



**REQUEST FOR PROPOSALS FOR THE  
2019 AIRLINE SUPPORT BUILDING**

**SUBMITTAL DUE DATE: 2:00 p.m., on Tuesday, August 6, 2019**

**PROPOSALS MUST BE MAILED OR DELIVERD TO:**  
City of Kearney, Attn: Lauren Brandt, City Clerk  
18 E. 22nd Street  
P.O. Box 1180  
Kearney, NE 68848

*Please mark your envelope "PROPOSAL FOR 2019 AIRLINE SUPPORT BUILDING"*

EIN/SSN (Required) \_\_\_\_\_  
Federal I.D. Number

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

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

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_ EMAIL \_\_\_\_\_

Signature acknowledges that Proposer has read the documents thoroughly before submitting a proposal, will fulfill the obligations in accordance to the scope of work, terms and conditions and is submitting without collusion with any other individual firm. You must submit this page with an authorized signature.

**DO NOT CONTACT ANY OTHER CITY EMPLOYEE OR DEPARTMENT.**

**ALL QUESTIONS MUST BE SUBMITTED BY EMAIL TO THE FOLLOWING PERSON:**  
Eric Hellriegel, Assistant City Manager--[ehellriegel@kearneygov.org](mailto:ehellriegel@kearneygov.org)

Questions must be submitted no later than Thursday, August 1, 2019. Questions submitted after that date will not be considered.

**MUST SUBMIT THIS PAGE WITH PROPOSAL**

## **REQUEST FOR PROPOSALS AIRLINE EQUIPMENT SUPPORT BUILDING**

The City of Kearney, Nebraska is requesting proposals from qualified pre-engineered building manufacturers or construction companies in order to establish a contract to provide and install a pre-engineered metal building (PEMB) at the Kearney Regional Airport, located at 4865 Airport Road, Kearney, Nebraska. See site plan proposal attached.

The City of Kearney is an equal opportunity employer and requires all contractors and consultants to comply with all applicable federal and state laws and regulations.

### **Scope of Services & Minimum Specifications**

Proposal must include the cost of installation of a new pre-engineered building to include all labor, equipment, materials, permits and fees to furnish, deliver, construct and install a fully functioning building in a turn-key manner. All bidders must be able to provide the following:

- **Building** - Provide and install one (1) 40 foot x 60 foot with 12 foot eave pre-engineered building. Roof shall gable design on a 3:12 pitch. Building will have colored standing seam roof with colored metal PBR wall panels. Building will have a full trim package, which includes gutter and downspout; 7 foot 6 inch interior liner panel, 4 foot exterior wainscot and supports a 3lb (pound) collateral load.
  - **Alternate** – 16 foot eave in-lieu of 12 foot eave.
- **Insulation** - Roof shall be an R-30 and the wall shall be an R-25.
  - **Alternate** – “Simple Saver” Insulation System
- **Windows and Doors** – Two (2) 3 foot x 7 foot walk doors and two (2) 10 foot x 10 foot insulated overhead doors with openers
  - **Alternate** – 12 foot x 12 foot Insulated overhead doors with 16 foot eave option.
- **Electrical** – All electrical and lighting provided by the City of Kearney outside of this proposal.
- **HVAC** – All HVAC will be provided by the City of Kearney outside of this proposal.
- **Footings & Foundations** – A 40 foot x 60 foot existing floor and foundation is currently on site and the goal is to use the existing foundation for this new building. This existing foundation came from a previous building that was removed due to storm damage. A Structural Investigation and Report of the existing footings will be required and a determination on if existing site conditions would support the proposed building. If the existing foundation is found to be inadequate, new footings will be designed by a Nebraska licensed engineer with a stamped drawing showing the footing detail. The drawing will be reviewed by the City’s Development Services Department for compliance before any Notice to Proceed is given. The contractor will be responsible for coordinating a footing inspection with the City’s Development Services Department before any concrete is poured for the shelter.
- **Material Clean-up** – All excess “cleaned out” concrete shall be removed by the contractor. All forms of any other materials generated from the construction of the project shall be removed by the contractor.

