

**Request for Proposals (“RFP”)  
For Design-Build Construction Services**

This RFP is being Issued by:

Saint Olaf Catholic  
School

276 E 1700 S, Bountiful,  
UT 84010

Tel. 801-295-5341  
Fax 801-295-5915

Date of RFP Issue: October 4, 2018

Deadline to Submit Proposals:  
November 9, 2018 by 5:00 P.M.

## I – KEY DATES

- A. Date of RFP Issue: October 4, 2018.
- B. Mandatory On-Site Walk Through and Question and Answers: Interested offerors are invited to walk through the property on October 11, 2018 between the hours of 11:00 A.M. and approximately 12:00 P.M. A question and answer session will be held at the property that same day from approximately 12:00 P.M. to 12:30 P.M. Any questions about this RFP outside of the question and answer session must be submitted by email to Cathy Moore ([cmoore@stolafs.org](mailto:cmoore@stolafs.org)) by November 02, 2018 at 5:00 p.m. Any questions submitted after this date and time will not be answered. By November 06, 2018, Saint Olaf Catholic School will post on its website ([www.stolafs.org](http://www.stolafs.org), giving, current capital project [https://www.stolafs.org/apps/pages/index.jsp?uREC\\_ID=1191242&type=d&pREC\\_ID=1434683](https://www.stolafs.org/apps/pages/index.jsp?uREC_ID=1191242&type=d&pREC_ID=1434683) ) answers to all timely questions submitted by email. The names of offerors or potential offerors who submit questions by email as described above will not be identified.
- Firms submitting an offer are cautioned not to contact members of the Saint Olaf School Committees, the School Administrators, Catholic School administration or the Diocese of Salt Lake after the on-site walk through other than as designated above. Failure to comply with this requirement may result in disqualification from consideration.
- C. Deadline to Submit Proposals and Required Certified Check or Bid Bond: November 9, 2018 at 5:00 p.m.
- D. Opening of Proposals: November 9, 2018 at 5:00 p.m. in the front office of Saint Olaf Catholic School.
- E. Review of Submitted Proposals: Approximately November 9, 2018 through November 16, 2018.
- F. Anticipated Contract Award Date: Approximately November 20, 2018.
- G. Anticipated Contract Term: Approximately November 2018 to project completion.
- H. Commencement of Construction: May 2019, unless another commencement date is agreed upon by Saint Olaf Catholic School.
- I. Completion of Construction: No later than July 31, 2020, unless another completion date is agreed upon by Saint Olaf Catholic School.

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## II – GENERAL INFORMATION

- A. Background of Saint Olaf Catholic School. Saint Olaf Catholic School (“the School or School”) in conjunction with the Saint Olaf Parish is a Utah nonprofit 501(c)(3) corporation and Catholic School located in Bountiful, Utah. The School began operations in 1960 and currently enrolls approximately 150 students in Grades Pre-K through Eighth Grade each year. An updated facility will enable the School to target enrollment of 200 students.
- B. Saint Olaf Catholic School Current Campus Buildings. The Schools campus consists of two School buildings and one Church building. The School building located to the West of the church is a two-story building housing Pre-K through the Eighth Grade and the school administrative offices. The relocatable structure to the North houses the school library and librarian’s office. The campus grounds are shared with the Saint Olaf Catholic Church. The gym attached to the Church is used for Physical Education classes and for school assemblies.

The School’s play field and playground area is located to the East of the two-story school building. The School’s parking lots are located to the south and west of the two-story school building. Landscaping on the campus consists primarily of grass, mature trees, and shrubs.



- C. Purpose of RFP. The School’s administration has formed an Evaluation and Construction Committee consisting of school administrators, parents, Church parishioners and others from the community. This committee has determined that the School’s students would benefit from the renovation and expansion of the School. The program consists of two phases; offeror’s are to propose on both phases. The purpose of this RFP is to solicit proposals for the design and construction of the following:

## St. Olaf School Program

**Phase I – Addition of Lobby, Office Pod, stairs and elevator (1,100 S.F.)**  
**Addition of upper floor (11,616 S.F.)**  
**Addition of stairway (125 S.F. per floor)**  
**Complete exterior window replacement of the lower and main level floors.**  
**Complete door replacement of lower and main level floors.**  
**Site Work**

