



DENVER
THE MILE HIGH CITY
JOHN W. HICKENLOOPER
MAYOR

CITY AND COUNTY OF DENVER

DEPARTMENT OF GENERAL SERVICES
Purchasing Division
www.denvergov.org/purchasing

WELLINGTON E. WEBB
MUNICIPAL OFFICE BUILDING
201 WEST COLFAX AVE.,
DEPT. 304, 11TH FLOOR
DENVER, CO 80202
PHONE: (720) 913-8100
FAX: (720) 913-8101

Buyer: J.D. Whiteman
Phone: 720-913-8119

REQUEST FOR INFORMATION

Request for Information No. 6560

Denver Westside Library

SCHEDULE OF EVENTS

• RFI Issued	April 21, 2009		
• Request for Information Conference	May 1, 2009	1:00 P.M.	Local Time
• Deadline to Submit Additional Questions	May 6, 2009	5:00 P.M.	Local Time
• Response to Written Questions	May 8, 2009		
• RFI Due Date	May 18, 2009	5:00 P.M.	Local Time
• RFI Evaluation Period	Estimated 1-2 Weeks		

Vendor offers to furnish to the City and County of Denver the materials, supplies, products or services requested in accordance with the specifications and subject to the Terms and Conditions described herein.

VENDOR SIGN HERE

Company Name: _____

By: _____
(Printed or Typed Name)

(Signature)

Signature constitutes acceptance of all Terms and Conditions listed on this form and all documents attached.

THIS SUBMISSION MUST BE RETURNED IN A SEALED ENVELOPE WITH THE SUBMISSION NUMBER AND SUBMISSION TITLE ON THE ENVELOPE.

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SECTION A: GENERAL INFORMATION & SUBMISSION INSTRUCTIONS

A.1 BACKGROUND AND SCOPE:

The City and County of Denver, hereinafter referred to as the City, desires to solicit submissions relating to **DEVELOPMENT OF A WESTSIDE LIBRARY**.

A.2 SUBMISSION OF REQUEST FOR INFORMATION:

Submit one (1) original, one (1) copy on CD and three (3) copies of your Request for Information to the City & County of Denver Purchasing Division, 201 W. Colfax Ave., Dept. 304, 11th Floor, Denver, CO 80202. Request for Information documents are to be in either an enclosed envelope or a sealed box and labeled with the Request for Information number and name. Request for Information documents must be received and time stamped in the Purchasing Division Office no later than date and time listed on the schedule of events. Individual Request for Information documents will not be read in public or available for public inspection until after an award determination has been made. No RFI's should be submitted in plastic sleeves or spiral binders. They may be submitted in 3 ring binders.

The City requests that whenever possible RFI's be duplex printed on paper containing 30% post-consumer content in observance with the Greenprint Denver action plan.

A.3 PRE-REQUEST FOR INFORMATION CONFERENCE

A request for information conference will be conducted the date and time listed in the Schedule of Events, front page. The pre-request for information conference shall be held in Conference Room 4.F.6, located on the fourth (4th) floor, of the Wellington Webb Municipal Office Building, 201 W. Colfax Ave., Denver, CO. The request for information terms and conditions will be reviewed and discussed at this time.

A.4 RFI QUESTIONS

The City shall not be bound by and the Vendor shall not request or rely on any oral interpretation or clarification of this RFI. Therefore any questions regarding this RFI are encouraged and should be submitted in writing by email to:

City Buyer: J.D. Whiteman
E-Mail: james.whiteman@denvergov.org;
Phone: (720) 913-8119

Questions received up to deadline to submit question in the Schedule of Events will be answered in writing per the Schedule of Events. Answers to questions from any Vendor will be provided to all Vendors.

All communications regarding this submission shall only be through the City's buyer listed above. No communication is to be directed to any other City personnel.

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A.5 ADDENDA

In the event it becomes necessary to revise, change, modify or cancel this RFI or to provide additional information, addenda will be issued to all recipients of this RFI.

A.6 ALTERNATE RESPONSES

It is our intent to solicit submissions that afford the City the most cost efficient, technically responsive submission for the acquisition of the subject matter of this RFI. However, we recognize that there may be arrangements different from that requested hereunder that would offer additional benefits to the City while satisfying the applicable requirements of this RFI. Accordingly, you may submit alternative submissions for consideration, which offer such additional benefits in addition to the requested baseline submission. These alternatives will be evaluated in conjunction with the primary (baseline) approach for each submission.

A.7 ORAL PRESENTATION

As part of the evaluation process, an oral presentation to City officials and other designated representatives may be requested.

A.8 RFI CONDITIONS AND PROVISIONS

This submission must be signed by a duly authorized official of the proposing company. The completed and signed submission (together with all required attachments) must be returned to the Department of General Services on or before the time and date of the deadline shown on page one. ***This request for information MUST be returned in a sealed envelope.***

The City reserves the right to postpone or cancel this RFI, or reject all submissions, if in its judgment it deems it to be in the best interest of the City to do so.

The City shall not be liable for any costs incurred by vendor in the preparation of submissions or for any work performed in connection therein.

