CHAFFEE COUNTY COMMISSIONERS

Request for Proposal
for
General Contractor

Chaffee County Assessor
Office Remodel
104 Crestone Avenue
Salida, CO 81201

OWNER: **Chaffee County**
County Representative: **Bob Christiansen, Director of General Administration**
104 Crestone Avenue
Salida, Colorado 81201

PROJECT ARCHITECT: **Sarah F. Whittington, RA**
P.O. Box 1115
Salida, Colorado 81201

February 18, 2021

INDEX **PAGE**

Project Description	3-4
Project Schedule	4
Instructions to Proposers	4-7
RFP Proposal Evaluation Criteria	7
Bid Proposal	8
Budget Analysis Worksheet	9

REQUEST FOR PROPOSAL

I. Project Description

SUMMARY

Chaffee County is requesting proposals for a General Contractor construction team for the remodel of the Assessor's Office area. The Assessor's office is located on the second floor of the Chaffee County Administration Offices at 104 Crestone Avenue in Salida, Colorado. The project is on the easterly side in the 1908 original building portion.

RFQ PACKET

- Request for Proposals for General Contractor Construction Team, Chaffee County Assessor Office Remodel packet.
- Instructions to Proposers
- Construction Bid Documents – dated: February 18, 2021.

DETAILED SCOPE OF WORK: The following is a list of design requirements for the Project. While the list provides clarifying additions to the provided drawings, it will be the successful Proposer's responsibility to verify all existing conditions.

Architectural:

- Demolition of doors and walls as shown, ceiling grid, and finishes.
- Provide new interior partitions and doors to create individual office areas. The walls will be a combination of gypsum wallboard finish on metal studs and glass storefront.
- New Entry area will have a premanufactured teller style window with transaction tray.
- All drop ceilings will be replaced and reconfigured as shown.
- New flooring will be provided throughout.
- New doors will be storefront. All keying of door hardware will be coordinated with Owner.
- Sound insulation.
- See Architectural set for further information.

Mechanical:

- New diffusers connecting to existing ductwork.
- New return air ductwork and grilles connecting to existing.
- Provide cooling at the Server room plus new ventilation.
- See Mechanical set for further information.

Electrical:

- Provide new electrical layout and work.
- Provide new data locations.
- See Electrical set for further information.

General:

- Provide all construction services required to fully implement the goals and intentions of this project. Construction services shall include all scheduling, administration, and management.
    - Furnish cost estimating and all necessary Value Engineering through the Pre-Construction and Construction phases. The goal of the project is to achieve optimum

value for the budget and keep the construction time frame within the established parameters.

- Obtain the general Building permit and all other required permits.
- Oversee and perform the complete construction phase.
- Develop a construction schedule.
- Establish regular site/construction meetings to coordinate/communicate with the Architect and Owner throughout the construction phase.
- Contractor will need to coordinate with the staff to schedule the work timing. The County will be open during construction and the contractor will need to minimize disruption. Though phasing the project may be considered, the Assessor's office plans to vacate the area during construction. They would prefer to return once construction is finalized. The main goal is the most efficient approach to the schedule. In addition, please note that due to any increased Covid-19 concerns, the contractor may be asked to work with the County on scheduling construction outside of the normal workday. All contractors and subcontractors shall comply with Chaffee County's COVID-19 policies and procedures for workplace safety.

II. RFP Schedule

a. Advertisement: Thursday, February 18, 2021
b. RFP Document issued: Thursday, February 18, 2021
c. Pre-Proposal meeting: Thursday, February 25, 2012 @ 4:00 pm
   Location: Chaffee County Administration Offices at 104 Crestone Avenue in Salida, Colorado
d. Questions on RFP due: March 16, 2021 @ 10:00 am
e. RFP packets Due: March 18, 2021 @ 4:00 pm Location: Chaffee County Administration Offices at 104 Crestone Avenue in Salida, Colorado
   Please note there will not be a public opening.
f. RFP review and matrix evaluation: March 18, 2021

III. Instructions to Proposers

GENERAL: Proposers are requested to carefully study and conform to the provisions of the instructions and this document in order that their packet, as submitted, is regular, complete and acceptable.

