



# City of Tombstone

P.O. Box 339 \* 613 E. Allen Street

Tombstone, Arizona 85638

Phone (520) 457-2202 TTY: 1-800-367-8939 Fax (520) 457-3516

E-mail: [cityhall@cityoftombstone.com](mailto:cityhall@cityoftombstone.com)

## REQUEST FOR PROPOSAL

### SENIOR CENTER HARDSCAPE IMPROVEMENTS

#### RFP #02-16

Requested June 24, 2016

Please deliver all submittal materials no later than  
2:00 PM on Friday, July 15, 2016  
to the address below:

City of Tombstone  
Attention: City Clerk  
613 E. Allen Street  
PO Box 339  
Tombstone, AZ 85638

# SENIOR CENTER HARDSCAPE IMPROVEMENTS

## RFP #02-16

### CITY OF TOMBSTONE, ARIZONA

#### 1. INTRODUCTION

The City of Tombstone (City) is actively seeking proposals from qualified bidders, hereinafter referred to as the (Contractor), to provide hardscape improvements including concrete sidewalks, concrete landings, concrete stairs and metal handrails at stairs. Services shall be provided to the City of Tombstone Senior Center located at 507 E. Toughnut Street Tombstone AZ 85638, and shall be in full accordance with the building code, specifications and terms and conditions contained in this Request for Proposal (RFP).

#### 2. SCOPE OF SERVICES

A preliminary scope of services is provided below. Installation work is expected to begin upon successful Contractor selection. The contract may be amended at a later date to include additional related services if deemed necessary by the City.

The contractor shall provide all materials and labor for installation of;

- A. One set of concrete stairs for access to the south parking lot (standard color w/broom finish)
- B. 20 linear feet of painted metal handrail at the concrete stairs (both sides)
- C. 40 linear feet of 4' concrete sidewalk (standard color w/broom finish)
- D. 20 linear feet of 7' concrete sidewalk (standard color w/broom finish)
- E. 60"x60" concrete landing at the bottom of the ramp serving the kitchen (standard color w/broom finish)
- F. 48"x48" concrete landing at the bottom of the stairs serving the kitchen (standard color w/broom finish)
- G. 48"x36" concrete equipment pad serving the air conditioner condenser (standard color w/broom finish)
- H. 60"x60" concrete equipment pad serving a future generator (standard color w/broom finish)
- I. 5'7"x30' concrete landing and sidewalk serving the two entrance doors (stamped colored concrete with wood board/grain finish)
- J. Raise and cap two 4" sewer cleanouts and provide pedestrian traffic rated cap
- K. Install control joints in concrete sidewalks as required to minimize cracking
- L. Disconnect and reconnect AC condenser as needed for equipment pad install

All work shall meet the requirements of the International Building Code, International Plumbing Code and ADAAG. Work is generally completed in public spaces and around multiple existing utilities and will require pedestrian traffic and BLUE STAKE coordination.

- A. Contractor shall indicate estimated time for completion of the project
- B. Contractor shall provide all equipment, tools and materials
- C. Contractor is responsible for cleanup and removal of all construction debris daily
- D. Contractor is responsible for the demolition and removal of existing material as agreed to by the end user
- E. All concrete shall be a minimum 2500 psi design strength and 4" thick
- F. All sidewalks shall have a maximum slope of 5% in the direction of travel and 2% cross slope
- G. All landings and equipment pads shall have a maximum slope of 2% in any direction
- H. All landings at doors shall be a minimum width of the door they serve and 44" in the direction of travel
- I. All landings at ramps shall be a minimum width of the ramp they serve and 60" in the direction of travel
- J. A landing shall be provided at the top and bottom of each stair and shall measure the same width and depth as the stairs they serve
- K. All stairs shall have a minimum width of 44", riser height of 4" minimum and 7" maximum, have a minimum tread depth of 11"
- L. All handrails shall painted steel, be installed at a height of 34" minimum and 38" maximum measured from the nosing of the tread, extend a minimum of 12" past the top and bottom tread, return to the walking surface, be a minimum of 1¼" to 2" in diameter, the gripping surface shall be continuous without interruption or obstruction and the handrail shall be able to resist a minimum load of 50 lbs per linear foot
- M. Buildup of areas at sidewalks shall be provided by the contractor, shall be of approved AB material and shall be properly compacted prior to concrete placement
- N. Buildup of landscape areas outside of the sidewalk footprint shall be provided by the City Public Works Department
- O. Contractor shall notify the City of all discrepancies related to the work involved
- P. Contractor is responsible for contacting BLUE STAKE to mark any nearby underground utilities before commencing work
- Q. Contractor shall provide 1 year workmanship and materials warranty
- R. Contractor shall meet the City of Tombstone insurance and indemnification requirements
- S. The City of Tombstone reserves the right to accept any or all proposals, or reject all proposals