A.9 GRATUITIES AND KICKBACKS:

It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee (within six months of termination from City employment), or for any employee or former employee (within six months of termination from City employment) to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding of application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime vendor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

In the event that any gratuities or kickbacks are offered or tendered to any City and County of Denver employee, the proposal shall be disqualified and shall not be reinstated.

A.10 EVALUATION AND AWARDS:

This RFI is neither an offer, nor a commitment to contract and/or purchase any product or service. The information sought herein is for evaluation and analysis. The information provided in response to this RFI will be used to assess ideas, concepts, services, capabilities (including financial) and their relative costs.

This Request for Information (RFI) is the first step in the process that may lead to selection of a contractor to provide the Westside Library. If responses to this RFI are promising, it is the City's present intent to follow this RFI with a second step, consisting of a more focused and detailed Request for Proposals ("RFP"), depending on what is learned from the RFI. The City may elect to make the RFP process to be by "invitation only," limiting RFP proposers to those the City has determined made an RFI submittal of interest to the City. However, the City expressly reserves the right in its sole discretion not to proceed with an RFP or any subsequent negotiations or agreement. This RFI shall not commit the City to pay any preparation costs nor to reimburse any costs associated with a response to this request.

Responses to this RFI will be evaluated using the following factors, equally weighted:

- The Property, its ownership, location, and any limitations on its use.
- The extent to which the requirements listed in Attachment B are satisfied within the approved budget. .
- Respondent Experience and Key Personnel.

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SECTION B: SCOPE OF WORK AND TECHNICAL REQUIREMENTS

B.1 OVERVIEW

On November 6, 2007, Denver voters passed 9 ballot initiatives aimed at maintaining the City's critical infrastructure now and in the future. The initiatives included \$12,000,000 for land acquisition, design and construction for a Westside Library. The purpose of this document is to provide interested parties with sufficient information to prepare and submit submissions for 1) land or 2) land, design and construction.

The City and County of Denver ("City") invites and welcomes your participation in an exploration of solutions to providing land only or a completed Westside Library to be conveyed to the City. The following paragraphs outline the Assumptions, Requirements, General Stipulations, and Evaluation Factors that apply to this proposed facility.

B.2 PROGRAM REQUIREMENTS

There are two program requirements for this facility:

B.2.a Service Area

The service area is defined by the boundaries of 16th Ave. on the north, 6th Ave. on the south, Federal Boulevard on the east, and Sheridan Boulevard on the west. The proposed facility must be within the service area described above.

B.2.b Available Budget

The voters approved \$12,000,000 for land and design of the facility. Reserving \$1,300,000 of Bond Program funds for City management and public art requirement, the available budget for any proposed solution is \$10,700,000 to include land, design, construction and books, equipment and FF&E.

B.3 RFI RESPONSE REQUIREMENTS

B.3.a Description of Real Property

Responses must describe the real property proposed for the Westside Library, and demonstrate control of the property through one of the following: (1) copy of deed in name of Respondent, (2) copy of agreement and consent of the Owner to submit the submission for the property, or (2) a purchase agreement to acquire the property. In addition, Respondent must submit , a current title commitment showing ownership and encumbrances. If the property is not owned by the party submitting under this RFI, please identify how the Respondent intends to convey the property to the City. Identify the primary entity that will contract with the City for conveyance of the real property and provide financial references. City will require any conveyance of the property to be by general warranty deed.

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B.3.b Public Accessibility

The City desires that the proposed facility be accessible by the general public. Responses must identify any limitations on use of the facility, as well as current zoning and whether any zoning changes will be required. If the proposed property includes existing buildings, please describe the extent of renovation needed to deliver an acceptable facility.

B.3.c Base Facility

The initial library programming of the Westside Library is defined in Attachment A. The City desires a single story "Base Facility", totaling 28,000 building square feet, plus Base Site Development. Required parking will be 4:1000. The City recognizes that alternative solutions may deliver some subset of facility spaces and features, and the City will consider submissions that present less than 100% of the list of requirements.

B.3.d Design Standards/Quality of Construction

The City will own, operate and maintain this facility, thus, design standards and quality of construction and limiting future maintenance costs are of concern. In a subsequent Request for Proposals, the acceptable standards will be described in detail, however, developers may view the new Arapahoe County Library, located at Streets of South Glenn, Littleton, CO, for an indication of the standards of construction that the City normally requires. Additionally, an example of an urban library is the Rondo Library in St. Paul, MN which may be viewed at <http://www.stpaul.lib.mn.us/locations/rondo.html> . In response to this RFI, Respondents are invited to submit alternate standards for the City's consideration, along with information (e.g., availability, durability, maintainability) of the Developer's proposed alternate standards for materials, equipment, and/or methods of construction.

B.3.e Design and Construction Contractors

Respondents must identify the design and construction contractor team member firms (e.g., architect, general contractor) they propose to use to deliver the facility. The City has preliminarily identified a design/build delivery method for this project. However, Respondents may propose alternate delivery methods. The proposed team should, to the extent possible, demonstrate successful experience in delivering projects containing the features listed in Attachment A, successful experience in delivering projects within the City and County of Denver, and the Respondent's financial and technical capacity to deliver the facility.

