

# Town of Huachuca City, Arizona



**Request for Proposals  
Town HURF Projects**

**Submission Deadline  
4:00 P.M. Local Time  
Friday, December 6, 2019**

**Proposal must be submitted to  
Town Clerk's Office  
Town of Huachuca City, AZ  
500 N. Gonzales Blvd  
Huachuca City, Arizona 85616  
Phone No. (520) 456-1354  
Fax (520) 456-2230  
jcollins@huachucacityaz.gov**



## PUBLIC NOTICE

Notice is hereby given that the Town of Huachuca City, Arizona will receive sealed proposals for HURF CONSTRUCTION PROJECTS from November 12, 2019 until 4:00 P.M., local time, Friday, December 6, 2019, when they will be opened by the Town Manager's office and Town Clerk's office.

All proposals must be directed to the following address: Town Clerk, Town of Huachuca City, 500 N. Gonzales Blvd, Huachuca City, Arizona 85616, or hand delivered to the Town Clerk's Office at the same address. All proposals shall be clearly marked "HURF CONSTRUCTION PROPOSAL FOR THE TOWN OF HUACHUCA CITY" on the lower left hand of the sealed envelope.

The Town is not responsible for the pre-opening of, post opening of or the failure to open a proposal not properly addressed, submitted or identified.

Scope of work may be obtained from the Town Manager's Office, at the address named above, Monday through Friday, 8:00 A.M. through 5:00 P.M.; phone # (520) 456-1354, fax # (520) 456-2230 or email [jcollins@huachucacityaz.gov](mailto:jcollins@huachucacityaz.gov).

The Town Manager of Huachuca City reserves the right to reject any and/or all proposals or accept the proposals which they deem are in the best interests of the Town. Proposals received after the time specified shall be returned unopened.

# **Request for Proposals (RFP) for HURF Construction Projects for the Town of Huachuca City, Arizona**

## **1. Summary Statement of Work**

- 1.1 The Town of Huachuca City, Arizona (Town) is soliciting proposals for the upcoming HURF Construction Projects.
- 1.2 The Town is planning to award one (1) contract (Contract).
- 1.3 The Town can select which of the HURF Construction Projects it chooses to complete. Contractor should quote a price for completion of all projects, and a quote per project.
- 1.4 All contractor quotes must be guaranteed 90 days from December 6, 2019.
- 1.5 Town is anticipating award of the Contract in December 2019.
- 1.6 See list of contracted projects for project specifications.

## **2. General Information and Instructions to Proposers**

- 2.1 The Town Clerk will maintain the original documents, related terms and conditions, Exhibits, and all other attachments, in an archival copy. Any modification of these, In the proposer's submission, are grounds for immediate disqualification.
- 2.2 The Town of Huachuca City is located on Arizona Hwy 90 approximately 55 miles southeast of Tucson, Arizona. The Town is located at an elevation of 4,400 feet. It has mild winters (rarely gets below freezing), and warm summers (gets above 100). There are two rainy seasons (in the summer from July through Sept and the winter from January through March). The Town has a residential population of approximately 1783. The Town has a commercial Sector which mainly retail trade. This biographical information is provided for background purposes only; each proposer must verify whatever information it deems important before submitting a proposal to perform the requested scope of work.
- 2.3 The planned schedule for this RFP is:
  - November 12 - Issue the RFP
  - November 24 - Questions/Inquires due by 10AM MST
  - December 6 - Proposals to be received by 4 PM MST in the Town Clerk's Office.

- December 12- Town Council selects winning bidder & selects HURF projects to be completed
- December 13 Winning bidder notified
- December 18 - Scheduling of Town projects with Town Manager/Contractor

2.4 It is the proposers' responsibility to fully understand the RFP, contract, any associated documents, and any responses to inquiries made to the proper official of the Town. The Proposers should study the materials, ask questions of the appropriate Town Official, and consult such experts as they may deem necessary to assist in gaining such understanding. The Town reserves the right to disqualify any proposer who demonstrates less than such understanding. Further, the Town reserves the right to determine, at its sole discretion, whether the proposer has demonstrated such understanding. Related to this, the Town reserves the right to cancellation of award, if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to the Town.

