



REQUEST FOR PROPOSAL LARIMER COUNTY COLORADO 2555 MIDPOINT DRIVE, SUITE B FORT COLLINS, COLORADO

PROPOSAL NUMBER: 08-04
DESCRIPTION: Marina Maintenance Building
RECORDING DATE: 04/04/2008

The Board of Larimer County Commissioners will be receiving sealed proposals at the office of the Purchasing Director, 2555 Midpoint Drive, Suite B, Fort Collins, Colorado, up to 2PM (our clock), Friday, April 4, 2008, at which time proposals will be recorded, but not publicly opened, to consider contracting for a marina maintenance building for the Larimer County Natural Resources Department.

Each proposal **MUST** be accompanied by a bid bond, cashier's check or certified check payable to Larimer County in the amount of not less than 5% of the total amount proposed. The successful proposer will be required to furnish a Performance and Payment Bond in the amount of 100% of the contract price with a corporate surety approved by the COUNTY and licensed to do business in the State of Colorado, said bonds to be released at the sole direction of the COUNTY.

A pre-proposal meeting to familiarize prospective proposers with the project, tour the area and respond to questions will be held at 10:00 A.M. Monday, March 24, 2008. Although the pre-proposal meeting is not mandatory, it is strongly suggested all interested proposers attend. Only one pre-proposal meeting will be held.

Prospective proposers will meet at the Larimer County Parks and Open Lands Visitor Center lobby, located at the Larimer County Carter Lake offices, 1800 South County Road 31, Loveland, CO., to sign in with the Larimer County Purchasing Department representative. Proposers will drive their own vehicles to the site. Directions to the Visitor Center are as follows: from Loveland, Colorado, proceed West on Highway 34 approximately five (5) miles. Turn left (South) on County Road 29 (also labeled as North Carter Lake Road), proceed two (2) miles South to County Road 18E, turn right (West) on 18E two (2) miles to South County Road 31. You will see the Carter Lake offices on your immediate left. Park next to the building. Prospective proposers can contact the Larimer County Parks and Open Lands department at 970-679-4570, or go to "Mapquest" for directions.

All questions regarding this proposal should go to Ms. MaryAnn Schmidt, CPPB, Buyer II, at (970) 498-5957. Questions are due no later than 10:00 A.M. Wednesday, March 26, 2008. Questions may be faxed to Ms. Schmidt at 970-498-5959, or e-mail to mschmidt@larimer.org. Please call to verify receipt of your questions. No additional questions will be accepted after the date and time referenced above.

INSTRUCTIONS TO PROPOSERS:

Five (5) copies of your proposal are required. If brochures or other supportive documents are requested, then it is required that 5 sets be submitted with your proposal.

In submitting a proposal, the vendor agrees that acceptance of any or all proposals by the County within a reasonable time or period constitutes a contract. No delivery shall become due or be accepted unless a purchase order shall first have been issued by the Purchasing Director of Larimer County.

No work shall commence nor shall any invoices be paid until the contractor has provided adequate proof of insurance for the risks and in the amounts as specified in the "Insurance Requirements for Contractors" and until such proof is accepted by the Larimer County Department of Risk Management. If you want to challenge the insurance requirements, you must contact Ms. Connie Ellis, Property/Casualty Claims Adjustor, at (970) 498-5963 at least one week before the proposal recording date.

Payment for work performed or goods sold to Larimer County can be expected within 30 days after receipt of the invoice and satisfactory acceptance from the department receiving the service or goods.

As of August 7, 2006, state and local government agencies are prohibited from purchasing services from any contractor that knowingly employs illegal immigrants to help carry out publicly funded work per the provisions of C.R.S. 8-17.5-101. Contractors must certify that they are using, or that they are trying to participate in the "Basic Pilot Employment Verification Program". If it is discovered that a contractor awarded a contract employs illegal immigrants or subcontracts with illegal immigrants, Larimer County can terminate the contract and the contractor may be held liable for damages.

Larimer County reserves the right to reject any and/or all proposals, to further negotiate with the successful proposer and to waive informalities and minor irregularities in proposals received, and to accept any portion of the proposal if deemed to be in the best interest of Larimer County to do so. If, in the sole judgment of the Board of County Commissioners, the proposals are substantially equal, the Board **may** grant the contract to companies located in Larimer County. The total cost of proposal preparation and submission shall be borne by the proposer.

