing data in their responses to the Mandatory Minimum Requirements and the Technical Response.

Proposer must include on a separate document a complete budget. If an offeror fails to include a complete budget, then its proposal will be considered non-responsive, and the proposal will be rejected.

**E. Signature**

The proposal shall be signed by a representative authorized to bind the team and shall expressly state the proposal is valid until the County Council awards the contract. By signing the cover letter and submitting a proposal, the proposer covenants that the proposer is fully qualified to provide the required services, and that the submitted information is true and accurate and may be relied upon in evaluating the proposal.

**F. Non-Collusion Affidavit (Attachment A)**

The attached Non-Collusion Affidavit must be completed and returned with proposal.

**PROPOSAL SUBMISSION:**

Proposal submissions will be accepted online through the Utah State Purchasing U3P Website, or through physical mailed copy. Mailing instructions are as follows:

Three, individually sealed, copies of the proposal must be received by the due date for submittal: 4:00 p.m. on Friday, April 15, 2022.

Mailed submittals must be addressed and sent to:

**Tooele County Administration Building  
c/o Alison McCoy  
47 South Main Street  
Tooele, UT 84074**

Proposal shall be submitted in a sealed envelope. The outside of the envelope shall be marked:

**Sealed Proposal of (Firm Name)  
Drought tolerant landscape and irrigation design-build  
Tooele County Administration Building**

Questions must be submitted via email to Alison McCoy at [alison.mccoy@tooeleco.org](mailto:alison.mccoy@tooeleco.org) and are due no later than 2:00 p.m. on Monday, April 6, 2022.

Submissions, modifications or corrections received after the closing time on April 15, 2022 will be considered late and will not be opened.

If only one submission is received, County will evaluate the proposal response to make sure the offer meets the minimum mandatory requirements and the technical RFP requirements stated in the RFP, and will determine if the cost proposal is fair and reasonable to award. Or, if time permits, resolicit submissions for the purpose of obtaining additional submissions.

Tooele County shall not be obligated to respond to any proposal submitted, nor shall it be legally bound in any manner whatsoever by the receipt of a proposal.

Tooele County reserves the right to extend or cancel all scheduled proposal due dates. Notice of such extensions or cancellations shall be sent via addendum to this RFP.

**PROPOSAL REVIEWAL**

Proposals will be reviewed by a selection committee consisting of at least three persons.

Proposals will be scored as follows:

<b>Technical Criteria:</b>	<b>Possible Points:</b>
Proposer demonstrated ability to meet or exceed the Project Scope	300 Points
Qualifications and expertise of the proposer in the Design-Build of a low maintenance, drought tolerant, landscape design, irrigation design, and landscape maintenance plan	200 Points
Proposer demonstrated technical capability including specific examples and outcomes of similar projects	100 Points
Proposer provided three (3) references for work that is similar in regards to the size and scope of the project	100 Points
Cost	300 Points
<b>Total:</b>	<b>1000 Points</b>

The County may then enter contract negotiations with the proposer who, in the sole discretion of the selection committee, is determined to have submitted the proposal with the highest score and the most responsive and responsible proposal that meets all the RFP’s requirements.

**PROPOSAL REJECTION:**

Tooele County reserves the right to reject all proposals deemed unqualified, unsatisfactory, or inappropriate, to waive defects or informalities, and to offer a contract with any firm in response to this RFP. This RFP does not constitute any form of offer to contract. Tooele County will not pay any costs incurred by the proposer in preparing or submitting the proposal.

**PROPOSAL ACCEPTANCE:**

Award will be made to the highest scoring responsive and responsible offeror, meeting all stated RFP requirements.

Tooele County reserves the right to award a contract based on a proposal submitted or to further negotiate with proposer.

By submission of a proposal, proposer agrees to be legally bound, thereby if its proposal is accepted.

Contracts arising out of proposals submitted hereunder (including any negotiations that follow) shall not be binding on Tooele County, its officers, employees, or agents unless and until formally approved and duly executed by the Tooele County Manager or Council.