2.5 All information and responses to questions made by the Town is offered in good faith. Individual items are subject to change at any time. The Town is not responsible or liable for any use of information, or for any claims attempted to be asserted there from.

2.6 No verbal communication will be effective unless confirmed in writing by the specified Town Official in charge of managing this RFP.

2.7 The Officials in charge of interfacing with Proposers are the Town Clerk, Janine Collins and Town Manager Matthew Williams. Their contact information is as follows:

Town of Huachuca City

Town Clerk, Janine Collins  
 500 N. Gonzales Blvd  
 Huachuca City, AZ 85616  
 520-456-1354 Work  
 520-456-2230 Fax  
[jcollins@huachucacityaz.gov](mailto:jcollins@huachucacityaz.gov)

Town Manager, Matthew Williams  
 500 N. Gonzales Blvd  
 Huachuca City, AZ 85616  
 520-456-1354  
[mwilliams@huachucacityaz.gov](mailto:mwilliams@huachucacityaz.gov)

2.8 Once this RFP has been issued, Proposers are not to contact any other Town employees/Officials concerning the RFP. Any such contact may result in disqualification. Collusion of the Proposer with other Proposers or employees thereof,

or with any employee or Official of the Town is prohibited and may result in disqualification or cancellation of any award of contract made under this RFP.

- 2.9 All questions, communications and inquiries concerning this RFP shall be in writing. Proposers may bring to the Town attention what they feel are errors, omissions, discrepancies, or any other matters which they feel could use clarification. These must be submitted in writing (Hand delivered, e-mail and facsimile are acceptable). Town reserves the right to accept, and incorporate any suggestions as the Town may see fit.
- 2.10 The Town will make a good faith effort to respond to all written documents with a written response within three (3) business days through posting of a notice in the Town Hall, mailing by U.S. Postal Service, posting notice on the Town's web site, and if the Proposers has submitted their e-mail address the responses will be by e-mail. All Proposers who have indicated an interest in this RFP will be supplied the written responses, but the Town cannot assure that it will notify each party interested in submitting a response unless the party notifies the Town of its interest in receiving updates.
- 2.11 The Town will not respond to any request for information or clarification concerning this RFP, which is received after 10 A.M MST November 24, 2019.
- 2.12 Proposers shall submit its price proposals in the format provided in this RFP. Proposers may submit supplemental information to clarify their proposal. Any such supplemental information shall clearly state it is supplemental and shall clearly indicate what is being supplemented. The Town at its sole discretion may accept the information or reject the information. If the supplemental information is accepted and if used as a basis for award of the RFP, such information will be incorporated into the Contract.
- 2.13 Vendor's response to this RFP may not be modified after the Closing date and time. A Town Official may contact any Proposer to seek clarification on the response to the RFP submitted by that Proposer.
- 2.14 The response to the RFP must be properly signed and where required initialed by an authorized representative of the Proposer. Failure to provide signatures and/or initialing may be grounds for disqualification.
- 2.15 The response to the RFP must include the information in Section 4 in the format provided in the RFP. The response must clearly and boldly state information in the format required in this RFP. Supplemental information may be provided on pages which follow the required RFP pages. If supplemental information is provided it should be clearly cross referenced to the required formatted pages, small notations or numbers may be added to the required format to ease cross reference. The Town reserves the right to reject, discount, disallow; without prior notice or contact with the Proposer and without liability of any kind or amount; any or all information that the Town deems overly complex, disorganized, or difficult to evaluate.

