

TETON COUNTY HOUSING AUTHORITY
REQUEST FOR PROPOSALS
260 West Broadway, Suite C
Tenant Improvements

I. Invitation to Submit Proposals. The Teton County Housing Authority, a duly constituted Housing Authority established by Teton County, Wyoming pursuant to W.S. §15-10-116, as amended (TCHA/Owner) invites interested firms/individuals (Firm) to submit a response to a Request for Proposals (RFP) to provide Tenant Improvements for 260 West Broadway, Suite C, Jackson, Wyoming.

II. Proposal Content. The proposal should include total fees and a timeline for beginning and completing demolition and construction of tenant improvements of the existing office space located at 260 West Broadway, Suite C, Jackson, Wyoming. Please follow the link for floor plans, and bid drawings.

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From the menu on the left select Private Planroom
Enter job key mlatsa (all lower case)
To view plans select View Plans tab
You can order plans from there as well.

Proposals should include an itemized breakdown of services and associated fees.

III. Project Information. The space is an existing 1146 sf office space. Renovation will include removal and construction of walls, acoustic ceiling tiles/grid, cabinetry, flooring, bathroom and associated mechanical, electrical & security system work along with rebuild of a new design.

IV. Preliminary Selection Schedule. The anticipated selection timeframe is as follows:

Task Description	Date
Notice of Request for Proposals (RFP)	July 1, 2015
Deadline for Submittals	July 17, 2015 @ 5:00 P.M.
Interviews of Qualified Finalists by TCHA Board	July 21-22, 2015 (potentially)
Selection of Firm	July 24, 2015

V. Proposal Content. Each Firm should provide the following information in the response to the Request for Proposals.

- A. Executive Summary: Provide a brief narrative of the Firm's philosophy of doing Projects of this scope.
- B. Key Individuals: Identify key individuals within the Firm that would participate in this Project. Include resumes and most recent experience of these key individuals.
- C. References: Provide three (3) current references from individuals/firms that have experience working with your firm.
- D. Projects/Experience: Provide a minimum of three (3) similar projects that your firm has worked on. Please list project name, contract value and project reference with contact information
- E. Timing. Provide a timeline of when your firm would have the ability to go under contract and begin work.
- F. Fee Proposal. Provide a detailed fee proposal based on the construction drawings/documents.

VI. Scope of Services

- A. Demolition and Remodel of an existing 1146 sf office space. Renovation will include removal and construction of walls, acoustic ceiling tiles/grid, cabinetry, flooring, bathroom and associated mechanical, electrical & security system work.
- B. Contractor shall provide all material, labor, and equipment to remodel and renovate the interior of the office space as specified herein and in the construction documents.
- C. Contractor shall use products that meet or exceed the specifications included in the construction documents and in all cases meet or exceed the requirements of local building codes.
- D. All renovations and replacements shall be subject to inspection and approval by a TCHA representative. The final inspection shall be conducted by all parties responsible for the job including TCHA's representative.
- E. Contractor/s shall be licensed as required by the Town of Jackson and the license shall be current and in good standing.
- F. Contractor shall follow the manufacturer's recommendations during the installation of any equipment and/or materials unless in conflict with applicable codes and/or specifications.

G. Contract will be between the selected firm and Teton County Housing Authority.

VII. Submission Procedures.

A. Submission Deadline. A sealed original submittal and five (5) hardcopies must be received by TCHA (Owner) at the Teton County Housing Authority Office by **5:00 PM MST, Friday, July 17, 2015**. TCHA reserves the right to request additional information which in the TCHA's opinion is necessary to assure that the TCHA has complete information with regard to the Firm's competence, business organization, and financial resources to assist in determining if the Firm is qualified.

B. Submission Location. Hardcopies of responses to this RFP should be submitted to:

Teton County Housing Authority Offices
Stacy Stoker, Executive Director
260 West Broadway, Suite B
P.O. Box 714
Jackson, Wyoming 83001
(307) 732-0867 (Phone)

C. Interviews. Upon completion of the evaluation of proposals, the TCHA Board's selection committee shall rank the prospective Firms that have submitted an RFP and may designate up to three (3) Firms to potentially interview.

VIII. Criteria for Evaluation of Proposals. The TCHA Board's selection committee shall evaluate Firms that submit a timely response to the RFP based upon the Qualifications of the Firm and the Firm's fee proposal.

IX. Notices, Reservations of Rights and Waivers.

A. By submitting a proposal, each submitting Firm or individual agrees to waive any claim it has or may have against the TCHA and the Firm retained by the TCHA, their respective employees, arising out of or in connection with the administration, evaluation, or recommendation of any proposal; acceptance or rejection of any proposals; and award of the contract.

B. TCHA reserves the right (a) to terminate the Request for Proposals/Proposals process at any time; (b) to reject any or all proposals; and (c) to waive formalities and minor irregularities in the proposals received.

C. TCHA further reserves the right to conduct a pre-award survey and reference checks of any Firm under consideration to confirm any of the information furnished by the Firm or to require other evidence of managerial, financial, technical, and other capabilities, the positive establishment of which is determined by TCHA to be necessary for the successful performance of the contract.

D. By submitting a proposal, each submitting firm or individual agrees, in consideration of the objective evaluation of all proposers for the Tenant Improvement services identified in the RFP, to sign a release of liability as follows:

Proposer hereby releases, discharges and agrees to hold harmless the TCHA, its directors, employees and agents, and any third-parties who provide any information to TCHA, as well as any assignees from any and all claims for damages for libel, slander, defamation, invasion of privacy, false light, tortuous interference with business expectancy or any other claim based on any investigation of the background, reference, credentials, history, experience and abilities of the proposer and any statements, comments, records, documents, or publications, not maliciously made, in any form, made by or received by the TCHA and any third-parties providing requested information about the proposer's background, history, credentials and/or abilities to provide the Scope of Services identified in the RFP.

