

REQUEST FOR PROPOSALS
PROJECT: Town of Alta Office Building Window Replacement
PROJECT ADDRESS: 10201 E Little Cottonwood Canyon Road, Alta, Utah
RFP RELEASE DATE: 7/29/2022
RFP CLOSING DATE: 8/05/2022
PROCUREMENT CONTACT: Ccawley@townofalta.com

Introduction

The Town of Alta is seeking proposals to provide and install up to 9 windows in its municipal office building in Alta, Utah.

Project Details

- The Town of Alta Office Building is a two-story, 3000 square foot structure concrete structure built in 1992. The building contains all its original windows, which are aluminum-framed, double-pane, tempered windows. Up to 9 windows should be replaced, including windows with the following specifications:
 - 1st Floor
 - 44" x 41" - 1
 - 2nd Floor
 - 35 ½" x 17 ¼" transom - 1
 - 26 ¾" x 41" - 1
 - 38 ¾" x 41" - 1
 - 11 3/8" x 35" - 1
 - 17" x 101 ¼" - 4
- A boom lift may be required to access and install second floor windows
- Project must be completed by November 4, 2022.
- Like many buildings in Alta, the Town of Alta Office Building is subject to avalanche hazard. Original windows were designed to withstand up to 185 pounds per square foot of backpressure resulting from avalanche debris that has flowed over the building piling up and settling against the glass. New windows must be designed to the same standard.

Submittal Requirements

Provide a proposal in .pdf format including the following details:

- A statement of your company's qualifications to complete the project
- Proposed project budget including general, itemized expense categories
- Evidence of Ability to Obtain Insurance
 - General Liability insurance written on an occurrence basis with limits no less than One Million Dollars (\$1,000,000) combined single limit per occurrence and Three Million Dollars (\$3,000,000) aggregate for personal injury, bodily injury, and property damage. The Service Provider shall increase the limits of such insurance to at least the amount of the Limitation of Judgments described in Section 63-30d-604 of the Governmental Immunity Act of Utah, as calculated by the state risk manager every two years and stated in Utah Admin. Code R37-4-3.

- Automobile Liability insurance with limits no less than Two Million Dollars (\$2,000,000) combined single limit per accident for bodily injury and property damage.
- Workers Compensation insurance written on an occurrence basis with limits no less than Five Hundred Thousand Dollars (\$500,000) combined single limit per occurrence.

Submittals received after the deadline or that are determined to be lacking required information will not be considered. All submittals shall be of public record in accordance with government records regulations (“GRAMA”) unless otherwise designated by the applicant pursuant to UCA § 63G-2-309, as amended.

The Town of Alta reserves the right to cancel or modify the terms of this RFP and/or the project at any time and for any reason preceding contract award and reserves the right to accept or reject any or all proposals submitted pursuant to this request for proposals for any reason. The Town of Alta will provide respondents written notice of any cancellation and/or modification. Furthermore, the Town shall have the right to waive any informality or technicality in proposals received when in the best interest of the Town. If applicant utilizes third parties for completing RFP requirements, list what portion of the RFP will be completed by third parties and the name, if known, of the third party.

Selection Process

Town of Alta reserves the right to select the applicant(s) whose qualifications, in Town of Alta’s sole judgment, best meet the needs of the Town. Price may not be the sole deciding factor. Town of Alta reserves the right to reject any and all applications. Award of contract may be subject to approval by the Town Council of the Town of Alta.

Proposal Format and Deadline

Please submit a proposal to Ccawley@townofalta.com in .pdf format via email by 5:00 PM MDT on Friday, August 5th 2022.

Requests for Additional Information

Questions about the submittal or the project must be sent in writing via email inquiry to the attention of Chris Cawley at Ccawley@townofalta.com by 4:00 p.m. MDT on Monday, August 1st, 2022. If you wish to receive a copy of all questions received and responses provided, please send an email to ccawley@townofalta.com with Parking Management RFP Question Request in the subject line. Responses will be sent to the account from which the email request originated.