PROPOSALS: All proposals must be made on the forms provided herein and shall be submitted as a part of the entire packet as requested. Incomplete packets will not be accepted. All proposals must be legibly written in ink or with a typewriter with all prices given in words and figures; the written word shall govern. Each proposal shall be enclosed in a sealed envelope, addressed to Chaffee County and endorsed on the outside of the envelope with Chaffee County Assessor Office Remodel as the work being bid. Proposal packets shall be turned in at the County Administration Office, 104 Crestone Avenue, Salida, CO 81201 on March 18, 2021 by 4:00 pm. Please note that there will not be a public opening.

If a proposer fails to provide the required information, his or her response may be disregarded. All proposals and materials shall be kept confidential until bid opening, at which time they become subject to public disclosure.

LATE PROPOSALS: Proposals received after 4:00 pm on March 18, 2021 will not be considered.

SUBMITTAL REQUIREMENTS

- **PROPOSAL GUARANTEE – Bid Bond:** Each proposal shall, as a guarantee of good faith on the part of the bidder, be accompanied by either a certified check, cashier's check drawn on an

acceptable bank, or bidder's bond, in an amount equal to five percent (5%) of the total amount of the bid as submitted. The proposal guarantee shall be made payable without condition to Chaffee County, and the amount of the check or bond, may be retained by and forfeited to said Chaffee County as liquidated damages if such proposal is accepted and the contract is awarded and the bidder fails to enter into contract in the form prescribed with legally responsible sureties, within ten (10) days after such award is made by the Chaffee County.

- **EXPERIENCE OF SIMILAR COMMERCIAL PROJECTS IN SCOPE AND TYPE :** Provide min. 3 projects. Provide project names and descriptions for similar projects that the proposed team has recently worked on together.
- **REFERENCES:** Provide three references with name, title, contact information, and project.
- **PROJECT TEAM MEMBERS:** Provide resumes for the key Construction team members. All team members should be responsible, qualified subcontractors who are familiar with this type of project.
- **PROOF OF INSURANCE:**
    a. Commercial General Liability Insurance: At a minimum, combined single limits of $1,000,000 per occurrence and $2,000,000 for general aggregate for bodily injury and property damage, which coverage shall include products/completed operations, independent contractors, and contractual liability each at $1,000,000 per occurrence and $50,000 any one fire.

    b. Automobile Liability. Minimum limits are required to be $1,000,000.00 for each occurrence. Coverage must include:
        i. All vehicles owned, non-owned, and hired to be used on the Contract;
        ii. Medical Payments.

    c. Workers' Compensation and Employer's Liability: Workers' compensation insurance for all of Contractor's employees engaged in work at the site of the Project including occupational disease coverage in accordance with scope and limits as required by the State of Colorado.
- **PROJECT SCHEDULE:** Provide a proposed construction schedule with the earliest start date and the estimated duration of the project. It is noted that a start date may need to be adjusted due to the Award of Contract timing.
- **SCHEDULE OF VALUES:** Provide a schedule of values for the project.
- **BID FORMS**

BID PROPOSAL: In making a bid proposal, Qualifiers shall review the entire amount of work shown, or reasonably implied in the RFP Documents. It is intended that the Contractor shall furnish, complete, in a first-class condition, and ready for operation, the systems covered by this contract.

SCOPE OF WORK: The Contractor shall furnish all equipment, machinery, materials, skill, tools, and labor required to complete prescribed work for the Chaffee County Assessor Office Remodel as outlined in the RFP and Bid Plan Documents. All work shall be done in keeping with the general intent of these documents (whether or not specifically documented). The Contractor shall fully familiarize themselves with the scope of the project including all conditions of the work to be performed plus the accuracy of the material quantities required.

EXAMINATION OF WORK SITE – Pre-Proposal Meeting: There will be a Pre-Proposal site meeting on February 25, 2021 @4:00 pm. Purpose of the meeting is to go over the proposal documents with perspective Proposers and to answer any preliminary questions. While the pre-proposal meeting is not mandatory, it is highly recommended. Site visits will maintain all Colorado and Chaffee County

Covid-19 protocols with masks required. Contractors will meet in front of the County Administration Office at 104 Crestone Avenue, Salida.