Building,

- Donor dedication wall
- All lighting to be LED
- Use of day lighting in all new public spaces
- All ceilings are 2x4 lay-in acoustical panels
  - Recessed lighting
  - All ceiling heights to be 10'-0" minimum
- Flooring
  - Restrooms to receive tile
  - Mechanical and storage rooms to receive sealed concrete
  - All other spaces to receive large format carpet tile
  - 6" rubber base
- Paint all wall finishes off-white
  - Color is added with furniture (furniture will evolve the spaces).
- Provide mechanical system – roof top equipment
- Building to be equipped with a fire suppression system
- All lower and main level classrooms to have exterior egress access
- Provide suspended walkway abutting the north and south sides of the second floor
  - Remove existing Stairways on North and South Side
- Provide new stairways to the basement
- Replace existing stairwell concrete slabs and sump pumps
- Building to be equipped with a fire suppression system
- Provide lockable interior roof access
- Provide flat roof design
  - Membrane roofing material, minimum 20-year warranty
- All access points to the building to be ADA compliant
- Provide security alarm system with biometric entry at all doors
- Provide full security camera system to monitor both buildings from single location
  - Interior and exterior
  - Provide ability to lock off parts of building (electronic release)
- Building to be ADA compliant
- PA system throughout campus (school, church, playground and MAC center)
- Entire facility is to have Wi-Fi connectivity

- Electrical service upgrade (may be dependent upon phasing)
  - Contractor may be required to work on a temporary power supply separate from existing school power supply
- Built-in millwork is not desired
- Provide Seismic upgrade to facility
  - Including but not limited to providing a topping slab to existing concrete roof structure.
  - Reference Structural analysis for full scope
- Provide Shear walls as required
  - Minimum 2 at the north and 2 at the south exterior walls for the existing main level.
    - (estimate 24' in length of shear per occurrence)
  - Minimum 1 at the North and 1 at the south exterior walls for the existing lower level.
    - (estimate 24' in length of shear per occurrence)
  - Reference Structural analysis for full scope
- FFE not required

-(NIC) = Not In Contract

## **Addition of Lobby, Office Pod, stairs and elevator (1,100 S.F.)**

-locate on West of existing school entrance

-Provide lock off doors while maintaining egress from stair / elevator to school corridors.

- 100 S.F. Vestibule entry, with reception access off of vestibule.
- The Office Bay (consists of all office rooms, lobby and reception)
  - Office Bay to be securable from the rest of building
  - Finishes
    - LVT flooring, carpet tile flooring, and Painted walls
      - (4" carpet base in offices)
  - Principal Office (160 S.F.)
    - Spatial adjacencies
      - Adjacent to meeting room and reception, near other offices
    - Function
      - Work, meeting w/ parents, requires privacy, single entry to office
    - Furniture (NIC)
      - Desk
      - Credenza
      - Open shelving
      - Seating for 2
  - Reception (140 S.F.)
    - Spatial adjacencies
      - In front near meeting board room, all offices and single occupant restrooms
    - Function
      - Line of sight to vestibule
      - First touch point for all entering building
      - Ability to secure entire facility (both buildings) from the desk
      - With sick bed room containing (NIC) Items, medicine cabinet, two beds and a small work table
      - Requires secure archive room (5x5) (securable from Office Bay)
    - Furniture (NIC)
      - Front desk with small work space
      - Credenza
      - Open shelving
  - Fire Riser Room (50 S.F.)
    - Spatial adjacencies
      - Near storage room
    - Function
      - Exterior fire department access
    - Finishes
      - Full height FRP to 8' with painted gypsum board above and exposed ceiling
    - Lighting
      - Strip fixtures



## **Addition of upper floor (11,616 S.F.)**

- Full service kitchen including storage, prep and service areas (1,250 S.F.)
  - Spatial adjacencies
    - Near multi-purpose room
  - Function
    - Provide lunch for students on a daily basis, ability for outside chefs to come in on an event by event occurrence. Ability to store dinner ware for 250.
  - Equipment
    - Walk in cooler and freezer, dishwasher, 3-comp sink, commercial stove with hood
  - Prep areas
    - 2-comp prep sink, dry storage, delivery receiving area, two hand sinks
  - Finishes
    - Epoxy flooring, full height “stainless steel” wall panels
    - Washable ceiling tiles
  - Daylighting not required
- Multipurpose room including storage for cafeteria seating and individual chairs (4,000 S.F.)
  - Spatial adjacencies
    - Near kitchen and storage spaces
  - Function
    - Seating for 250 people
    - Design and account for acoustics
  - Finishes
    - VCT flooring
  - Furniture (NIC)
    - Cafeteria style seating for lunch service
  - Electrical
    - Audio Visual capabilities to have announcements and presentations
    - Wall outlets to have flexibility to mount TV’s at varying heights per wall.
    - Multiple ceiling outlets
    - Multiple floor outlets



