



Request for Proposal (“RFP”)

UC26-11

St. Paul’s Episcopal Church Rehabilitation Project

Issued By:
Uintah County Purchasing
152 E 100 N
Vernal, UT 84078

Issue Date:	April 22, 2026
Closing Date:	May 8, 2026
Open Date:	May 13, 2026

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1. [Intent](#)

It is the intent of Uintah County, Utah (“County”) to solicit sealed proposals from qualified contractors and preservation professionals to perform rehabilitation work at the St. Paul’s Episcopal Church, located at 226 W. Main Street, Vernal, Utah 84078. The project involves repointing the stone foundation walls, including the removal of deteriorated mortar, cleaning of masonry surfaces, and the installation of compatible replacement mortar in accordance with historic preservation standards (see Attachment A).

2. [Background](#)

Uintah County, in partnership with the Heritage Preservation Board, has received a Certified Local Government (CLG) grant to support local historic preservation initiatives. The purpose of the CLG grant program is to assist communities in undertaking projects that protect historically significant properties and maintain their architectural integrity.

The rehabilitation of St. Paul’s Episcopal Church is funded in part through a matching grant from the U.S. Department of the Interior, National Park Service, and the Utah State Historic Preservation Office (SHPO). This funding is intended to address priority preservation needs, including deteriorated masonry, failing mortar joints, and other conditions that threaten the long-term stability and historic fabric of the structures.

The St. Paul’s Episcopal Church and the adjacent Lodge House are listed on the National Register of Historic Places (NRHP #N-828). Constructed in 1901, the church is an example of Gothic Revival architecture, while the Lodge House, built in 1909, reflects Craftsman-style design. Both buildings are significant cultural resources and remain important to the community.

Uintah County is issuing this Request for Proposals (RFP) to solicit qualified contractors and preservation professionals to perform rehabilitation work consistent with the Secretary of the Interior’s Standards for the Treatment of Historic Properties. The primary focus of this project is the repointing of the stone foundation walls at St. Paul’s Episcopal Church, along with related preservation work, to ensure the continued structural integrity and historic character of the buildings.

Preservation of these historic resources is a priority for Uintah County, the Heritage Preservation Board, and project partners, and all work performed under this contract must adhere to established preservation guidelines and applicable regulatory requirements.

3. [Submission Deadline and Opening Date](#)

To receive consideration and responses to this RFP, the County must receive the proposal **no later than 5:00 PM (Mountain Time) on Friday, May 8, 2026.**

Submission Method:

Proposals must be **mailed or hand-delivered** in a sealed envelope clearly labeled:

“Sealed Proposal – St. Paul’s Episcopal Church Rehabilitation Project”

Please ensure that the proposal is delivered to the following address:

Uintah County-Clerk-Auditor's Office
147 E Main (Second-Floor)
Vernal, Ut 84078

Proposals will be **publicly opened during the Uintah County Commission Work Session on Wednesday, May 13, 2026**, in the Commission Conference Room, located at 152 E 100 N, Vernal, UT. This opening will confirm receipt only; no evaluation or cost/compensation review will occur at this stage.

4. Project Scope

The Contractor shall be responsible for performing historic preservation and rehabilitation work at **St. Paul's Episcopal Church**, located at 226 W. Main Street, Vernal, Utah. Work shall include masonry repair and must be completed in a manner that preserves the historic character of the buildings.

All work shall comply with applicable historic preservation standards, local building codes, County requirements, and guidance from the Utah State Historic Preservation Office (SHPO). Methods shall emphasize minimal intervention, the use of compatible materials, and the protection of existing historic fabric. (See Attachment A - Historic Preservation Standards - The Secretary of the Interior's Standards for the Treatment of Historic Properties)

General Scope of Work

Work under this contract includes, but is not limited to:

Repoint deteriorated or damaged mortar joints

- A. Taking care to protect existing ashlar masonry and using only hand tools, remove damaged, crumbling, or inappropriate mortar to a depth twice the width of the joint or until sound mortar is reached, whichever is greater.
- B. Clean adjacent masonry using the gentlest means possible, preferably low-pressure water, a light detergent, and a natural bristle brush.
- C. As necessary, replace individual bricks using bricks that match the existing ones to the greatest extent possible. Bricks with minor damage should be patched using lime mortar dyed to match the brick as closely as possible.
- D. Repoint joints using Type L mortar or an alternate mix that matches the existing lime mortar to the greatest extent possible. Coordinate with Utah State Historic Preservation Office as necessary. Joints to match the existing in-depth and profile.
- E. Wash the surface to remove mortar residue and hazing from the face of bricks.