### 3. INFORMATION

A site walk will be conducted at **507 E. Toughnut Street, Tombstone, AZ 85638** on **July 1, 2016 at 10:00 AM**.

Complete the RFP “**ACKNOWLEDGEMENT OF RECEIPT – ATTACHMENT A**” and submit by July 6, 2016.

Any questions regarding this RFP should be made no later than Wednesday July 6, 2016 in writing to: Debbie Hankerd, Senior Center Director, E-mail: [cityhall@cityoftombstone.com](mailto:cityhall@cityoftombstone.com) or Fax: 520-457-3516. If required, a written addendum will be issued.

### 4. PROPOSAL REQUIREMENTS

Each proposal must include the following information:

#### A. **COVER LETTER**

Briefly state the Proposer’s understanding of the services to be rendered, and make a positive commitment to perform according to the requirements listed in this RFP. A representative who is authorized to contractually bind the Contractor shall sign the cover letter.

#### B. **REFERENCES**

Provide at least three (3) references for similar work that has been performed by the firm. Include contact person’s name, organization, phone number and email address.

#### C. **ITEMIZED COST BREAKDOWN**

Provide a detailed description of the materials, labor and total cost for the services requested including all applicable fees, taxes and delivery charges.

### 5. SUBMITTAL AND EVALUATION OF PROPOSALS

**REQUIRED PROPOSALS:** Five (5) hard copies of each component of the submittal shall be delivered in a sealed envelope to the City of Tombstone, 613 E. Allen Street, PO Box 339, Tombstone, AZ 85638 by 2:00 PM on July 15, 2016. All envelopes and materials should be clearly marked “**SEALED BID - RFP #02-16 – SENIOR CENTER HARDSCAPE IMPROVEMENTS**”. Any proposals received after the due date will not be considered. The proposals will be publicly opened on July 15, 2016 at 2:05 PM at City of Tombstone - City Hall, 613 E. Allen Street, Tombstone, AZ 85638.

- A. **RFP FORMAT:** All RFP material must be legible on standard 8 ½ x 11 papers. The RFP must be limited in format and length to fourteen (14) pages maximum count. All foldout sheets, up to a maximum of 11"x17" (2) sheets will be counted as two (2) pages and shall be labeled as such. A certificate of insurance as outlined in General Conditions Item B shall be included.

Material excluded from the fourteen (14) pages maximum count include and shall be limited to:

Front Cover (blank on back side)  
Submittal Cover Letter (one page maximum)  
Table of Contents (one page maximum)  
Divider Pages (blank except for title information)  
Certificate(s) of Insurance  
Back Cover (blank on one side)

Proposing firms must indicate receipt of all addenda to this RFP, if any.

- B. **EVALUATION CRITERIA:** Proposals will be reviewed by the City's evaluation committee based on the overall responsiveness to the criteria set forth in Item 5 and on the lowest total costs of deliverable services and materials.
- C. **SELECTION:** The successful firm will be selected based on the overall responsiveness to the criteria set forth in Item 5 and on the lowest total costs of deliverable services and materials. Final selection will be determined by approval of the Mayor and Council. The City of Tombstone reserves the right to accept any or all proposals, or reject all proposals.