- Information Connectivity Library (700 S.F.)
  - Spatial adjacencies
    - Away from multi-purpose room
  - Function
    - Open area, with group seating and book shelving around edges of the space.
    - Two break out areas – separated with glass
    - Office
    - This space will have many uses such as art gallery
    - Information connectivity
  - Furniture (NIC)
    - Group seating, book shelving
    - Office desk
    - Credenza
    - Kiosk
  - Electrical
    - Charging stations at seating areas
    - Multiple floor outlets
  
- Public restrooms (350 S.F. per room)
  - Spatial adjacencies
    - Spaced near multi-purpose room
  - Function
    - Restroom facilities to provide minimum code required plumbing fixtures plus one additional fixture per sex
  - Finishes
    - Large format floor tile, wall finishes to be large format tile to 5'-0" A.F.F. and painted gypsum board above 5'-0"
  - Ceiling
    - Painted gypsum board
  - Lighting
    - Recessed fixtures
  
- (4) Classrooms (Multi-Age) (930 S.F. per classroom)
  - Spatial adjacencies
    - Classrooms to be grouped together
  - Function
    - Open space without nooks and built in millwork, flexibility of space is achieved with furniture.
  - Furniture (NIC)
    - Middle School flex seating, teachers' desk, open shelving and lockable shelving, white boards and cork boards.
  - Electrical
    - Wall outlets to have flexibility to mount TV's at varying heights
    - Multiple ceiling outlets
    - Multiple floor outlets
  
- Corridors to include lockers on both sides (9'-4" width) (1,500 S.F. Approx.)

- Janitorial closet (50 S.F.)
  - Spatial adjacencies
    - Near restrooms
  - Function
    - Storage of cleaning supplies
    - Floor mounted mop sink
  - Finishes
    - Full height FRP to 8' with painted gypsum board above and exposed ceiling
  - Lighting
    - Strip fixtures
  
- Large storage room (400 S.F.)
  - Spatial adjacencies
    - Near Multipurpose Room storage
  - Function
    - Storage of tables and chairs for (250)
    - miscellaneous items
  - Finishes
    - Full height FRP to 8' with painted gypsum board above and exposed ceiling
  - Lighting
    - Strip fixtures

**Addition of stairway (125 S.F. per floor)**

-locate on East side of school

- Enclosed Concrete stairway with use of daylighting

**Complete exterior window replacement of the lower and main level floors.**

- Window system replacement (storefront systems are desired)
- Provide window tint and shading on the south and west facing windows
- Preserve existing stain glass provide to back to the school.

**Complete door replacement of all doors accessing the corridor for the lower and main level floors,**

- Provide 2-hour door assemblies at all rated wall locations.

**Site work,**

Provide work associated with site water retention for the site west of the existing Church, including entire 2-story structure.

- Provide full site landscape design
  - Provide a campus safety report based on the new design
  - Care to be taken to preserve as many existing trees as possible
- Provide new playground for Pre-K access (2,000 S.F.)
  - To be gated separate from rest of site
- Connect the existing Church and the west parking lot with an ADA compliant ramp
- Ensure current ADA parking stalls are compliant.



## **Phase II – Existing Lower and Main floor Building Remodel (approx. 18,623 S.F.)**

### Building,

- Provide exterior finish refresh
- Electrical service upgrade to the building
  - Provide new service line from transformer to building
  - Provide new transformer and pad
- Remove all electrical systems back to panels and equipment
- Remove and recycle all existing and abandoned wiring and conduits.
  - No debris to remain
- Mechanical system upgrade. (To match Phase I)
- Remove all existing finish materials including but not limited to flooring, wall coverings and ceiling
  - Abate all asbestos and lead paint throughout the facility as directed in the hazardous materials report
- Paint all wall finishes off-white
  - Color is added with furniture. (furniture will evolve the spaces)
- All lighting to be LED
- Use of day lighting in all public spaces
- All ceilings are 2x4 lay-in acoustical panels
  - Recessed lighting
  - All ceiling heights to be 10'-0" minimum
- Flooring
  - Restrooms to receive tile
  - Mechanical and storage rooms flooring to be exposed sealed concrete
  - All other spaces to receive large format carpet tile
  - 6" rubber base
- Provide security alarm system with biometric entry at all doors
- Provide full security camera system to monitor both buildings from single location
- Building to be ADA compliant
- FFE not required
- Built-in millwork is not desired