- **Underground Utility Locations** – The contractor is required to call Digger’s Hotline to locate all utilities prior to construction.

### **Contractor Services**

The selected Contractor shall be responsible for the following:

- Provide all material, labor, and supplies to satisfy the intent of the agreement. Pay for and secure all permits.
- Meet with City staff prior to submitting the final order to confirm PEMB attributes.
- Respond to inquiries from City staff concerning equipment and/or construction and provide prompt attention to any issues.
- Coordinate scheduling of construction and inspections with City staff when applicable.
- Be responsible for providing safety precautions in connection with contracted installation work.
- The proper disposal of litter and debris collected from the work site is the responsibility of the Contractor.
- Upon completion of construction, conduct an onsite audit with City Staff to confirm that the PEMB was constructed as specified.
- Upon completion of construction, provide maintenance manuals, as applicable, to City staff.

### **Equipment Delivery Requirements**

- The Contractor is responsible for delivery and unloading of materials to the designated project site. A minimum of 24-hour notice to Airport Staff is required before delivery to coordinate with Airport Operations.

### **City’s General Requirements**

Contractor shall agree to protect, defend, indemnify, and hold the City Council, City of Kearney, its officers, commissions, employees and agents free and harmless from and against any loss, penalties damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character resulting from the error, omission or negligent act of the Contractor, its agents, employees or representatives, in the performance of the Contractor duties under any agreement resulting from award of this proposal. The City, or any of its agencies, will not hold harmless or indemnify any respondent for any liability whatsoever.

Proposal shall include stamped plan by a structural engineer to meet City of Kearney Codes for the footings.

Proposal shall include an approved stamped plan engineered drawings for the building that will meet all City of Kearney Codes including wind and snow loads.

It is agreed between the parties that the City of Kearney shall not, under any circumstances, be responsible nor have any obligation for workers compensation benefits to the Contractor, its agents, employees and subcontractors or their agents and/or employees.

Contractor shall be required to maintain and carry in force, for the duration of the project, insurance coverage for general liability for not less than One Million Dollars

(\$1,000,000) combined single limit. The successful Contractor shall furnish to the City of Kearney a Certificate of Insurance verifying coverage and identifying the City of Kearney as an "additional insured" on the general liability policy. This inclusion shall not make the City a partner or joint venture with the Contractor in its operations herein.

Contractor shall secure, pay for, and deliver to the City, Builders Risk, Completed Value insurance program for work to be performed on a Special Cause of Loss form. The named insured is to be the City, with the Contractor and/or their subcontractors added as an additional insured as their interest may appear at the time of loss. Unless specifically authorized by the City, the amount of such insurance shall not be less than the Contract Price totaled in the bid. The policy shall cover no less than the losses due to "all risk" during the contract period and until the final work is accepted by the City. Any deductible, not to exceed \$10,000 per occurrence (amounts higher must be approved by the City), shall be borne by the Contractor.

Such insurance policy shall not cover any tools, equipment, scaffolding, staging, towers, structure erected for housing workers and forms owned or rented by the Contractor. Their insurance company shall have no right to subrogate against the City, Contractor and subcontractors for such loss.

Prior to any material change or cancellation, the City of Kearney will be given thirty (30) days advance notice by registered mail to the stated address of the certificate holder.

In the event of an occurrence, it is further agreed that any insurance maintained by the City of Kearney, shall apply in excess of and not contribute with insurance provided by policies named in this contract.

The certificate holder on the Certificate of Insurance shall be as follows:

City of Kearney  
City Clerk  
P.O. Box 1180  
Kearney, NE 68848-1180

Contractor warrants and represents that it has policies in place governing the actions of the Contractor and any employees or agents or the Contractor regarding sexual harassment. The Contractor agrees to defend, indemnify and hold harmless the City of Kearney for actions of the Contractor or Contractor employees or agents in the execution of this agreement with the City of Kearney and its officers, employees and agents. The Contractor also understands and agrees that any violation of this provision will constitute sufficient cause to terminate the agreement.