- 2.16 Proposals must be received: by the Town Clerk, at 500 N. Gonzales Blvd, Huachuca City, AZ 85616, prior to 4 P.M. MST on December 6, 2019. The Town shall not accept proposals received by Fax or by e-mail. The Town shall at or before the specified time accept all proposals that are properly presented. The Town will allow interested parties to be present at the closing time for accepting proposals. The Town Clerk will open and record the names of all proposers. The Town will make no immediate decision and there will be no disclosure of any information, beyond the name of the proposers, until after the formal notice of award and execution of any contract resulting from this RFP.
- 2.17 Any proposals received after 4 P.M. MST on December 6, 2019 by the Town in response to this RFP will not be opened and will be rejected, and will not be considered by the Town in award of this RFP.
- 2.18 The Town reserves the right to retain or dispose of all proposals submitted in response to this RFP; however, the Town may return the proposal(s) to the Proposer if requested by the Proposer and at no cost or expense to the Town.
- 2.19 Proposals must be submitted in a sealed envelope with the following information clearly marked on the outside of the sealed envelope:
- “HURF Construction Projects for the Town of Huachuca City.”**
- 2.20 The Town of Huachuca City shall not be liable in any manner or to any extent for any cost or expense incurred by any proposer in the preparation, submission, presentation, or any other action connected with responding to this RFP.
- 2.21 Proposers are to submit **three (3) identical copies** in a single sealed envelope.
- 2.22 Proposals shall be valid for a period of at least ninety (90) days after 4 P.M. December 6, 2019; to permit: evaluation, consideration, award, and contract execution of the proposals.
- 2.23 The Town intends to contract with one (1) company for multiple HURF construction projects. The Town reserves the right to terminate this RFP process at any time up to the time of contract signing, without prior notice and without liability of any kind or amount. Additionally, the Town reserves the right to commence at anytime a RFP process seeking the same or similar services.
- 2.24 The Town may accept or reject any proposal, in part or in its entirety, if the Town determines in its sole discretion that such proposal contains errors, omissions, or other problematic information. The Town may decide upon the materiality of such errors, omissions, or other problematic information.

- 2.25 The Town reserves the right to review the proposer’s capability to deliver the services presented in the RFP. The City may use information submitted by the proposer and such other relevant information the Town may obtain. The Town retains the sole right to make the decision on the proposer’s capability.
- 2.26 The Town shall evaluate each response to this RFP based upon the information provided in the proposal, other relevant information the Town may acquire concerning the proposal, the ability of the Town to use the methods proposed to satisfy the Town’s needs, the format used, pricing, and the advantages to the Town of the Proposal. The Town is under no obligation to select as most advantageous to the City the lowest-priced proposal. The Town shall at a minimum consider; the ability of the proposer to furnish the services in the most advantageous manner to the Town; the demonstrated ability of the proposer to deliver the services based upon actual delivery in other communities; the ability of the proposer to demonstrate the stability to perform during the proposed term of the contract; the cost of performing the services; the ability of the proposer to begin the projects in December 2019; and other pertinent information concerning the capabilities of the proposer. The Town shall evaluate responsive proposals and assign a numeric value to each category, with the maximum value of each category being:

Category	Maximum Possible Score
The ability of the proposer to furnish the services in the most advantageous manner to the Town	25
The demonstrated ability of the proposer to deliver the services based upon actual delivery in other communities	25
The ability of the proposer to demonstrate the stability to perform during the proposed term of the contract;	25
The cost to the Town of performing the services	50
The ability of the proposer to begin the projects in December 2019	25
Other pertinent information concerning the capabilities of the proposer	10

The proposal with the best value to the Town will be identifying the highest combined, aggregated scoring proposal.

- 2.27 The Town reserves the right to communicate with proposers during the evaluation process to clarify information submitted in their proposal(s).
- 2.28 The Town reserves the right to clarify any information in any responsive proposal, including clarifying details; resolving minor differences and errors; receiving assurances from the proposers; and other minor details.



