



REQUEST FOR PROPOSAL
OGDEN RIVER SERVICE CREWS

RECEIPT OF PROPOSALS: Sealed proposals will be received at the office of the Ogden City Purchasing Agent, located at 2549 Washington Boulevard, Suite 510, Ogden, Utah 84401 no later than 4:00PM Mountain Time on Thursday, April 5, 2018, for the Ogden River Service Crews for Ogden City Corporation.

DESCRIPTION OF WORK: Letters of interest, qualifications and proposals are requested from Youth Conservation Corps groups for an upcoming project in Ogden, Utah. Ogden City Corporation is seeking qualified youth conservation corps groups to implement riparian restoration along the previously restored Ogden River Restoration Project (ORRP), which covers approximately 1.1 miles of the Ogden River in the City.

LOCATION OF WORK: The work is located on Ogden River near Grant Avenue, and Grant Avenue, 20th Street to 22nd Street.

COMPLETION OF WORK: All work as assigned must be completed by June 15, 2018.

CONTRACT DOCUMENTS: Documents may be obtained beginning Tuesday, March 13, 2018. It can be downloaded at no charge on the Ogden City Website, <http://ogdencity.com/264/Purchasing> under doing business- bids and proposals. The documents may also be picked up at the office of the Ogden City Engineer, located at 2549 Washington Boulevard, Suite 760, Ogden, Utah 84401 for a fee.

PROJECT ADMINISTRATION: All questions relative to this project prior to opening of bids, shall be directed to the Project Manager listed in the request. The Project Manager will not provide specification interpretations or consider or equal products prior to award of contract.

OWNERS RIGHTS RESERVED: Ogden City Corporation reserves the right to reject any or all bids, to waive any informality in a bid, and to make awards in the interest of the City.

PUBLISHED: March 11, 18, and 25, 2018.

Dated this 11th day of March, 2018

**By: Justin Anderson – City Engineer
Ogden City Corporation**



PURPOSE

Letters of interest, qualifications and proposals are requested from Youth Conservation Corps groups for an upcoming project in Ogden, Utah. Ogden City Corporation is seeking qualified youth conservation corps groups to implement riparian restoration along the previously restored Ogden River Restoration Project (ORRP), which covers approximately 1.1 miles of the Ogden River in the City.



ADDITIONAL INFORMATION

Ogden City is working with the Utah Division of Forestry, Fire and State Lands and the U.S. Forest Service to implement a riparian restoration plan for the ORRP, which was completed in 2011. This *Cities to Streams* grant is focused on the removal of invasive trees and installation of native riparian and wetland plants within the 22 acre project area. For part of this work, Ogden City Corporation would like to enlist a locally based AmeriCorps crew or similar organization. One of the objectives of the project is to enlist local youth to develop the skills of potential future land management workers.



The Ogden City Engineering Department seeks an organization that can provide a local field supervisor, a crew of 3-5 field labor workers, and equipment to remove invasive trees and replace those trees with native riparian plants, to be purchased separately from this contract. The project area is located along the Ogden River from Washington Boulevard downstream to Gibson Avenue Pedestrian Bridge, along with portions of the Grant Avenue Promenade. Crews will be expected to maintain a professional appearance and will be interacting with the public as representatives of the project. Some public outreach activities, such as use surveys may be conducted during the period of service.

ADDITIONAL INFORMATION

Equal Opportunity - Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.

Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.

Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.

Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit of cost estimate of any proposal price.

Award of Contract - The selection of the company will be made by a selection committee comprised of City employees. The selected company shall enter into a written agreement with Ogden City. Ogden City reserves the right to cancel this Request for Proposal. Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of the Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter into contracts with more than one vendor.

TIMELINE

The period of service will be from approximately March 15 through June 15, 2018.



SUBMISSION OF BIDS

Submissions should be delivered in person to Ogden City Purchasing, 2549 Washington Blvd., 2nd Floor Main Desk; Ogden, Utah 84401 or sent by certified mail to the same address no later than 4PM Mountain Time on Thursday, April 5, 2018. All sealed proposals must indicate ORRP RFP on the package turned in. All submissions should include:

- Letter of Interest
- Summary of Qualifications for the organization
- Proposed staffing roles and responsibilities
- Cost rate schedule per one-week crew
- Certificate of Insurance

Deadline for submittal: Thursday, April 5, 2018, no later than 4:00 PM Mountain Time.

Technical questions about the proposal should be directed to Eric McCulley, at Eric.McCulley@riverrestoration.org

Submittal questions should be directed to purchasing@ogdencity.com