Contractor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United

States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If Contractor is an individual or sole proprietorship, the following applies:

1. The Contractor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at [www.das.state.ne.us](http://www.das.state.ne.us).
2. If the Contractor indicates on such attestation form that he or she is a qualified alien, the Contractor agrees to provide the US Citizenship and Immigration Services documentation required to verify the Contractor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
3. The Contractor understands and agrees that lawful presence in the United States is required and the contractor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. §4-108.

Once the City Council has selected the Contractor, the City reserves the right to:

- Reduce the overall cost of a selected proposal in advance of confirming the order by requesting modifications or deletions as required to meet unexpected budgetary constraints.
- Negotiate for the substitution of a specific feature while remaining consistent with the design concept.

### **Submission Requirements**

The proposed design(s) shall be compatible with the site. It is the responsibility of the Contractor to confirm available space and compatibility for each design. **Submittals should be easy to follow and labeled 1-8, following the minimum requirements listed below, with additional information at the end as applicable.**

Each proposal shall include at minimum: one original, and one copy for necessary distribution. Submittals should be labeled 1-8, following the minimum submittal requirements. The following are the minimum submittal requirements:

1. Company background (brief information on company's experience and qualifications, number of years constructing or selling PEMB's, support services, experience of project manager)
2. Name and experience of all sub-contractor(s) providing professional installation services.
3. Three (3) client references from Nebraska or neighboring state on similar municipal projects completed within the last three (3) years. Include name of municipality, address, contact person, phone number, email, cost of the project, year completed. Reference letters are also encouraged, but not required.
4. Footings detail and concrete supplier.
5. Indicate projected dates of construction and the projected completion date. Entire project must be substantially complete by December 6, 2019.
6. A single total project cost proposal, including an itemized breakdown of all charges.
7. A 11 inch x 17 inch plan showing entire design with dimensions.
8. Copy of manufactures warranty and liability coverage.

The City of Kearney will accept only those sealed proposals, either hand delivered or received via U.S. Mail or other commercial carrier received at the City Clerk's Office, City Hall, 18 East 22nd Street, Kearney, Nebraska. Items transmitted by facsimile or electronically will not be accepted. Late receipt of submittals will not be considered regardless of postmark. All proposals will be validated. Submittals received after the due date will be filed unopened. Interested firms should submit each proposal to the following address no later than **2:00 p.m., Tuesday, August 6, 2019** to:

**Lauren Brandt, City Clerk  
Kearney City Hall  
18 East 22nd Street  
P.O. Box 1180  
Kearney, NE 68848**

**Please mark your envelope "PROPOSAL FOR THE 2019 AIRLINE SUPPORT BUILDING".**

## **Evaluation**

Each proposal received, within the project budget, will be evaluated on the following criteria to determine an overall score:

### **Project Schedule: Maximum Score: 10 points**

- Please provide a detailed timeline of all activities associated with the project.

### **Firm Experience: Maximum Score: 30 points**

- Include list of subcontractors
- Quality of materials and construction methods
- At least three references on similar sized projects

### **Technical: Maximum Score: 20 Points**

- Compliance with RFP
- Research and understanding of project requirements
- Project schedule/delivery
- Product specifications/warranty

### **Cost: Maximum Score: 40 Points**

### **Total: Maximum Score: 100 Points**

## **Selection Process**

The Review Committee will consist of City staff from multiple disciplines in order to solicit input from a variety of viewpoints.

The Review Committee anticipates making a recommendation to the City Council on Tuesday, August 13, 2019, or sooner. The City Council will select the most responsible Contractor for the project. This Request for Proposals does not commit the City of Kearney to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The City of Kearney reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposals, if it is in the best interest of the City of Kearney to do so.

Sincerely,

**CITY OF KEARNEY**



Michael W. Morgan  
City Manager

# Appendix A-Site Plan



**Airline Support Building**  
Kearney, Nebraska

