

## REQUEST FOR PROPOSAL

### EASTERN NEBRASKA REGIONAL AGENCY ON HUMAN SERVICES ("ENHSA") Proposal to Build ENOA & DUET Fleets Garage

#### I. PURPOSE AND INTENT

Through this Request for Proposal (RFP), the Eastern Nebraska Regional Agency on Human Services (ENHSA) seeks to engage a company to construct a parking garage for joint/shared use by its Program Offices, ENOA and DUET located at 4715 S 132<sup>nd</sup> 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 Garage  
ENOA, Attn: Trish Bergman  
4780 S 131<sup>st</sup> Street  
Omaha, NE 68137-1822.

The proposal must be received no later than at 4:00 pm Central Standard Time, Tuesday, January 10, 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, January 11, 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](mailto: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") provides 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 both own and use cargo and passenger vans on a daily basis to transport participants to workshops, appointments or other activities as well as transporting food to several drop-off locations for the Meals on Wheels program. All vans are stored at 4715 South 132<sup>nd</sup> Street. The majority 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 the weather if housed in an enclosed area, such as a garage. The fenced in area currently holds twenty vans, with ten on each side, but needs to be enlarged in order to house up to twenty-six full-sized vans.

#### **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 is able to do itself and what will work the it, as 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 qualifications to design, construct and manage the project, together with similar statement(s) from any Subcontractors
- 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.
- An estimated time frame for beginning the project through its completion 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 description of the proposed payment schedule.
- 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 a parking garage with the following minimum requirements:

- Building dimensions – (W) 60' x (L) 135' x (H) 12' 6"
- Gable end door opening with remote and keypad access.
- Remotes for multiple vehicles.
- Walk-in door with keypad access.
- Compliance with all City of Omaha's Codes (e.g. permits, inspections, building, zoning, minimum set backs).
- Gutters and downspouts
- lighting
- Insulation
- Electricity
- Security Cameras option

## **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 is required to post a performance bond prior to the project beginning and the "Notice to Proceed" being 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 prior to the start of the project.
- ENHSA will be added as an additional insured to contractor's insurance policies with proof and Notice of Cancellation provided to the Agency.

**ENHSA reserves the right to reject any and all bids in 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.**