

## REQUEST FOR PROPOSAL

### Services Requested: **New Pylon Sign**

### Property Location: **Northgate Plaza, 2230 N. Reserve St., Missoula, MT 59808**

Gateway Limited Partnership (“**Owner**” or “**GLP**”) is requesting proposals for a general contractor to oversee the demolition of the existing pylon sign and the construction of a new pylon sign for Northgate Plaza shopping center.

You (“**Contractor**”, “**Company**”, “**your**” or “**you**”) are hereby invited to submit a statement of qualification and a proposal to provide these services in accordance with this request for proposal (“**RFP**”).

#### 1. RFP SCHEDULE

Issue Date	April 15, 2026
Pre-proposal Site Visit	April 29, 2026
Proposal Submissions Due	May 12, 2026
Notification of Award	May 22, 2026

Proposals will not be evaluated unless all documents requested are submitted in a complete package. The information requested is the minimum required to qualify for consideration. Your statement of qualification should include company history, company principals, safety program, and appropriate licenses. The selected contractor will be required to enter into an agreement based on the specifications outlined in this RFP.

The property is managed by the Washington Corporations’ Facilities Department.

#### 2. SCOPE OF WORK

2.1 **See the scope of work (“SOW”) for details.**

The SOW includes the following documents:

1. SOW-Plans (10 pages)

2.2 Any modifications to the SOW shall require a formal change order which must be mutually agreed upon in writing and executed by both parties.

#### 3. PRE-PROPOSAL SITE VISITS

Before submitting a proposal, Contractors are encouraged to thoroughly examine the property and fully understand the conditions that in any way could affect their proposal. Failure to do so, will in no way, relieve the Contractor from satisfactory performance under the proposal submitted. **A pre-proposal site visit is scheduled for Wednesday, April 29, 2026 at 9:00 a.m. meeting at the sign.**

#### 4. PRE-PROPOSAL QUESTIONS

All questions concerning this RFP and all correspondence must be submitted in writing by contacting:

Brian Brush, [bbrush@washcorp.com](mailto:bbrush@washcorp.com)  
cc: [maintenancebids@washcorp.com](mailto:maintenancebids@washcorp.com)

Questions will not be accepted by phone. All questions must include contractor's name and email address and be submitted 72 hours prior to proposal due date.

## 5. QUALITY CONTROL & SUBCONTRACTING

Work performed under this proposal shall be performed in accordance with a contract between you and Owner. If the contract allows, subject to approval in writing by Owner's representative, you may subcontract any work to be performed under this contract. However, your election to subcontract any work does not relieve you from any responsibility or liability under this contract. Work must be successfully completed in accordance with all applicable state and federal regulations and laws.

## 6. INSURANCE REQUIREMENTS

Contractor and all subcontractors shall procure and maintain the following types and limits of insurance for the duration of this Agreement:

<u>Type of Insurance</u>	<u>Limits of Liability</u>
Worker's Compensation	Statutory
Employer's Liability	\$1,000,000
Commercial General Liability – Personal Injury/Property Damage	\$1,000,000 combined single limit per occurrence; \$2,000,000 aggregate
Automobile Liability – Bodily Injury And Property Damage -Hired car, owned and non-owned autos	\$1,000,000 combined single limit per occurrence

Owner and Washington Corporations, Inc. shall be an additional insured on Contractor's commercial general liability and automobile liability policies, including a waiver of subrogation on both policies in favor of GLP and Washington Corporations, Inc.

A signed Certificate or Certificates of Insurance shall be furnished to Owner before work is performed or furnished by Contractor. Contractor shall provide notice to Owner in accordance with the insurance policy of any change, modification, cancellation or termination of any insurance policy.

Contractor shall proactively provide Owner with updated insurance certificates on an annual basis.

## 7. PROPOSALS

7.1 Proposals are due by **11:59 P.M. Tuesday, May 12, 2026.**

***PROPOSALS must be submitted online at: <https://maintenancebid.washcorp.com>.***

**Bid Detail/Proposal must be priced according to this schedule of values:**

1. Cost of Materials (in total)
2. Cost of Labor (in total)
3. Total Project Cost
4. Other (any other fees)\*

\* Contractor's bid will include costs of all equipment, fuels, materials, insurances, fees and transportation costs associated with all aspects of the work.

## 7.2 Required Documents

- a. Contractors who have previously worked with Owner only need to submit the following:
  - 1) Proposal
  - 2) List of any/all Subcontractors
  - 3) Estimated Construction Schedule
  - 4) Submittals as requested in the SOW-Plans
  
- b. Contractors that have *not worked* with Owner before must also submit the following:
  - 5) Statement of qualification & certifications
  - 6) Licenses – Business, etc.
  - 7) Sample invoice
  - 8) References - three to five independent references required
  - 9) Certificate of insurance evidencing current coverage as noted in this RFP

All contractors submitting a proposal may be subject to a background check. Work must be successfully completed in accordance with all applicable state and federal regulations and laws.

## 8. CONTRACTOR QUALIFICATIONS

- 8.1 Contractor certifies that they have completed within the past three (3) years a minimum of three (3) projects of similar nature and scope of work.
- 8.2 Contractor maintains a permanent place of business with a minimum of five (5) years in the business.

## 9. OWNER RESERVATIONS

- 9.1 Owner reserves the right to reject any or all proposals, to waive or not waive informalities or irregularities in proposals or proposal procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by Owner to be in the best interests of Owner even though not the lowest bid.
- 9.2 Owner reserves the right to negotiate any and all elements of any proposal.

**\*\*End of RFP\*\***