Each Proposer must satisfy themselves fully of the conditions relating to construction and labor under which the work will be performed, and examine the location of the proposed work, the RFP, and determine any unusual conditions or hazards to be met in performing the work, and the accuracy of the quantities, as the proposal must cover all contingencies of the work, and the Proposer shall not, at any time, thereafter, dispute or complain of the statements or estimates, nor assert that there was any misunderstanding in regard to the nature, or the amount, of work to be done.

If a Proposer requires additional site visits prior to the RFP Bid Date, these visits will need to be schedule through the Architect and will need to be scheduled for the minimum of disruption.

INTERPRETATIONS: No interpretation of the meaning of the RFP documents will be made to any bidder orally.

Every request for such interpretation should be in writing addressed to the Architect, Sarah F. Whittington, RA, 129 ½ w. 3rd Street, Suite #5, P.O. Box 1115, Salida, Colorado 81201, or submitted by e-mail to sarah@salidaarchitect.com and to be given consideration, must be received at least (3) three days prior to the date fixed for the opening of bids. No interpretations will be addressed after this time. All Proposers will be notified of any interpretations that differ from the RFQ Documents.

PAYMENT AND PERFORMANCE BOND: Performance and Payment Bond. To secure performance of Contractor's obligations under this Contract, Contractor shall provide Parties with a Performance and Payment Bond in the amount of the full contract price. Prior to execution of this Contract, Contractor shall provide the form of the Performance and Payment Bond to Parties for their review and approval. Parties shall be authorized to draw upon the Performance and Payment Bond to correct any default by Contractor under this Contract, which default shall be determined and substantiated by an Affidavit of Default signed by the Parties' Administrators.

ACCEPTANCE OF PROPOSALS AND APPROVAL OF CONTRACT: Chaffee County reserves the right to reject any or all proposals, to further negotiate with apparent responsible qualifier, to award the team that seems in the best interest to Chaffee County, and to waive any informalities or minor irregularities in packets. Please note that the successful qualifier may not have the lowest bid. Final acceptance of any proposal will be conditional upon satisfactory execution of a contract by the County and the Proposer.

Acceptance of a proposal will not impart any rights to any party including, and without limitation, rights of enforcement, equity, or reimbursement, until the contract and all related documents are approved and properly executed.

If, in the sole judgement of the Board of County Commissioners, the proposals are substantially equal, the Board may grant the contract to companies located in Chaffee County. The total cost of proposal preparation and submission shall be borne by the Proposer.

PAYMENTS: Payments for all work performed under the Contract will be made to the contractor, as later described in detail, herein. Payments will be made on standard AIA payment forms and will require 10% retainage.

WORK COVERED BY THE BID: Qualifiers must make their proposal in accordance with the intentions contained in these RFP Documents.

MATERIALS, EQUIPMENT FURNISHED BY CONTRACTOR: The Contractor shall furnish all materials and equipment shown or reasonably implied in the RFP. If the Proposer is unclear as to what equipment he shall be held responsible for furnishing, he shall contact Sarah F. Whittington, RA, 129 ½ w. 3rd Street, Suite #5, P.O. Box 1115, Salida, Colorado 81201in writing, at least three days prior to bid opening.

BEGINNING AND COMPLETION OF THE WORK: The Contractor shall begin work within 10 calendar days after the date of receipt by the Contractor of the "Notice to Proceed." The Proposer shall provide an estimate of calendar days for the work required. The work to be performed under this contract shall be completed and ready for acceptance and use on or before the number of calendar days elapsed as stipulated by the Contractor in the Proposal, computed from the date authorized by the Owner for the starting of construction. If, due to misconduct or neglect, Contractor fails to complete the Project on or before the Completion Date, Parties may deduct liquidated damages in the amount of $200.00 from the contract price per day for each day Contractor works beyond this date. Actual damages caused by Contractor's failure to complete this Contract on time are impracticable or extremely difficult to fix; accordingly, the per diem deduction from the contract price will be retained by Parties as payment by Contractor of liquidated damages, and not as a penalty for failure.