-(NIC) = Not In Contract

## Spaces,

- Public restrooms (450 S.F. per room)
  - Spatial adjacencies
    - Spaced near multi-purpose room
  - Function
    - Restroom facilities to provide minimum code required plumbing fixtures plus one additional fixture per sex
  - Finishes
    - Large format floor tile, wall finishes to be large format tile to 5'-0" A.F.F. and painted gypsum board above 5'-0"
  - Ceiling
    - Painted gypsum board
  - Lighting
    - Recessed fixtures
  
- (2) - Single occupant restrooms (76 S.F. per room)
  - Spatial adjacencies
    - Near Office bay, spaced away from multi-purpose room
  - Function
    - Privacy restroom with baby change stations
  - Finishes
    - Large format floor tile, wall finishes to be large format tile to 5'-0" A.F.F. and painted gypsum board above 5'-0"
  - Ceiling
    - Painted gypsum board
  - Lighting
    - Recessed fixtures
  
- Corridors (approx. 1,700 S.F. main level and 800 S.F. lower level)
  
- (2) -Pre-K rooms (age 3 and 4) (930 S.F. per room)
  - Spatial adjacencies
    - Classrooms to be grouped together near Kindergarten and other elementary rooms.
    - Access to new secure playground area
    - Each room to have access to their own single occupant restroom with adult visibility for monitoring, lavatory outside the room.
    - Locate rooms back to back
    - Pre-K-3 requires a baby change station
  - Function
    - Open space without nooks and built in millwork, flexibility of space is achieved with furniture.
  - Furniture (NIC)
    - Group tables with chairs, teachers' desk, open shelving and lockable shelving, white boards and cork boards.
  - Electrical
    - Wall outlets to have flexibility to mount TV's at varying heights
    - Multiple ceiling outlets

- Faculty room / Work room (240 S.F.)
  - Spatial adjacencies
    - Separate from classrooms near Office bay
  - Function
    - Provide multiple access points to room
  - Finishes
    - LVT flooring
  - Faculty room
    - Provide hand sink
    - With (NIC) items, (2) fridge, (2) microwave, table and chairs for 6
  - Work room
    - With (NIC) items, paper cutters, standing desk, (2) copiers, provide work tables, (4) chairs
  
- Kindergarten Room (930 S.F.)
  - Spatial adjacencies
    - Classrooms to be grouped together near Pre-K and other elementary rooms.
  - Function
    - Open space without nooks and built in millwork, flexibility of space is achieved with furniture
  - Furniture (NIC)
    - Group tables with chairs, teachers' desk, open shelving and lockable shelving, white boards and cork boards
  - Electrical
    - Wall outlets to have flexibility to mount TV's at varying heights
    - Multiple ceiling outlets
  
- Extended Day Program classroom (930 S.F.)
  - Spatial adjacencies
    - Classrooms to be grouped together near the pre-k and kindergarten rooms.
  - Function
    - Open space without nooks and built in millwork, flexibility of space is achieved with furniture
  - Furniture (NIC)
    - Group tables with chairs, teachers' desk, open shelving and lockable shelving. White boards and cork boards
  - Electrical
    - Wall outlets to have flexibility to mount TV's at varying heights
    - Multiple ceiling outlets

- (5) Class rooms (Grades 1-5) (930 S.F. per room)
  - Spatial adjacencies
    - Classrooms to be grouped together near the pre-k and kindergarten rooms.
  - Function
    - Open space without nooks and built in millwork, flexibility of space is achieved with furniture
  - Furniture (NIC)
    - Group tables with chairs, teachers' desk, open shelving and lockable shelving, white boards and cork boards
  - Electrical
    - Wall outlets to have flexibility to mount TV's at varying heights
    - Multiple ceiling outlets
  
- Technology Discovery room (930 S.F.)
  - Spatial adjacencies
    - Classrooms to be grouped together near (Grades 6-8)
  - Function
    - Open space without nooks and built in millwork, flexibility of space is achieved with furniture
  - Finishes
    - LVT flooring
  - Furniture (NIC)
    - Group tables with chairs, teachers' desk, open shelving and lockable shelving, white boards and cork boards
  - Electrical
    - Wall outlets to have flexibility to mount TV's at varying heights
    - Multiple ceiling outlets
  
- Art classroom (930 S.F.)
  - Spatial adjacencies
    - Away from classroom groupings, to be near the Science Lab and storage room
  - Function
    - Art supply storage clean up and work space
    - Ideas on art displays throughout the school are encouraged
  - Finishes
    - LVT flooring
  - Furniture (NIC)
    - Art desks and work areas
  - Plumbing
    - Provide utility sink
    - Provide hand sink
  - Electrical
    - Wall outlets to have flexibility to mount TV's at varying heights
    - Multiple floor outlets
    - Multiple ceiling outlets
    - Higher lighting levels than a typical classroom