Project Completion

All work described in this Scope of Work shall be completed by August 31, 2026.

Additional Notes

Change Orders: All change orders must be reviewed and approved in writing by the Uintah County Purchasing & Grants Department prior to the commencement of any related work.

Fees: The Contractor shall be solely responsible for all costs, fees, and charges associated with the completion of the Project unless expressly stated otherwise in the Contract Documents.

Disposal: The Contractor shall be responsible for the removal, hauling, and lawful disposal of all materials, debris, and waste generated from the jobsite in accordance with applicable regulations.

Construction Schedule (Work Days and Hours): The Construction Schedule, including proposed days and hours of work, shall be subject to approval by the Uintah County Purchasing & Grants Department, which will serve as the primary point of contact and coordinate directly with the St. Paul's Episcopal Church representative as necessary.

Project Communication Protocol: All project-related communications, including, but not limited to, construction activities, payments, procurement (RFP), and contract administration, shall be directed exclusively through Uintah County. Direct communication with St. Paul's Episcopal Church members, employees, or representatives regarding these matters is not permitted unless expressly authorized by the County.

5. Evaluation of Submission

5.1 Mandatory Minimum Requirements

The following are Mandatory Minimum Requirements that **MUST** be met or exceeded, and be specifically addressed or referenced in the submitted proposal to be eligible for consideration. If the following bullet points are not addressed, the offeror will be considered non-responsive and disqualified from the proposal evaluation.

1. **Licensing and Insurance**
Proof of current Utah business licensure and active General Liability, Workers' Compensation, and Automobile Insurance coverage (including Certificate of Insurance).
2. **Qualifications**
Provide a list of two prior customers or clients for comparable work completed within the last five years. The submission must include project descriptions, completion dates, and current contact information for each reference.
3. **Schedule and Project Commitment**
A detailed construction schedule covering June 1, 2026, through August 31, 2026, with written confirmation/acknowledgment that all work will be completed by August 31, 2026.
4. **Pricing and Required Forms**
Submission of a completed Itemized Bid Sheet/Pricing Schedule, Historic Preservation Rules Acknowledgment (Attachment B), and Vendor Information Form (Attachment D).

5. Project Approach

A clearly labeled written Project Approach describing means and methods for completing the work, including masonry removal and repointing procedures, cleaning methods, material selection, SHPO coordination, and protection of historic materials.

5.2 Technical (subjective criteria)

Each of the following bullet points will be evaluated and scored based on how well the proposal responds to each bullet point on a scale of 0-5 as technical criteria. Each bullet point must be thoroughly addressed to receive full points.

Category	Description	Points
Experience	Proposer's demonstrated relevant experience, including the similarity and scope of referenced projects, the recency of completed work, and the completeness and relevance of the information provided.	125
Company Profile	Evaluation will be based on the Proposer's organizational background, including company history, structure, and areas of specialization, with emphasis on demonstrated experience in historic preservation and masonry rehabilitation.	100
Project Schedule	Evaluation will be based on the Proposer's ability to meet project deadlines, including the clarity and completeness of the proposed schedule and the demonstrated approach to completing the scope of work within the required construction window of June 1, 2026, through August 31, 2026.	100
Project Approach	Evaluation will be based on the clarity, completeness, and appropriateness of the Proposer's proposed methodology for executing the work, including adherence to historic preservation best practices, protection of existing materials, coordination with SHPO, and overall feasibility of the proposed means and methods to successfully complete the project.	175
Overall Confidence	Evaluation will be based on the reviewer's level of confidence derived from the Proposer's overall proposal package, including references, project schedule, and demonstrated ability to understand and successfully deliver the project requirements on time and to a high standard of quality.	150

The submission of all respondents will be compared and evaluated pursuant to the evaluation criteria set forth in this RFP, and a single respondent may be selected. This RFP does not commit Uintah County to select any respondent, award any work order, pay any costs incurred in preparing a response, or procure or contract for any services or supplies.