All information submitted in response to this request for proposal (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 data. If the proposer wishes to include such material with a proposal, then the material should be supplied under separate cover and identified as confidential. Statements that the entire proposal is confidential will not be honored. Larimer County will endeavor to keep that information confidential, separate and apart from the proposal subject to the provisions of the Colorado Open Records Act or order of court.

No telephone, e-mail or facsimile proposals will be accepted.

Proposals must be clearly identified on the front of the envelope by proposal number and title. Responsibility for timely submittal and routing of proposals, prior to recording, lies solely with the proposer. Proposals received after the recording time specified will not be considered.

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

PROJECT OVERVIEW

The Larimer County Department of Natural Resources wants to hire a contractor to construct a pole-barn type building at its Carter Lake location at the Carter Lake Marina Area, 4011 South County Road 31, Loveland, Colorado 80537.

Drawings referenced in this Request for Proposal (RFP) are included as Attachment A, Maintenance Building Site Plan, and Attachment B, Building Sketch. These drawings are also located on the Larimer County website at <http://www.larimer.org/bids/>. The drawings are located directly under the RFP documents.

SCOPE OF WORK:

The Larimer County Department of Natural Resources will work with the successful contractor regarding a completion date. At this time, the department would like the construction to be completed by mid May, 2008.

The selected contractor will obtain any building permit(s) needed to construct the building, and will do all concrete work and electrical, plumbing and coordinate all utility connections.

The purpose of the building is to serve as the shop facility and service center to support waterfront operations of the Carter Lake Marina.

- Pricing is to include all concrete, labor, materials, freight, equipment and assembly to construct and erect the building, including all plumbing and electrical utility connections. (See attachment A for site plan for utility proximities).
- Site prep will be done by separate contractor already working on the site. The site will be presented graded and pad-ready.
- Proposal is for an insulated Pole-Barn-type building consisting of wood frame, wood trusses, wood skeleton with steel siding and roofing panels.

- Building: is to be exactly 24' wide x 48' long x 15' high, with 13' clearance (see attachment B - Building Sketch) in order to fit on the pad which will have been constructed for the building.
- Minimum 29 gauge steel construction; galvanized, reinforced steel. A minimum of R11 value blanket insulation included. Interior walls paneled to a minimum of an eight foot height. Panels should be specified as wood or metal.
- The color of the building is to match as closely as possible to existing buildings at the marina site, exact colors will be provided to the selected firm. Current building is described as Sierra Tan and Patricia Bronze.
- Workspace should be heated with radiant heat to support approx 74 degrees in winter months. No other HVAC required. Heater should be a gas (propane) infrared tube type heater 20' long, 120 volts, 50,000 to 75,000 BTU's.
- East side gambrel roof should have a shutter mounted exhaust fan, ½ horsepower minimum, ball bearing type, single speed, 30"-36" with either motorized dampers or a back draft damper.
- Concrete Flooring to be 4" minimum thickness for building foot print and a 20' approach in front of each overhead door and walkway to each walkthrough door.
- 2 each 36" x 80" walk-through doors, solid door type (insulated) with half glass windows to include mid range hardware to meet manufacture specs on the door. Glass panels need to be reinforced with wire.
- Include translucent (panels) features to maximize ambient day light (on gable ends, not roof, no skylights)
- 3 each 13 wide by 12 tall (openings) insulated roll up overhead doors with at least two rows of glass panels. All with a mechanical opener. Doors should be located on the south side of the building.
- 5 48" x 36" double pain aluminum horizontal slide windows. Located approx 4' from the floor height.
- Designed for a 30 pounds per square foot (psf) ground snow load and 126 mile per hour (mph) three second wind gust.

QUALIFICATIONS:

Firms responding to this RFP should be able to provide detailed examples of two or more similar projects they have completed within the last three (3) years.

CONTRACT/AGREEMENT:

A Purchase Order issued by the Larimer County Purchasing Department will serve as the agreement between the Larimer County Natural Resources Department and the successful contractor. Agreement shall be from the date of the Purchase Order until completion of the project estimated to be approximately mid May, 2008 and approved by the Larimer County Natural Resources Department.

PROPOSAL SUBMITTAL REQUIREMENTS:

Please include the following submittals and responses in your proposal **in the order as listed**.