- Boiler room (200 S.F.)
  - This space to remain / be relayed out per new mechanical and plumbing system designs.
  - If to remain, the system equipment is to be evaluated by engineer for maintenance and efficiency purposes
  - Full height FRP to 8' with painted gypsum board above and exposed ceiling
  
- Elevator Equipment Room (100 S.F.)
  - Near elevator on lower level
  
- Science Lab (930 S.F.)
  - Spatial adjacencies
    - Away from classrooms groupings, to be near the Art classroom and storage room
  - Function
    - Science displays, experimenting, clean up and work areas
  - Finishes
    - LVT flooring
  - Furniture (NIC)
    - Lab tables (12)
    - Stools for lab tables (24)
    - Teachers desk and demonstration table
    - Open shelving
    - Locking shelving for chemicals
  
  - Electrical
    - Wall outlets to have flexibility to mount TV's at varying heights
    - Multiple floor outlets
    - Multiple ceiling outlets
  - Plumbing
    - Provide utility sink
    - Provide hand sink
    - Provide natural gas to various locations in the room
  - Miscellaneous
    - Provide portable eye wash station
  
- Large storage room (840 S.F.)
  - Spatial adjacencies
    - Near boiler room storage
  - Function
    - Storage miscellaneous items
  - Finishes
    - Full height FRP to 8' with painted gypsum board above and exposed ceiling
  - Lighting
    - Strip fixtures



- Janitorial closet (50 S.F.)
  - Spatial adjacencies
    - Near restrooms
  - Function
    - Storage of cleaning supplies
    - Floor mounted mop sink
  - Finishes
    - Full height FRP to 8' with painted gypsum board above and exposed ceiling
  - Lighting
    - Strip fixtures
- Mechanical / electrical room (200 S.F.)
  - Spatial adjacencies
    - Near storage room and kitchen
  - Function
    - Provide system support for facility
  - Finishes
    - Full height FRP to 8' with painted gypsum board above and exposed ceiling
  - Lighting
    - Strip fixtures
  - Mechanical
    - Dedicated exhaust

- D. Plans. The school is providing, as attachments to this RFP, copies of the Civil Survey, Geotechnical report, existing building seismic survey and the hazardous materials abatement report.
- E. Construction Materials and Design. The construction materials (both exterior and interior) for the proposed work is to be of high quality materials. The school is requiring a 50-year building. Design to comply with local design guidelines.
- F. Award of Contract. The contract will be awarded to the offeror whose proposal is determined to be the most advantageous, taking into consideration all substantive evaluation criteria outlined in this RFP as well as cost. No other criteria will be used in the evaluation. The final determination shall be in writing and shall be determined at the sole discretion of Evaluation and Construction Committee. The contract file will contain the basis on which the award is made. However, to the extent permitted by law, the school may reject any and all proposals and may waive any informality or technicality in any proposal received if the Evaluation and Construction Committee determines it would serve the best interests of the School.

- G. Contract Documents. The successful offeror selected by the evaluation and construction committee pursuant to this RFP will be required to enter into a written guaranteed maximum price contract consistent with the acceptable services, terms, and conditions outlined in the successful proposal and the requirements set forth in this RFP. However, the guaranteed maximum price amount will not be established by contract until after final plans and designs are completed and agreed upon by the parties. Pricing and payment for the design phase of this project, which pricing constitutes a portion of the guaranteed maximum price amount, will be established by contract within a reasonable time after the successful offeror has been notified of being selected by the Evaluation and Construction Committee pursuant to this RFP.
- H. Reduction in Project Scope. The school reserves the right to reduce the scope of this project (for example, reduce the total square footage of the proposed building) if the winning offeror's price proposal exceeds the funding available to the school for this project, if Bountiful City does not approve the building, or if the evaluation and construction committee determines that a reduction in the scope of the project is in the best interest of the school.

