

REQUEST FOR PROPOSALS
DESIGN AND INSTALLATION SERVICES FOR
PARKING STRUCTURE SECURITY UPGRADES
FOR THE CITY OF CASPER PUBLIC SERVICES DEPARTMENT
CITY ENGINEERING DIVISION

Date: October 14, 2020

Proposals are being requested from qualified contractors to furnish design and installation services for the Parking Structure Security Upgrades Project.

Such proposals will be received by the City of Casper Public Services Department, City Engineering Division, 200 North David, Casper, Wyoming, until 5:00 p.m., Local time, November 13, 2020.

PROJECT DESCRIPTION.

The project consists of the following work at the City of Casper Downtown Parking Structure, located at 237 South Center Street:

- Design of video surveillance system in conjunction with the City of Casper and to meet the desires of the Owner and Operator.
- Furnishing and installation of all equipment to include: cameras, cables, electrical wiring, conduit, monitor(s), storage device(s), hardware, and any other necessary equipment to provide a fully functional video surveillance system.
- Programming, testing, and owner training of complete system.

FUNDING

The total project budget is \$50,000. This total dollar amount includes system design, complete equipment procurement and installation, programming, testing and Owner training of the system.

SCOPE OF SERVICES

The Scope of Services shall, as a minimum, include the following:

- A. Design Phase.
 1. The Contractor shall meet with City representatives to discuss proposed security system configuration and layout.
 2. The Contractor shall prepare plan sheets that illustrate system design and camera coverage, and all details necessary for construction, operation, and maintenance.
- B. Construction:

1. General Administration of Construction Contract. Contractor shall consult with and advise Owner as provided in Articles 1 through 11, inclusive, of the Standard General Conditions of the Construction Contract, No. 1910-8 (1990 edition) of the Engineers' Joint Contract Documents Committee, as amended by the Supplementary Conditions. The extent and limitations of the duties, responsibilities and authority of Contractor, as assigned in said Standard General Conditions, as amended, shall not be modified, except as Contractor and Owner may otherwise agree in writing. All of Owner's instructions to Contractor(s) will be issued through the Owner or Owner's Representative who will have authority to act on behalf of Owner to the extent provided in said Standard General Conditions, as amended, except as otherwise provided in writing. Contractor shall meet with Owner throughout the construction phase as deemed necessary by the Contractor or Owner, but not less than one (1) time per week.
2. Pre-construction Conference. Contractor shall organize and conduct a pre-construction conference, and shall invite representatives of all affected members, the City staff, and the project team. The Contractor will prepare minutes of this conference for future reference, and shall supply a copy to the Owner.
3. Project Coordination. Contractor shall be responsible for coordination with all entities as required to construct the improvements, as well as with all affected property owners within the project areas. This shall include timely notification of construction activities as necessary and the procurement of all necessary certifications from the appropriate agency or agencies.
4. Defective Work. Owner may disapprove of or reject Contractor(s)' Work while it is in progress if Owner believes that such Work does not conform to the Contract Documents or that it will prejudice the integrity of the design concept of the Project as reflected in the Contract Documents.
5. Interpretations and Clarifications. Contractor shall request necessary interpretations and clarifications of the Contract Documents and in connection therewith prepare Work Directive Changes and Change Orders as required, for submittal to Owner.
6. Shop Drawings. Owner shall review and approve, or take other appropriate action with respect to, Shop Drawings (as that term is defined in the aforesaid Standard General Conditions), samples and other data which Contractor(s) are required to submit, but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents. Such reviews and approvals or other action shall not extend to means, methods, techniques, sequences or procedures of construction or to

safety precautions or programs incident thereto.

7. Inspection and Tests. Contractor shall provide for testing as specified in the Contract Documents and the City of Casper Standard Specifications for Public Works Construction and Infrastructure Improvements.
8. Contractor(s)' Completion Documents. Contractor shall receive and review tests and approvals which are to be assembled by Contractor(s) in accordance with the Contract Documents (but such review will only be to determine that their content complies with the requirements of, and in the case of tests and approvals the results certified indicate compliance with, the Contract Documents), and shall transmit them to Owner with written comments.
9. Walk-Through. Contractor shall conduct a walk-through with the City to determine if the Work is Substantially Complete and a final walk-through to determine if the completed work is acceptable.
10. Record Drawings. Contractor shall provide the Owner one (1) set of electronic drawings showing those changes made during the construction process, based on the marked-up prints, drawings, survey data, and other data which Contractor considers significant. Contractor shall also maintain a regularly updated set of "as-constructed" blueprints indicating "as-constructed" Work performed by the Contractor(s). Within thirty (30) days of Substantial Completion, Contractor shall submit one (1) reproducible set of 11"x 17" record drawings to Owner. Contractor shall also provide to Owner a copy of record drawings in PDF, labeled as "Record Drawings – Downtown Parking Structure Security Upgrades.
11. Warranty Period Inspections. Contractor shall perform warranty period inspections for completed construction, during a one (1) year period after Final Completion of the construction phase. Warranty inspections shall include, but not be limited to, addressing construction deficiencies during the warranty period, attending an on-site project inspection walk-through of the project and preparing a listing of noted construction deficiencies at approximately eleven (11) months after the Final Completion date for construction, and follow-up.