E. Cost of Submittal Preparation. Any costs incurred by Firm responding to this RFP in anticipation of receiving a contract award shall be the responsibility of the Firm submitting the response. The Owner shall not reimburse the Firm for any such expenses.

X. Modification or Withdrawal of Proposals.

A. A Proposal may not be modified, withdrawn or canceled by the Firm during the stipulated time period following the time and date designated for the receipt of Proposals, and each Firm so agrees in submitting a proposal.

B. Prior to the time and date designated for receipt of Proposals, a Proposal submitted may be modified or withdrawn by notice to the party receiving Proposals at the place designated for receipt of Proposals. Such notice shall be in writing over the signature of an authorized representative of the Firm. A change shall be so worded so as not to reveal the amount of the original Proposal.

- C. Withdrawn Proposals may be resubmitted up to the date and time designated for the receipt of Proposals provided that they are then fully in conformance herewith.
- D. The Firm's proposal submissions is Firm's guarantee that the fees, costs and expenses quoted have been arrived at without collusion with other eligible Firms and without effort to preclude the Owner from obtaining the lowest competitive price.
- E. Proposals due at a specified date and time must be received at Owner's location by that date and time to receive consideration. Proposals received after the specified date and time are considered late and are not opened. Owner is not responsible for any late Proposals received by mail or any other method of delivery.

XI. Negotiation of Contract.

- A. Negotiations with Highest Ranked Proposer. TCHA shall attempt to negotiate the Tenant Improvement contract with the highest ranked Proposer and may enter into a Tenant Improvement Remodel contract after successful negotiations.
- B. Negotiations with Next Highest Ranked Proposer. If TCHA is unable to negotiate a satisfactory contract with the highest ranked Proposer, TCHA may terminate negotiations with that Proposer. TCHA may then undertake negotiations with the second highest ranked Proposer and may enter into a Tenant Improvement contract after successful negotiations. If TCHA is unable to negotiate a satisfactory contract with the second highest ranked Proposer, TCHA may undertake negotiations with the third highest ranked Proposer, if any, and may enter into a Tenant Improvement contract after negotiations.
- C. Requirement of Execution of Written Contract. No contractual rights shall be created between the Contractor for Tenant Improvements and TCHA until a written contract has been negotiated, agreed upon, approved by the TCHA Board, and executed by all parties thereto.
- D. Insurance and Bonding. The contract shall provide that the Contractor for Tenant Improvement shall provide insurance coverage for the Project which shall not be less than the amounts listed in the contract as set forth in the Request for Proposals; such insurance coverage shall include professional liability, general liability, automobile liability, and workers' compensation.

- E. Modification of Tenant Improvement Contract. The Tenant Improvement contract may be conditioned upon later refinements in scope and price and may permit TCHA in agreement with the Contractor to make changes in the Project without invalidating the contract. Later refinements shall not exceed the Scope of the Project statement contained in the Request for Proposals.
- F. Unsuccessful Negotiations with Tenant Improvement Candidates. If TCHA is unable to negotiate a satisfactory contract with any of the ranked Proposers, TCHA may either revise the request for proposals and solicit new proposals or cancel the Tenant Improvement selection process.

XII. REJECTION OF PROPOSALS. TCHA reserves the right to reject any and all proposals in response to this Request for Proposals that are deemed not to be in TCHA's best interests. TCHA further reserves the right to cancel or amend this Request for Proposals at any time and will notify all recipients accordingly.

Post-Construction

- **Punchlist.** The Contractor for Tenant Improvements will perform the punch list in conjunction with the Architectural firm and monitor progress and completion of corrective work identified on the punch list.
- **Substantial Completion.** The Architect will make recommendations to the Owner concerning issuance of the Certificate of Substantial Completion.
- **Final Acceptance.** The Architect will make recommendations to the Owner concerning final acceptance of project and release of final payment to contractor(s).

**Appendix 2
EVALUATION CRITERIA**

Evaluation Criteria

A Selection Committee, consisting of the TCHA Board/Owner and other individuals chosen by the TCHA Board/Owner who have expertise and knowledge of the 260 W Broadway, Suite C project, shall evaluate the Submittals based on the following criteria:

	<u>Rating</u>	<u>Weight</u>	<u>Score</u>
Criteria One / Proposal Format			
Professional presentation, Followed instructions	_____	<u>2.0</u>	_____
Criteria Two / Implementation of Project Goals			
Methodology, understanding what is wanted.	_____	<u>5.0</u>	_____
Proposals of firm on comparable government projects.	_____	<u>5.0</u>	_____
Criteria Three / Personnel and Staffing Plan			
Experience and qualifications of key personnel assigned to this project.	_____	<u>5.0</u>	_____
Criteria Four / Timing			
Capacity to begin working on the project end of July.	_____	<u>5.0</u>	_____
Criteria Five / Innovative ideas			
Ideas, concepts that can reduce overall costs, expedite progress, and result in a better-quality end product.	_____	<u>5.0</u>	_____
Criteria Six / Fees			
How fees compare with other proposals.	_____	<u>5.0</u>	_____
Criteria Seven / References			
Credible references were provided.	_____	<u>2.0</u>	_____
Total Score	_____		

Rating Points:

10 - Excellent, 7.5 – Good, 5.0 – Satisfactory, 2.5 – Marginal, 0.0 - Unsatisfactory