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### III – PROPOSAL INFORMATION

- A. Proposals must be submitted to the school in sealed envelopes in compliance with **Section V** of this RFP. Proposals received by telephone, fax, email, or any other unapproved form are not acceptable and will not be considered. The certified check or bid bond required to be submitted with a proposal must also be submitted in compliance with **Section V**.
- B. The content of a proposal must address the specifications described in **Section VI** below. Only one proposal from each offeror may be submitted and considered. Offerors may include in their proposals any special or unique services they plan to provide.
- C. Submission of a proposal will be construed to mean that the offeror understands the requirements contained herein and that the offeror anticipates being able to supply the described services for the pricing proposal contained in its submitted proposal.
- D. As stated above, proposals will be opened publicly in the front office of the school on November 9, 2018 at 5:00 p.m. Proposals will be opened so as to avoid disclosure of contents to competing offerors during the process of negotiation. Only the names of offerors who submitted proposals will be identified at the opening of proposals. The school will cooperate with all potential offerors, to the extent reasonably possible, in their attempt to obtain information.
- E. The school's Evaluation and Construction Committee may, for the purpose of assuring full understanding of and responsiveness to the RFP's requirements, enter into discussions or conduct interviews with offerors who submit proposals. The Evaluation and Construction Committee will consist of school administrators and members of the community.
- F. **It is understood that the school's issuance of this RFP does not obligate the school to accept any of the proposals submitted in response to this RFP, nor does it guarantee that the school will in fact accept any of the said proposals. To the extent permitted by law, the school reserves the right to accept or reject any or all proposals and/or to waive any or all formalities in any proposal or in the proposal process deemed to be in the best interest of the school. No agreement exists on the part of the school and any offeror until a written contract is approved and executed by the school.**
- G. **This RFP does not obligate the school to pay for any costs of any kind whatsoever that may be incurred by an offeror or any third parties in connection with a proposal. All submitted proposals, responses, and supporting documentation shall become property of the school. Further, the school shall not be liable to any offeror, person, or entity for any losses, expenses, costs, claims or damages of any kind arising out of, by reason of, or attributable to, the offeror responding to the RFP.**
- H. At any time during the evaluation process, the school's Evaluation and Construction Committee may, with appropriate approval, request best and final offers, from responsible offerors who submit responsive proposals that meet any minimum qualifications, evaluation criteria, or score thresholds identified in this RFP.

## IV – SERVICE REQUIREMENTS

### Expectations for the school

- A. The Catholic Diocese of Salt Lake City owns the property on which the proposed addition will be built. The School will permit the winning offeror to have adequate access to the campus and school buildings as necessary, to complete this project.
- B. The school will fund this construction project through a project fund whose sole purpose is to pay for this project
- C. It is expected that the school representatives will be reasonably available to consult with and advise the winning offeror throughout the design and construction phase of the proposed addition.

### Expectations for Offerors

- A. It is expected that offerors will hold appropriate and current state licensure to engage in the business of commercial construction before, during, and for a period of at least three years after completion of the project.
- B. It is expected that offerors utilizing subcontractors will ensure that the selected subcontractors hold appropriate and current state licensure to engage in the business of commercial construction during the project. It is also expected that subcontractors will sign an approved lien release form and have adequate insurance before any payments are disbursed to them.
- C. It is expected that the architects and/or engineers selected to perform work on this project hold appropriate and current state licensure to engage in architectural or engineering services during the project.
- D. It is expected that offerors will have adequate financing to fund their business and construction obligations during the project.
- E. It is expected that offerors will carry insurance (liability, commercial auto, workers compensation) etc. and provide proof of insurance to Saint Olaf's.
- F. Offeror, subcontractors, and designers on an OFAC list will be disqualified from the bid.
- G. It is expected that offerors will comply with and follow the instructions contained in this RFP.
- H. It is expected that the winning offeror will act as a design-builder for Saint Olaf Catholic School for the purpose of designing and constructing the proposed scope of work as described in this RFP.

- I. It is expected that the winning offeror will enter into written guaranteed maximum price contract with the school within the reasonable deadlines required by the school's Evaluation Committee. Contract to be the most current version of the AIA 141 contract between the owner and the contractor.
- J. It is expected that the winning offeror will begin working and coordinating with the school in a timely manner after entering into a written contract with the School.
- K. It is expected that the winning offeror will commence project planning and renditions in a timely manner after entering into a written contract with the School.
- L. It is expected that the winning offeror will commence construction in May 2019, or another date agreed upon by the school, and will complete construction of the project no later than July 31, 2020. Offerors may propose alternative deadlines in their proposals. The offeror must demonstrate in its proposal how it will ensure student safety during construction work at the school while school is in session.
- M. The winning offerors proposal will be reviewed for approval by the Catholic Diocese of Salt Lake City prior to execution of the contract with the school.
- N. It is expected that the winning offeror will obtain all necessary and appropriate approvals, permits, and authorizations to commence construction at the School's property as indicated herein, including any and all approvals from Bountiful City.
- O. It is expected that the winning offeror will timely provide the School, and any other appropriate parties, with any required reporting information and reports throughout the project.
- P. It is expected that the winning offeror will comply with all applicable state and federal statutes, including the Americans with Disabilities Act (ADA), regulations, and rules pertaining to school construction.
- Q. It is expected that the winning offeror will provide a statement that all its employees are legal to work in the United States. Proof of e-verify use is preferred. It is the offerors responsibility to verify all sub-contractors comply with this requirement.
- R. It is expected that the winning offeror will, upon request, secure a payment and performance bond for a sufficient amount in connection with the project.
- S. It is expected that the winning offeror will, upon request, agree to a reasonable liquidated damage amount for each day the project goes beyond the scheduled completion date.