**Calendar of Events:**

<b>RFP Posted:</b>	June 24, 2016
<b>Site Walk:</b>	July 1, 2016
<b>Deadline to Submit Questions:</b>	July 6, 2016
<b>Responses to Questions:</b>	July 8, 2016
<b>Submission of RFP:</b>	July 15, 2016 by 2:00 PM

6. **GENERAL CONDITIONS**

- A. **CONFLICT OF INTEREST:** The successful firm shall disclose any potential conflicts of interest it may have with the City of Tombstone, and shall address and resolve any individual matters involving a conflict in advance of appointment. Such conflicts shall be disclosed as part of the RFP submission.
  
- B. **INSURANCE AND INDEMNIFICATION:** The selected firm must maintain professional, general, automobile and employee liability insurance in addition to workers' compensation insurance in the minimum amount of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate and name the City of Tombstone as an additional insured. Additionally, the selected firm must state in its RFP that it shall indemnify and hold harmless the City of Tombstone from any claims arising out of any work or services provided by the firm including, but not limited to, claims by any federal, state or county agency that there is, or may be, a violation of a law or regulation.
  
- C. **DATA COMPILATION:** The selected firm shall take all steps necessary to safeguard any data, files, reports, surveys, drawings or other information from loss, destruction or erasure. Any costs or expenses of replacing or damages resulting from the loss of such data shall be borne by the contractor when such loss or damage occurred through its negligence. The selected firm shall retain all data, files, reports, drawings or other information and shall provide a copy the same to the Clerk of the City of Tombstone within 60 days of the date such data, file, report, survey, drawing or other information is created.
  
- D. **FEDERAL AND STATE LAWS:** The selected firm shall include in its RFP that it shall be solely responsible for obtaining all permits and complying with all other federal or state laws, regulations or requirements governing a municipalities' water system.
  
- E. **CANCELLATION:** City Code Section 1-18-4F states "The purchasing agent under subsections 1-18-2A, B, C and D of this chapter and the mayor and council under subsection 1-18-2E of this chapter shall have the authority to reject any and all bids and parts of all bids and re-advertise or re-solicit bids. (Ord. 3-1989, 4-17-1989)"

The signer of the Bid must declare that the Bid is in all respects fair and in good faith without collusion or fraud and that the signer of the Bid has the authority to bind the principal proponent.

Total Project Cost: \_\_\_\_\_

Company Name: \_\_\_\_\_

Authorized Bidder: \_\_\_\_\_

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished are included in this RFP and all information provided is true and correct.

End.....

**ATTACHMENT A**

**ACKNOWLEDGEMENT OF RECEIPT OF RFP  
#02-16 – SENIOR CENTER HARDSCAPE IMPROVEMENTS  
ACKNOWLEDGEMENT OF RECEIPT FORM**

In acknowledgement of receipt of this Request for Proposal, the undersigned agrees that he/she has received a complete copy, beginning with the Title Page (Page 1 of 8), and ending with Attachment A (Page 8 of 8).

This Acknowledgement of Receipt should be signed and returned to the Senior Center Director no later than 5:00 PM on July 6, 2016. Only Vendors who elect to return this form completed with the intention of submitting a proposal will receive copies of all Vendor written questions and the CITIES written responses to those questions, as well as RFP amendments, if any are issued.

COMPANY NAME: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

This name and address will be used for all correspondence related to the Request for Proposal and be used when distributing the written responses to questions and any RFP amendments. Written responses to questions and any RFP amendments will also be available on the CITY website at [www.cityoftombstone.com](http://www.cityoftombstone.com). Return this form to the Senior Center Director:

Debbie Hankerd, Senior Center Director, PO Box 339 Tombstone, AZ 85638  
Fax: 520-457-3516, E-mail: [cityhall@cityoftombstone.com](mailto:cityhall@cityoftombstone.com)