All proposals must be in reference to the terms and conditions stated in this RFP. The awarded proposal will be selected based on the County's determination of the top-scoring proposal and most advantageous proposal, presentation (if held), and completed reference checks.

The decision to request interviews/presentations is at the discretion of the County. The intent of the presentations, if held, will be to allow the County an opportunity to clarify and ask questions resulting from the initial evaluation. No new information may be brought forward. Presentations are not guaranteed; candidates are advised to fully respond to the RFP at the time of submission.

5.3 Cost

The proposer must submit an overall project cost with an itemized pricing schedule.

Cost proposals will not be reviewed or scored by the evaluation committee. Evaluation committee members will not have access to any cost information while reviewing and scoring non-cost criteria. The Purchasing Agent, who is not a member of the evaluation committee, will calculate cost scores using the published evaluation formula, with a maximum of 350 points (35% of the overall scoresheet) allocated to the cost component. These cost scores will then be combined with the committee's technical scores to determine each proposer's final total score. The contract will be awarded to the proposer with the highest overall score, out of a possible 1000 points, if it is determined to be in the best interest of the county.

6. Attachments

- **Attachment A** – Historic Preservation Standards (The Secretary of the Interior's Standards for the Treatment of Historic Properties)
- **Attachment B** - Historic Preservation Rules Acknowledgment (completed form required with the bid submission)
- **Attachment C** - Site Photos
- **Attachment D** - Vendor Information Form (completed form required with the bid submission)

7. Insurance Requirement

The successful proposer may be required to maintain, at their own expense, the following insurance coverage throughout the duration of the contract: Commercial General Liability, Workers' Compensation, Automobile Liability, and, if applicable, Professional Liability (Errors & Omissions). Prior to the commencement of any work, the successful proposer must provide certificates of insurance evidencing the required coverage.

8. Award

In accordance with Uintah County Code §4.04.090, the County will either award a proposal or will announce in a commission meeting that no award will be made. There is no implicit or explicit guarantee that the project will proceed.

9. Terms and Conditions of the RFP

Disclosure. Upon award of the contract, all accepted proposals shall become **public records**, except for those elements **specifically identified by the Contractor** as business or trade secrets and clearly marked as "trade secret," "confidential," or "proprietary", upon submission of the RFP. Each element the Contractor wishes to withhold must be individually identified and marked. Blanket or non-specific designations (e.g., a general statement applying to the entire proposal) shall not be sufficient and will not bind the County.

Suppose an entire page contains only confidential material. In that case, the Contractor must clearly label the top and bottom of the page with the appropriate designation (e.g., "CONFIDENTIAL –

CONTAINS TRADE SECRET”), along with a justification or reference to the applicable confidential content. The County reserves the right to determine the validity of any such designation. Furthermore, although the County and Contractor may argue that some information is protected and may contain trade secrets, courts may disagree and require disclosure of that information.

Although pricing and service components of the successful proposal will generally not be considered proprietary, specific proponents of that aggregate price may be considered protected. It is up to the Contractor who desires to withhold that information to designate such and explain why it should not be made public. Suppose disclosure is required under the Utah Government Records Access and Management Act (GRAMA) or any other applicable law. In that case, the County shall not be held liable for the release of such information, even if marked confidential.

Failure to Agree. If the County and the selected Contractor cannot reach a satisfactory agreement, the County reserves the right to terminate negotiations. In such an event, the County may initiate negotiations with the next highest-scoring RFP applicant or, at its discretion, issue a new request for proposals.

Right to Reject. The County reserves the right to reject any and all proposals. In addition, the County will not reimburse costs associated with the preparation or presentation of the proposals.

10. Questions & Inquiries

CONTACT INFORMATION

Gennie Bird, Purchasing & Grants
Uintah County
152 E 100 N
Vernal, UT 84078
gbird@uintah.utah.gov
435-781-5481

***** Communication Protocol *****

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ATTACHMENT A

Historic Preservation Standards:

The Secretary of the Interior's Standards for the Treatment of Historic Properties

ATTACHMENT B

Historic Preservation Rules Acknowledgment

ATTACHMENT C

Site Photographs

ATTACHMENT D

Vendor Information Form