Expectations Regarding Pricing Proposal

A. Proposals must include a total anticipated guaranteed maximum price to be charged by the offeror to complete the project.

B. The school understands that because it has not provided offerors with plans or designs for this project, and because the school has not agreed to any specific plans or designs, all pricing proposals submitted by offerors in response to this RFP will only be reasonable estimates based on the design and construction work specified and solicited in this RFP. The final guaranteed maximum price to be charged by the winning offeror to complete this project will be agreed upon by the parties after final plans and designs are completed and agreed upon by the parties. Final pricing will be included in the guaranteed maximum price contract documents entered into by Saint Olaf School and the winning offeror.

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## V – PROPOSAL REQUIREMENTS

Potential offerors are hereby invited to submit a proposal for the design and construction of Saint Olaf Catholic School proposed new building. The scope of the design and construction work for this project is described above in **Section II(C)-(E)**.

- A. Each proposal must contain a cover letter which includes the following:
1. A statement of the offeror’s intent to provide the services outlined in the proposal;
  2. The legal company name of the offeror;
  3. The complete company address;
  4. The company contact person’s name, phone number, and email address;
  5. The company’s website address;
  6. The signature of the company’s authorized representative, including position/title; and
  7. The date of submission.
- B. Proposals must address the Proposal Specifications set forth below in **Section VI**.
- C. Proposals must contain a table of contents that includes a list of all sections and appendices contained in the proposal, with corresponding page numbers, if appropriate.
- D. **Proposals must be delivered to the school’s front office by 5:00 p.m. on November 9, 2018. Proposals must be separated by cost and non-cost related information. All non-cost related information of a proposal (the information provided by an offeror in response to Section VI(A)(1)-(3)) must be contained in a sealed envelope that includes the phrase “Non-Cost Related Information for Design- Build Construction Proposal.” All cost-related information of a proposal (the information provided by an offeror in response to Section VI(A)(4)) must be contained in a different sealed envelope that includes the phrase “Cost-Related Information for Design-Build Construction Proposal.” No cost information may be submitted in the sealed envelope identified as “Non-Cost Related Information for Design-Build Construction Proposal.” The sealed envelopes should be addressed to Saint Olaf Catholic School, Attention Cathy Moore, 276 East 1700 South, Bountiful, Utah 84010.**
- E. **Proposals must be signed by the offeror and include the following certification:**
- “The statements made in this proposal are true and correct representations. If selected, [offeror] shall negotiate in good faith with Saint Olaf Catholic School.”**

- F. **Submission of Protected Information.** An offeror that desires to request protected status of any information it submits to the school in response to this RFP must specifically identify the information that it desires to protect. Submission of protected information in response to this RFP shall be deemed an acknowledgment and consent by the offeror that the offeror agrees with this paragraph and will indemnify, defend, and hold harmless the school, its members, directors, officers, staff, and agents from any and all liability relating to the proper disclosure of information provided by the offeror in response to this RFP, even if the offeror requested protected or other confidential status for the information.
- G. **Submission of Proposals with Protected Business Confidential Information.** If an offer submits a proposal that contains information claimed to be business confidential or protected information, the offeror must submit two separate proposals in accordance with **Subsection (D)** above as follows:
1. One redacted version for public release, with all protected business confidential information either blacked-out or removed, clearly marked as “Redacted Version;” and
  2. One non-redacted version for evaluation purposes clearly marked as “Protected Business Confidential.”

Please note that pricing may not be classified as business confidential and will be considered public information. In addition, an entire proposal may not be designated as “protected,” “confidential,” or “proprietary” and shall be considered non-responsive unless the offeror removes the designation.