IV. RFP Proposal Evaluation Criteria

PROPOSAL EVALUATION: Proposals will be evaluated by the County staff. The evaluation process will rely on the requested information provided in this RFP. Consequentially, it is expected that successful proposals will demonstrate a thoughtful and thorough response to the required submittals in the RFP. Proposals determined to be deficient will be eliminated from further review. Failure to address any question or requirement adequately or completely could adversely affect the evaluation. The County may, in their discretion request further clarification or additional information from a Proposer. Please see the Evaluation Matrix below.

All information submitted in response to this RFP is public after the Notice of Award has been issued. The Proposer should not include as part of the response to the RFP any information which the Proposer believes to be a trade secret or other privileged or confidential information. If the Proposer wishes to include such material with their proposal, then the material should be submitted under separate cover and identified as confidential. Statements that the entire proposal is confidential will not be honored. Chaffee County will endeavor to keep that requested information confidential, separate, and apart from the proposal subject to the provisions of the Colorado Open Records Act or order of court.

All information provided is subject to public disclosure under the Colorado Open Records Act (CORA) unless clearly identified and marked as confidential and qualifies under CORA.

Minority Business Enterprises will be afforded full opportunity to submit proposals in response the RFP and will not be discriminated against on grounds of race, color, or national origin.

EVALUATION MATRIX:

a.	Proposal Guarantee:	5 points
b.	Experience	15 points
c.	References	15 points
d.	Project Team Members	15 points
e.	Schedule and Time frame	15 points
f.	Proof of Insurance	10 points
g.	Project Budget and Schedule of values	25 points

Total Points Possible 100 points

PROPOSAL OF:

TO: CHAFFEE COUNTY BOARD OF COMMISSIONERS

PROJECT: Chaffee County Assessor Office Remodel

Pursuant to your Request for Proposals, the undersigned Proposer hereby proposes to furnish all the labor and materials and to perform all the work required for the complete and prompt execution of everything described or shown in or reasonably implied in the RFP documents.

The Proposer has carefully examined the RFP Documents and has examined the site of the work and informed themself fully regarding the conditions to be met in the execution of the work.

It is understood the scope of work as it pertains to the project and the Construction phase.

It is hereby agreed that the lump-sum price bid shown on the Bid Sheets as the Total Amount Bid for this Contract per this proposal, may be increased to cover additional work ordered by the Owner, where such work is not required by the RFP or considered incidental. Similarly, the lump-sum price bid may be decreased to cover deletion of work so ordered. It is understood that the Proposer will work with the Owner to establish a budget that is in the best interests of the Project.

It is understood and agreed that time is a consideration, and that the Owner reserves the right to reject a Proposer in which the number of calendar days stipulated by the Contractor required for the work of this Contract is not amenable to the best interests of the Owner.

The undersigned Proposer hereby proposes and agrees, that if this Proposal is accepted, he will enter into a contract for the construction of the facilities shown and will accept in full payment therefore the prices stated in the following proposal for the various items of work outlined above.

The Proposer acknowledges the above items and certifies that all statements made in this submittal are true and correct to the best of their knowledge.

Chaffee County
Assessor Office Remodel
104 Crestone Avenue
Salida, CO 81201

PROJECT BUDGET ANALYSIS SHEET

1. GENERAL REQUIREMENTS $_____
2. WOOD AND PLASTIC $_____
3. THERMAL AND MOISTURE $_____
4. DOORS AND WINDOWS $_____
5. FINISHES $_____
6. MECHANICAL $_____
7. ELECTRICAL $_____

GRAND TOTAL $_____
TOTAL PROPOSAL (written) _____

Acknowledgement of receipt of Addenda:
List Addenda and initial:

The time of final completion of the work, **AFTER GIVEN NOTICE TO PROCEED:**
(maximum 365) Calendar Days

The undersigned Proposer hereby agrees to furnish the required bond and enter into contract within ten (**10**) days from the date of the acceptance of this proposal and agrees to complete the entire work covered by this proposal within the number of calendar days stipulated after date of due notification from Owner instructing him to commence work thereon.

_____
Contractor
Date