CONSTRUCTION FEE

In submitting a proposal for this project, the contractor shall prepare and enclose one detailed fee schedule as covered by the Scope of Services in this RFP. Selection of a contractor to provide services for this RFP shall be based on professional qualifications and fee based criteria.

The fee shall be based on project costs, time and material, based on a not to exceed amount. The fee schedule shall include: design, permitting, furnishing and installing of equipment, and training of

personnel.

The Contractor shall be responsible and responsive to the City in its requests and requirements within the scope of this proposal, and shall confer with and be guided by the directives of the City through the office of the City Manager or his designated representative.

TIMETABLE

Following is the tentative timetable for this RFP:

- | | | |
|----|--|-----------------------|
| 1. | Proposal Due: | November 13, 2020 |
| 2. | Contractor's Presentation and Interview: | November 18, 2020 |
| 3. | Selection of Contractor by Council: | December 15, 2020 |
| 4. | Completion of Services: | March 19, 2021 |

The submittal of a proposal will be indication that the Contractor has no problem in keeping this schedule.

CONTRACT

The Contractor will be required to sign a contract with the City relating to the work to be performed. Such contract shall include, but not necessarily be limited to, the following articles: method of compensation, time of performance, subcontracts, duties of the contractor, termination of the contract, ownership of material, changes, EEO, ADA, submission of material, and obligations of the City.

SELECTION.

The selection of the contractor will be based upon project team qualifications, team management/organization, ability of firm to recognize design opportunities in the project, demonstrated design experience, willingness to meet time requirements, and price proposal.

In making a proposal, the Contractor hereby certifies that he has reviewed this RFP and is familiar with all conditions contained therein.

City staff will review all proposals. Final selection of the contractor will be made by the City Council.

GENERAL.

A. Additional Information.

In addition to the items addressed in the Scope of Services, the following information relating to the contractor's qualifications is required.

1. The contracting firm's name, address, and telephone number.
2. Types of services which your firm is qualified to provide.
3. Names of key personnel, the experience of each available for this project, each key personnel's proposed work load and availability towards this project.
4. Names and addresses of outside contractors or associates which will be retained for assistance.
5. Recent list of completed projects most similar to this project, including key contacts and references, approximate budget, and other pertinent information.

B. Addendum or Supplement to Request for Proposal.

In the event that it becomes necessary to revise any of this Request for Proposal (RFP), an Addendum to this RFP will be provided to each Contractor. The City reserves the right to change submission date(s) for any reason, including an Addendum or Supplement to the RFP.

C. Late Proposals.

Late proposals will not be accepted. It is the responsibility of the Contractor insure that the proposal arrives prior to 5:00 p.m., Local Time, November 13, 2020.

D. Rejection of Proposals.

The City of Casper reserves the right to reject any or all submissions, and to waive informalities and minor irregularities in submissions received, and to accept any portion of a proposal or all items if deemed in the best interest of the City of Casper.

E. Response Material Ownership.

All material submitted regarding this RFP becomes the property of the City of Casper and will only be returned to the Contractor at the City's option. Responses may be reviewed by any person after the final selection has been made. The City of Casper has the right to use any or all ideas presented in reply to this request. Disqualification of a Contractor does not eliminate this right.

F. Incurring Costs.

The City of Casper is not liable for any costs incurred by the Contractor prior to issuance of an agreement, contract, or purchase order.

G. Acceptance of Proposal Content.

The contents of the proposal of the successful Contractor may become contractual

obligations if the City of Casper wishes to execute a contract based on the submitted proposal. Failure of the successful Contractor to accept these obligations in a purchase agreement, purchase order, contract, or similar instrument may result in cancellation of the award, and such Contractor may be removed from future solicitations.

H. Reference Checks.

The City of Casper reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the City in evaluating the Contractor's performance on previous assignments.