- H. **In addition to submitting a proposal as described above, an offeror must also submit to the school:**
1. **A certified check or bid bond of not less than 5% of the total anticipated guaranteed maximum price proposed by the offeror to complete the project. The certified check or bid bond must be contained in the sealed envelope identified as the “Cost-Related Information for Design-Build Construction Proposal” described above and be submitted to the school by 5:00 p.m. on November 9, 2018.**

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## VI – PROPOSAL SPECIFICATIONS

### A. Content of Proposals. Offerors must address the following in their proposals:

1. Team *Qualifications* provide a narrative demonstrating that the offeror has the qualifications necessary to complete this project and that it has a proven and successful track record of engaging in educational facility construction or other similar construction. The narrative must address and include information about the following:
  - a. The offeror's experience and expertise; include a list of the key personnel who would handle this project and a description of their experience, skill, and qualifications (Include design team resumes)
  - b. The offeror's financial viability;
  - c. The offeror's ability to bond this project as required;
  - d. The offeror's reputation; and
  - e. Evidence of the offeror's valid Utah contractor's license.
  
2. *Project Experience* provide a narrative demonstrating that the offeror has the experience necessary to complete this project and that it has a proven and successful track record of engaging in educational facility construction or other similar construction. The narrative must address and include information about the following:
  - a. Examples of the offeror completing other educational facility construction, or completing the construction of projects similar in size and scope to the project described in this RFP; include in this narrative the dates and size of the projects and any other details from those projects that are relevant to the project described herein;
  - b. Record of completing construction projects on time and within budget;
  - c. Past Performance and/or References. Identify any educational facility construction projects the offeror has completed for in the past. If the offeror has not completed any education construction projects, the offeror must provide a list of references for at least three construction projects similar to the project described in this RFP.
    1. Name of entity/company that purchased the construction work from the offeror;
    2. Name of the project;
    3. Name and contact information of a person from the entity in subsection (a) who would be able to answer customer satisfaction questions;
    4. Date when project was completed;
    5. Address where work on the project was performed;
    6. Duration of the construction on the project;
    7. Size of the project (in dollars);
    8. Type of project (school, offices, warehouse building, etc); and
    9. Type of construction (masonry, wood, steel, concrete, etc).

3. *Management Plan.* Provide a management plan that demonstrates how the offeror will manage and complete the project in a manner that meets the requirements and objectives of the school as set forth in this RFP. The management plan must address and include information about at least the following:
  - a. Project schedule;
  - b. Project management;
  - c. Quality control; and
  - d. Safety, including student safety assurance.

If the offeror is aware of any major obstacle to completing the proposed addition that hasn't already been identified in this RFP (such as the existence of any easements, storm drains, or underground utilities that must be relocated; unsuitable soil conditions on site; etc), please identify those obstacles in your management plan and describe how the offeror would overcome the obstacle.

4. *Pricing.* Provide the total anticipated guaranteed maximum price to be charged by the offeror to complete the project.

- B. Selection and Scoring. Selection of a design-build contractor will be based on offerors' responses to these proposal specifications in relation to the Evaluation Criteria set forth in **Section VII**. The successful proposal will address each of the required specifications, demonstrate how the offeror meets or exceeds Saint Olaf Catholic School needs with respect to the project, and communicate clearly how the offeror will complete the project in a timely and economical manner. The Evaluation Criteria set forth in **Section VII** contains a numerical score for each of the proposal specifications and proposals will be ranked based on their score. The Evaluation Criteria Unrelated to Cost will be Objectively scored by the Evaluation and construction Committee based on offerors' responses to the specifications contained in **Section VI(A)(1)-(3)**. The Evaluation Criteria Related to Cost will not be scored by the Evaluation Committee but will be scored independently by a separate committee or person assigned to calculate scores for cost using the following formula: total cost points possible x [2 - (proposal price being evaluated/lowest proposed price)]. The offeror with the lowest proposed price (which proposed price is provided by offerors in response to the specification in **Section VI(A)(4)**) meeting the requirements of the RFP will receive 100% of the cost points (30) and all other offerors will receive a portion of the cost points based on the formula above.

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## VII – EVALUTION CRITERIA

### Evaluation Criteria Unrelated to Cost

- A. Team Qualifications (20 points possible). This criterion is based on the information provided in response to the specifications contained in **Section VI(A)(1)**.
- B. Project Experience (20 points possible). This criterion is based on the information provided in response to the specifications contained in **Section VI(A)(2)**.
- C. Management Plan (30 points possible). This criterion is based on the information provided in response to the specifications contained in **Section VI(A)(3)**.

### Evaluation Criteria Related to Cost\*

- D. Pricing (30 points possible). This criterion is based on the pricing proposal provided in response to the specifications in **Section VI(A)(4)**.

Total points possible based on Evaluation Criteria: 100 points

\* **NOTE:** Cost will be scored independently from the substantive evaluation factors.

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