

REQUEST FOR PROPOSAL

EASTERN NEBRASKA REGIONAL AGENCY ON HUMAN SERVICES ("ENHSA") Proposal to Build ENOA & DUET Covered Parking Structure

I. PURPOSE AND INTENT

Through this Request for Proposal (RFP), the Eastern Nebraska Regional Agency on Human Services (ENHSA (Eastern Nebraska Human Services Agency)) seeks to engage a company to construct a *covered parking structure* for joint/shared use by its Program Offices, ENOA and DUET located at 4715 S 132nd Street. Proposals shall be for a Design Build for a Not to Exceed Price with construction to be completed and fully ready for use for its intended purpose by date certain.

II. PROPOSAL SUBMISSION

The Governing Board reserves the right to reject any or all bids. Bids are to be submitted in a sealed envelope marked:

Sealed Bid/ENHSA Covered Parking Structure
ENOA, Attn: Trish Bergman
4780 S 131st Street
Omaha, NE 68137-1822.

A mandatory pre-bid conference will be conducted by a member of the ENHSA. The meeting will be held at 11 a.m. on Thursday, August 3, 2023, at the Eastern Nebraska Office on Aging (ENOA), 4780 S 131st Street.

The proposal must be received no later than at 4:00 pm Central Standard Time, Monday, September 11, 2023, at which time the sealed bid proposals will be opened by a committee appointed by ENHSA and thereafter presented with a recommendation by the committee for approval by the ENHSA Governing Board at its meeting on Wednesday, September 13, 2023, commencing at 3:30 p.m. Central Time.

Any questions regarding this RFP should be directed in writing to:

Diane Stanton, Deputy Director; diane.stanton@enoa.org

III. INFORMATION ON THE EASTERN NEBRASKA REGIONAL AGENCY ON HUMAN SERVICES ("ENHSA")

The Eastern Nebraska Regional Agency on Human Services ("ENHSA") operates pursuant to an Interlocal Agreement by and between Cass, Dodge, Douglas, Sarpy, and Washington Counties and is governed by its Board of Directors. The Agency serves the

communities of eastern Nebraska through various human services offered and/or administered by its Program Offices. The Program Offices, Eastern Nebraska Office on Aging ("ENOA") provide services and support to individuals sixty and over. DUET provides services and support to individuals with intellectual and developmental disabilities and their families. Eastern Nebraska Community Office on Mental Health, a/k/a Alpha School provides education and specialty mental health services for troubled youth.

ENOA and DUET own and use cargo and passenger vans daily to transport participants to workshops, appointments, or other activities and transport food to several drop-off locations for the Meals on Wheels program. All vans are stored at 4715 South 132nd Street. Most of these vans are kept in a fenced-in area. These vans have been vandalized through the theft of catalytic converters, both inside and outside of the fenced area and, therefore, the ENHSA recognizes and intends to improve the security of its fleet. *The fleet of vehicles would also benefit from protection from some of the elements with a covered structure. This structure should be fenced in and provide lighting along with security to help reduce the threat of vandalizing.* The fenced-in area currently holds twenty vans, with ten on each side.

IV. PROPOSAL CONTENT

The proposal shall contain the following information:

- A firm bid price to complete the project.
- A complete description of what work the Contractor can do itself and what portion of the work the Contractor will need to be completed/performed by others such as Subcontractors (e.g., concrete work, dumpsters, etc.)
- A statement regarding the Contractor's licensure and qualification with anticipated project timeline.
- A methodology for obtaining and pricing changes in design and construction after approval.
- A description of the design appearance with elevations
- A description of materials to be used.
- A statement of the Contractor's willingness and ability to obtain any permits needed, with the cost of the permits being the responsibility of ENHSA.
- Description of the proposed payment schedule.
- Pricing must include all and anything needed to meet City of Omaha codes.
- Description of any other expectations of ENHSA.
- A list of references must be provided.
- Proposal for the administration of claims and disputes

V. SCOPE OF PROJECT

ENOA is seeking to construct covered parking structure with the following minimum requirements:

- Gated entrance with remote and keypad access.
- Remotes for multiple vehicles.
- Walk-in access area – gate door with keypad access.
- Compliance with all City of Omaha's Codes (e.g., permits, inspections, building, zoning, minimum setbacks).
- Gutters and downspouts
- Lighting
- Electricity – 4 outlets on the East and West side.
- Security Cameras option
- Availability of alternative fencing options

VI. DESIGN ACTIVITIES

- Meet with key ENHSA staff designated by ENHSA to develop key design objectives and delivery dates.
- Consult with Codes to understand all necessary regulations as they may apply to the project.
- Develop drawings to show all design concepts to be constructed including site plans, floor plans, etc.

IX. LICENSE AND INSURANCE

- The bidder must post a performance bond before the project begins and the "Notice to Proceed" given by ENHSA.
- Proof of licensure must be provided.
- Proof of adequate insurance coverage, both for builder's risk, liability and professional liability, worker's compensation, must be provided before the project starts.
- ENHSA will be added as an additional insurer to contractor's insurance policies with proof and Notice of Cancellation provided to the Agency.

ENHSA reserves the right to reject any or all bids at its sole discretion. The contract will be awarded to the successful bidder contingent on the ENHSA Governing Board approval. The Governing Board must approve all contracts and the Notice to Proceed.