

## **Request for Proposals (RFP)**

# **RV Waste Station Project**

### **Project Overview**

Monticello City is seeking qualified contractors to construct a fully functional RV Waste Station consisting of a reinforced concrete pad, drainage infrastructure, and associated site improvements. The facility shall be designed to accommodate heavy and continuous RV traffic and function similarly to a drive through approach with integrated waste disposal.

All work shall be completed in accordance with applicable local, state, and environmental health regulations.

### **Scope of Work**

The Contractor shall provide all labor, equipment, materials, and supervision necessary to complete the project as described below:

#### **1. Site Assessment and Planning**

- Conduct a site survey to identify:
  - Utility connections
  - Elevations
  - Drainage patterns
  - Soil stability
- Verify locations of existing utilities and coordinate with Public Works prior to excavation.
- Develop and submit a detailed site layout plan and construction timeline for City approval prior to mobilization.
- Design and plan for proper traffic flow and safe RV access, including entry and exit movements.

## **2. Permitting and Coordination**

- Obtain all required permits and approvals prior to construction.
- Coordinate closely with Public Works for all utility and plumbing installations.

## **3. Excavation, Grading, and Base Preparation**

- Excavate approximately 150 cubic yards of material.
- Perform all necessary grading and subgrade preparation.
- Dispose of excess material offsite at Monticello City Landfill.
- Prepare subgrades to support heavy and continuous RV traffic.
- Install 4 inches of compacted gravel base beneath all concrete surfaces.
- Install reinforcement rebar throughout.
- Ensure proper grading and slope to:
  - Promote drainage
  - Direct flow toward the waste drain
  - Prevent standing water or runoff issues

## **4. Utility Installation and Drainage**

- Coordinate with Public Works to procure and install all required utilities, including piping, fittings, and connections.
- Install a frost-free water spigot for year-round use.
- Install a commercial-grade, self-closing and locking drain hatch lid suitable for RV waste disposal.
- Construct and integrate a waste disposal opening (drain hole) within the concrete pad at a location approved by the city.
- Ensure all drainage systems to prevent pooling, contamination, and runoff issues.

## **5. Concrete Pad Construction**

### **General Requirements**

- Construct a reinforced concrete pad designed for heavy-duty RV use.
- Concrete shall have a thickness of 6”
- Concrete shall be finished with a broom finish or equivalent for traction.
- Ensure proper slope throughout the pad to direct waste toward the existing drain system.

- Use materials and construction practices suitable for long-term outdoor exposure and seasonal conditions.

### **Dimensions**

- **West side length:** 128 feet
- **East side length:** 86 feet
- **Width:** 18 feet
  - Approximately 2,300 square feet of area.

### **Approach and Exit**

- **North Approach:**
  - Existing diagonal approach approximately 36 feet (to remain and tie into new construction as needed).
- **South Exit:**
  - Remove approximately 25 foot of existing curb on the east and construct a new 25-foot diagonal exit to provide smooth and safe vehicle egress.

### **Reinforcement**

- Install 1/2-inch rebar in a 2-foot by 2-foot grid pattern throughout all concrete.
- Ensure rebar is properly supported and secured prior to concrete placement.
- Dowel new concrete into the existing curb on the east side to ensure structural continuity.

### **Curb and Drainage**

- Install approximately 150 feet of a 6-inch concrete curb along the west side to facilitate drainage and incorporate into existing drainage improvements.

## **6. Safety Features and Site Improvements**

- Install breakaway posts and signage on both the north and south ends of the site indicating entrance and exit.
- Install vehicle barriers near the water spigot and other vulnerable infrastructure.

## **7. Compliance and Inspections**

- Ensure full compliance with all applicable regulations and standards.
- Coordinate and schedule all required inspections, including an inspections by City Staff to ensure the end result matches the expectation.
- Correct any deficiencies identified during inspections at no additional cost to the city.

## **8. Damage Responsibility**

- The Contractor shall be responsible for any damage to City or private property during construction.
- All repairs shall be completed promptly and professionally at no additional cost.

## **9. Site Cleanup and Restoration**

- Remove and properly dispose of all vegetation, including trees, bushes, and obstructions.
- Remove all construction debris, excess materials, and equipment upon completion.
- Restore all disturbed areas to a clean, stable, and finished condition.
- Ensure the site is fully operational and ready for public use at project completion.

## **Additional Notes**

- Contractors are strongly encouraged to visit the site prior to submitting proposals.
- All field measurements shall be verified by the Contractor.
- Any deviations from this scope must be clearly identified in the proposal.

## **Financial Requirements**

The selected contractor will be expected to provide an invoicing guideline that accounts for the reserve amount of 20% being held until the completion of the project.

Vender must present the following once selected:

- W9
- Proof of Insurance
- Copy of Professional Licenses

## **Vendor Qualifications**

- The Vendor must possess the professionally required certifications and permit to complete the required work.
- Reference and outline of previous work completed that are like project.

## **Proposal Submission Instructions**

Proposals must be submitted by May 14, 2026 by 5 PM. The following instructions must be followed:

### **Format:**

#### **Deadlines for Each Format**

Uploaded Online by May 14, 2026 by 5 PM

Mailed Copies Received by May 14, 2026 by 10 AM

Physically Delivered by May 14, 2026 by 5 PM

**Submission Link:** [https://monticelloutah-my.sharepoint.com/:f:/g/personal/kaeden\\_monticelloutah\\_gov/IgDpy13S8S99Rp2MbvbKd5eDAVGdDaMQg1yhKgpT4YDmeLs](https://monticelloutah-my.sharepoint.com/:f:/g/personal/kaeden_monticelloutah_gov/IgDpy13S8S99Rp2MbvbKd5eDAVGdDaMQg1yhKgpT4YDmeLs)

### **Submission Mailing Address:**

Monticello City

ATT: RFP Welcome Center RV Waste Station

P.O. Box 457

Monticello, Utah 84535

### **Submission Physical Address:**

Monticello City

17 N 100 E

Monticello, Utah 84535

### **Required Documents:**

- Proposal Cover Letter
- License and Certifications
- Project Timeline
- Cost of Project
- Invoice Breakdown
- References/Previous Experience



## **Proposal Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- Cost
- Experience and Qualifications
- References
- Timeline/Project Plan

## **Terms and Conditions**

The successful vendor will be required to enter into a formal contract that includes, but is not limited to, the following terms:

- The City of Monticello reserves the right to reject any or all proposals.
- The successful vendor must sign a formal contract before work begins.
- The vendor must maintain communication with the City's project manager throughout the project.

## **Questions and Clarifications**

All questions related to this RFP must be submitted in writing to:

Jazzy Nielson Office Manager  
jnielson@monticelloutah.gov  
(435) 587 – 2271

Questions will be accepted until May 13 @ 4 pm.

## **Contact Information**

For more information, please contact:

Jasmine Nielson  
Office Manager  
City of Monticello  
(435) 587 - 2271