- 2.29 After the award and execution of the contract resulting from this RFP, the proposals become a matter of public record and are available for review during Town's regular business hours.
- 2.30 In the event of any conflict between any documents involved in the RFP process, the order of precedent shall be: Contract, RFP, and written response to comments and suggestions by the Town, and the response to the RFP by the proposer.
- 2.31 The Successful Proposer will be required to execute a contract with the Town according to its standard terms and conditions, a copy of which are available from the Town upon request.

### **3. Scope of Work, Requirements, Pricing, Miscellaneous**

- 3.1 This section identifies specific requirements that must be met by the Proposer in their response to the RFP. Unless specifically indicated in writing the Proposer is providing assurance to the Town that the Proposer can provide the service as indicated. If the Proposer cannot offer the service, the Proposer must specifically state it cannot provide the service and the Proposer must indicate how it would contemplate the service would be delivered by another party. Additional pages may be provided; if additional pages are provided, they shall cross reference with the numbered sections below and be individually numbered pages.
- 3.2 The Successful Proposer will provide all labor, supervision, training, tools, and equipment to complete all of the Town selected projects in the HURF RFP.
- 3.3 The Successful Proposer will obtain and maintain a business licenses within 14 days of notification of potential award of Contract.
- 3.4 The Successful Proposer realizes that Town Council may select to do one, some or all of the HURF projects listed.
- 3.5 The Successful Proposer will provide information including names, addresses and contact telephone numbers of at least three (3) other communities under which the Proposer has recently completed similar projects.
- 3.6 Contractors must provide a quote for all of the projects listed below. Note: Quotes should be listed per project. Contractor should all provide a price to complete all the projects, should all projects be selected. See projects listed below:

#### **1. Project Case #2019-1**

Project Location: South side intersection of Howard & McCray Streets

Project Description: Remove & Repave

1. Saw cut, remove, and haul away approximately 1,122 square feet (34'x33' area) of distressed asphalt from intersection
2. Scarify, condition, grade, and compact base material.

3. Import, condition, grade and compact up to 5 tons of AB.
4. Apply tack oil to vertical abutments as necessary.
5. Pave approximately 1,122 square feet to an average compacted depth of 2" with ½" hot mix asphalt
6. Compact the asphalt with one or more steel drum rollers.
7. Clean up any debris resulting from the above operations.
8. Include traffic control

## **2. Project Case #2019-2**

Project Location: Behind Huachuca City Fire Station

Project Description: Remove & Repave

1. Saw cut, remove, and haul away approximately 3,010 square feet of distressed asphalt.
2. Grade, condition and compact the existing base material.
3. Apply tack oil to vertical abutments as necessary.
4. Pave approximately 3,010 square feet to an average compacted depth of 2" with 1/2" hot mix asphalt.
5. Compact the asphalt with one or more steel drum rollers.
6. Clean up any debris resulting from the above operations.

## **3. Project Case #2019-3**

Project Location: Skyline Drive

Project Description: Remove and Repave section of Skyline leading to landfill entrance

1. Saw cut, remove, and haul away approximately 840 square feet of distressed asphalt.
2. Grade, condition and compact the existing base material.
3. Apply tack oil to vertical abutments as necessary.
4. Pave approximately 840 square feet to an average compacted depth of 2" with ½" hot mix asphalt.
5. Compact the asphalt with one or more steel drum roller
6. Clean up any debris resulting from the above operations.

## **4. Project Case #2019-4**

Project Location: City Hall parking Lot

Project Description: Seal Coating & Crack Filling

1. Clean the area to be seal coated of dirt and debris using brooms and blowers with crack-filling.
2. Treat the oil-soaked areas with Petro Seal oil spot primer from Sealmaster to improve sealer adhesion.
3. Apply 1 coat of Polymer Modified Masterseal sealant from Sealmaster to approximately 28,431 square feet at an average application rate of .18 gallons per square yard.
4. Restripe per the existing layout.
5. Clean up any debris resulting from the above operations.

