

**Washington County
Convention and Tourism Office**

**Request For Proposal for
Replacement of the Cooling Tower
At the Dixie Convention Center.**

Send to:

**Milo M. Hughes
1835 Convention Center Drive, St. George, UT 84790**

**Deadline for proposal
Friday, April 1st, 2022
2:00 PM**

WASHINGTON COUNTY CONVENTION AND TOURISM OFFICE
REQUEST FOR PROPOSAL:
REPLACEMENT OF THE COOLING TOWER AT THE DIXIE CONVENTION CENTER

1. Contract Description

The Dixie Convention Center is seeking proposals from interested and qualified companies to replace the existing HVAC cooling tower at the Dixie Convention Center. Proposals must include the removal and discarding of the old cooling tower, a suitable replacement for the old cooling tower, and the installation of the new cooling tower, with all the pipes, joints, elbows, connectors, etc., needed to connect the new cooling tower to the existing HVAC Chillers inlet and returns and water hookups. Must include freight charges, any factory authorized start-up services, and a timeline during which the work will be completed.

2. Background:

The Dixie Center is located at 1835 South Convention Center Drive, St. George, Utah 84790, and hosts conventions, trade shows, and other special events. The Dixie Center consists of a 46,500 square-foot exhibit hall with 30 feet of ceiling height; a 13,205 square-foot ballroom with a 21-foot ceiling height; eleven meeting rooms ranging from 390 to 7,078 square feet. The main entrance connects to a main and north lobby by a 4,300 square-foot concourse.

3. Proposal Submittal Procedure.

Proposals may be submitted in hardcopy or digital format. Proposals must be marked, or the email subject line must read “DCC Cooling Tower Replacement.” They are due to the Dixie Convention Center Administration office by 2:00 p.m. local time on April 1st, 2022. A public opening of the proposals will be held at 2:30 p.m. local time on April 1st, 2022 in the Dixie Center Administration office. All proposals must be valid until May 1st, 2022.

The following factors will be evaluated and scored before making a final selection. The percentage allocation of each factor is also provided.

RFP Checklist and Certificate	2%
Background and Experience	13%
Project Description	30%
System Implementation	20%
Additional Information	5%
Budget	30%

The following comprehensive description of each factor provides the materials that should be submitted for a complete proposal:

- A. RFP Checklist and Certificate. Complete a proposal checklist and sign the certificate.
- B. Background and Experience. Provide a summary of the history of your company, including the number of years it has been engaged in design-build services, number of employees, organization structure, and background of the principal personnel. Provide at least three (3) references from entities for which you have provided design-build services. Include the name, title, email, and telephone number of contact persons, as well as a brief description of the scope of each project.
- C. Project Description. Provide a written description of the proposed design-build, including but not limited to system features and functions, technical and support requirements, etc.
- D. System Implementation. Provide a proposed project plan and schedule for integration.
- E. Additional Product Information. Provide a brief description of each of the following:
 - a) A complete itemized list of equipment (with pricing)
 - b) Training resources that will be available;
 - c) Ongoing maintenance and Support;
 - d) Implementation schedule, indicating the estimated number of weeks for each stage of implementation and completion of the overall project; and
 - e) Describe the nature and level of involvement that you expect will be required from the County IT department during the implementation of the system and in ongoing operations.
- F. Project Budget. Provide a detailed cost proposal including equipment, labor, programming, etc.

4. Policy and Open Records

This Request for Proposals does not constitute a contract. The Dixie Convention Center reserves the right to accept or reject any proposal and may elect not to proceed with any proposal. No agreement with the Dixie Center is in effect until both parties have signed a contract.

Proposals will be subject to records requests under the Utah Government Records Access and Management Act. Questions about public access to the applicant's full proposal may be directed to the Washington County records management department under the Government Records Access and Management Act.

5. Selection Process

No proposal will be opened until after the submission deadline. The contents of the proposals will not be disclosed during the process of negotiation. The Dixie Convention Center may disclose to the public the names of those who have submitted proposals. A register of proposals, including name and proposal price, will be prepared and filed in the Office of the Washington County Commission and will be open for public inspection after the contract is awarded. Each proposal will be evaluated on the criteria outlined in the Proposal Submittal Procedure section. After an initial review and evaluation of each of the proposals, the firms submitting the most highly rated proposals may be asked to come in for further discussions before final selection. The Dixie Center reserves the right to award a contract without holding further discussions in the event the written proposals provide a clear preference based on the criteria described.

Proposals will be accepted until April 1st 2022 at the Dixie Convention Center at St. George, 1835 Convention Center Drive St. George, UT 84770. Proposals may be submitted by email with the subject line “DCC Cooling Tower Replacement” to MiloH@DixieCenter.com.

Questions regarding the proposal may be directed to:

Milo Hughes
Dixie Center at St. George
(435) 628-7003
MiloH@DixieCenter.com

RFP CHECKLIST
Washington County Convention and Tourism Office
Request for Proposals: DCC Cooling Tower Replacement

Firm _____

Address _____ **City** _____ **State** _____ **Zip** _____

Phone (day) _____

Email _____ **Website (optional)** _____

To assure that your RFP is complete, please enclose the following items:

- RFP Checklist and Certificate
- Background and Experience
- Project Description
- Project Implementation
- Additional Product Information
- Project Budget

Certification

I certify that all statements made regarding this proposal are true to the best of my knowledge under penalty of perjury. I acknowledge that the Washington County Convention and Tourism Office is not liable for loss or damage to work submitted.

Signature _____ **Date** _____

Deadline for Submission of Proposal: _____ **at** _____ **a.m. /**
p.m.

Submit to: **Dixie Center at St. George**
Milo Hughes
1835 Convention Center Drive
St. George, UT 84790
(435) 628-7003
MiloH@DixieCenter.com