B.3.f Preliminary Budget

Respondents should submit a preliminary budget showing the amount of money allocated for 1) land acquisition alone or 1) land acquisition 2) design and other professional services and 3) costs of construction combined in a turnkey project.

If your budget requires funding in addition to the Bond Program funds, please indicate the type and amount of those funding sources.

B.4 GENERAL STIPULATIONS

B.4.a Terms and Conditions

Detailed Terms and Conditions will be included in the subsequent Request for Proposals. The City must operate within its rules and regulations, and the conditions of the Bond Program. Accordingly, Respondents will be required to comply with all City requirements, including payment of prevailing wage (Division 3 of Article IV of Chapter 20, D.R.M.C.) and MBE/WBE participation (see below). In addition, the successful Respondent will need to indemnify the City and meet the insurance requirements established by the City for this project. Finally, the project is subject to the City's public art requirements (Division 4 of Article IV of Chapter 20, D.R.M.C.).

B.4.b Sustainability

The City has a program geared towards sustainable and energy-saving development, called Greenprint Denver. Towards this program's goals, Respondents submitting to the RFI must demonstrate the viability of achieving LEED Silver® (Leadership in Energy and Environmental Design) or achieving an Energy Star®-rating. More information about this agenda can also be found at <http://www.greenprintdenver.org>. The final project plans will require an environmental plan, describing how the redevelopment and proposed use(s) of the building will be conducted in an environmentally sound manner through programs and actions, energy conservation, waste reduction and recycling.

B.4.c Disclosure of Information

All submissions and other materials provided or produced pursuant to this RFI may be subject to the Colorado Open Records Law, C.R.S. 24-72-201, et. seq. As such, Respondents are urged to review these disclosure requirements and any exceptions to disclosure of information furnished by another party and, prior to submission to the City, appropriately identify materials that are not subject to disclosure. In the event of a request to the City for disclosure of such information, the City shall advise the Respondent of such request to give the Respondent an opportunity to object to the disclosure of designated confidential materials furnished to the City.

B.4.d Applicable Laws

This selection process and the performance of any selected Respondent shall be subject to, governed by and construed in accordance with the laws of the State of Colorado and the Charter, Revised Municipal Code, Rules, Regulations, written policies and Executive Orders of the City and County of Denver, as the same may be amended from time to time.

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B.5 LIBRARY SPACE SQ. FT. SUMMARY

<u>Space Name</u>	<u>Division Sq. Ft.</u>
1. Welcome (Entry/Lobby)	1,000
2. Transact (Self Check/Customer Service)	480
3. Support – Building (IT Equip Room, Mech/Elect, Public Restrooms, Storage)	2,022
4. Support – Staff (Delivery Area, Storage, Librarian’s Office, Staff Lounge)	2,780
5. Gather (A/V Storage, Multi-Purpose Room, Kitchenette)	2,604
6. Inquire – Non-Fiction (Collection & Seating, Tutoring Rooms, Lounge Space)	4,286
7. Children’s Library (Collection & Seating, Craft Area, Pods, Computing)	5,164
8. Fiction – Adult (Fiction & Seating)	1,648
9. Fiction – Young Adult (Collection & Seating)	404
10. Multi-Media	1,964
11. Periodicals	<u>132</u>
Net Assignable Sq. Ft.	22,484
Non-Assignable Sq. Ft. (@ 20% of gross)	<u>5,621</u>
Gross Square Footage	28,105

**FOR ADDITIONAL INFORMATION CONTACT BUYER J.D. WHITEMAN 720-913-8119 OR
James.Whiteman@denvergov.org.**

SECTION C: ADDITIONAL REQUIRED INFORMATION

C.1 VENDOR INFORMATION

Vendor											
Tell us where the vendor will provide?	☐ Rent ☐ Medical Service 06 ☒ Non-Employee Compensation 07 ☐ Attorney 14										
Business Name	Tax ID # (TIN or SSN)										
Business Address	Telephone Number										
City, State Zip	Fax Number										
Order Address (If different from above)	Email (not Required)										
City, State, Zip	<table border="1"> <thead> <tr> <th colspan="2">Vendor Entity Type (check one)</th> </tr> </thead> <tbody> <tr> <td>☐ Individual</td> <td>☐ LLP/LLC</td> </tr> <tr> <td>☐ Partnership</td> <td>☐ Sole Proprietor</td> </tr> <tr> <td>☐ Corporation</td> <td>☐ Government</td> </tr> <tr> <td>☐ Exempt/Non-Profit</td> <td>☐ Employee</td> </tr> </tbody> </table>	Vendor Entity Type (check one)		☐ Individual	☐ LLP/LLC	☐ Partnership	☐ Sole Proprietor	☐ Corporation	☐ Government	☐ Exempt/Non-Profit	☐ Employee
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Remittance Name											
Remittance Address											
City, State, Zip											