## **5. Project Case #2019-5**

Project Location: Huachuca City Library Parking Lot Behind Senior Center

Project Description: Remove and Repave small section of parking lot

1. Saw cut, remove, and haul away distressed asphalt from 3 areas totaling 274 square feet.
2. Grade, condition, and compact base material.
3. Import, condition, grade, and compact up to 2 tons of AB.
4. Apply tack oil to vertical abutments as necessary.
5. Pave approximately 274 square feet to an average compacted depth of 2" with ½" hot mix asphalt.
6. Compact the asphalt with one or more steel drum rollers.

7. Clean up any debris resulting from the above operations.

**6. Project Case #2019-6**

Project Location: In front of Huachuca City Library

Project Description: Install Parking Lot Drainage Concrete Catch Basin

1. Saw cut, remove, and haul asphalt away
2. Form and Install 6" concrete catch basin, 40"x40" outside, 28"x28" inside 3,500 PSI mix
3. Install steel drain grate that can be removed if needed
4. Trench, slope and install 18-inch HDPE drainpipe to drain out on east side with 3' of cover.
5. Grade and compact portion of parking with AB base
6. Apply tack oil to vertical abutments as necessary
7. Pave back portion of parking lot and restripe spaces
8. Install grate over end of pipe
9. Install 4'x4' Rip Rap at end of pipe.

**4. Pricing Proposal under this RFP**

- 4.1 Every Proposer must provide quotes per project and one quote for all projects listed as one cost (if all projects were selected). These quotes must be honored for 90 days from December 6, 2019.

**5. Miscellaneous Information**

- 5.1 The Proposer may attach supplemental sheets which provide additional information that the proposer feels may enhance their Proposal. The Town may consider the information provided at the Town's sole discretion. Any such information shall be on separate pages sequentially numbered with a heading indicating "Miscellaneous Information under Section 5 of the RFP for HURF Construction Projects".

- 5.2 Proposer Information required.

Company name \_\_\_\_\_

Company Address \_\_\_\_\_

Name of Contact person for questions of information concerning this RFP

\_\_\_\_\_  
Telephone Number \_\_\_\_\_

Cell Number \_\_\_\_\_\*

FAX Number \_\_\_\_\_\*

E-mail \_\_\_\_\_\*

Federal Employer ID # \_\_\_\_\_

\*Optional Items

- 5.3 List any pending bankruptcies, Legal actions filed by other Governmental Agencies, any Breach of contract actions by Governmental Agencies.
- 5.4 The attached Certification of Proposal must be attached to the returned proposal. This document attests to the Proposers awareness and agreement to the content of this RFP and all accompanying provisions.
- 5.6 Proposer is required to be aware of, familiar with, and comply with all Federal, State, County, and City laws, Ordinances, Regulations, Rules, and Policies which may relate to this RFP.

**Certification of Proposal**

This Proposal is submitted in response to the Request for Proposal for HURF Construction Projects issued by the Town of Huachuca City, Arizona.

The undersigned is a duly authorized Officer of the Proposer and hereby certifies and agrees that \_\_\_\_\_. Agrees to be bound by the content of the RFP and agrees to comply with its terms, conditions, and provisions in the event of an award. The proposal shall remain in effect for a period of not less than ninety (90) days from the deadline for Proposals to be received in the Town Clerk’s Office.

The undersigned certifies that to the best of his/her knowledge:

\_\_\_\_there is no officer or employee of the Town of Huachuca City who has, or whose relative has, any substantial interest in any contract award subsequent to this RFP.

\_\_\_\_The names of any and all public Officers or employees of the Town of Huachuca City who have, or whose relatives have a substantial interest in any contract award subsequent to this RFP are identified by name as part of this submittal. Specify on bottom of this form the name(s).

Printed Name:\_\_\_\_\_ Title:\_\_\_\_\_  
Signature:\_\_\_\_\_ Date:\_\_\_\_\_  
Telephone Number\_\_\_\_\_  
Federal Employer Identification Number;\_\_\_\_\_