- Signature Page of RFP
- Provide detailed examples of two or more similar projects your company has completed within the last three (3) years. Include client name, contact, phone and fax numbers.
- Submit resumes of Project Manager and Project Superintendent
- Estimated timeline to complete project (submit a clearly defined schedule for completion of the work)
- Proposed costs (submit a clearly defined cost for the work)

INSURANCE REQUIREMENTS:

Prior to commencement of any work, contractor shall forward Certificates of Insurance to Larimer County, c/o Purchasing, 2555 Midpoint Dr. #B, Fort Collins, Colorado 80525. The insurance required shall be procured and maintained in full force and effect for the duration of the Contract and shall be written for not less than the following amounts, or greater if required by law. Certificate Holder should be Larimer County at the above address.

I. Workers' Compensation and Employers' Liability

A. State of Colorado:

Statutory

B. Applicable Federal:

Statutory

- C. Employer's Liability: \$100,000 Each Accident
\$500,000 Disease-Policy Limit
\$100,000 Disease-Each Employee

D. **Waiver of Subrogation**

- II. Commercial General Liability on an Occurrence Form including the following coverages: Premises Operations; Products and Completed Operations; Personal and Advertising Injury; Medical Payments; Contractual Liability; Independent Contractors; and Broad Form Property Damage. Coverage provided should be at least as broad as found in Insurance Services Office (ISO) form CG0001. Minimum limits to be as follows:

- | | |
|--|-------------|
| A. Bodily Injury & Property Damage General Aggregate Limit | \$1,000,000 |
| B. Products & Completed Operations Aggregate Limit | \$1,000,000 |
| C. Personal & Advertising Injury Limit | \$1,000,000 |
| D. Each Occurrence Limit | \$500,000 |

Other General Liability Conditions:

1. Products and Completed Operations to be maintained for one year after final payment. Contractor shall continue to provide evidence of such coverage to the County on an annual basis during the aforementioned period (as appropriate).
2. **Contractor agrees that the insurance afforded the County is primary.**
3. If coverage is to be provided on Claims Made forms, contractor must refer policy to Risk Management Department for approval and additional requirements.
4. X,C&U coverage not to be excluded, limited, or restricted.

- III. Builder's Risk - Completed Value Form providing coverage against risk of direct physical loss (check if - Flood included or Earthquake included). Larimer County, as well as all subcontractors and sub-subcontractors are to be included as insureds. A mutual waiver of subrogation clause shall be endorsed to the policy to include Larimer County, contractor, subcontractors and sub-subcontractors. Limit of coverage shall equal the value of the contract.

- IV. Commercial Automobile Liability coverage to be provided on Business Auto, Garage, or Truckers form. Coverage provided should be at least as broad as found in ISO form CA0001 (BAP), CA0005 (Garage) or CA0012 (Trucker) including coverage for owned, non-owned, & hired autos. Limits to be as follows:

- | | |
|--|--------------------|
| A. Bodily Injury & Property Damage Combined Single Limit | \$1,000,000 |
| B. Medical Payments | \$5,000 per person |
| C. Uninsured/Underinsured Motorist | \$1,000,000 |

- V. **All Insurance policies** (except Workers Compensation and Professional Liability) **shall include Larimer County and its elected officials and employees as additional insureds as their interests may appear.** The additional insured endorsement should be at least as broad as ISO form CG2010 for General Liability coverage and similar forms for Commercial Auto and Umbrella Liability.

- VI. The County reserves the right to reject any insurer it deems not financially acceptable by insurance industry standards. Property and Liability Insurance Companies shall be licenses to do business in Colorado and shall have an AM Best rating of not less than B+ and/or VII.

- VII. Certificates of insurance on all policies shall give the County written notice of not less than thirty (30) days prior to cancellation or material change in coverage.

- VIII. Contractor shall furnish Larimer County certificates of insurance. Contractor will receive all sub-contractors certificates of insurance. Such certificate must meet all requirements listed above.

ANY DEVIATIONS FROM THE STANDARDS GIVEN ABOVE MUST BE APPROVED PRIOR TO BID OPENING BY THE LARIMER COUNTY RISK MANAGEMENT DEPARTMENT.

EVALUATION CRITERIA:

The proposals will be evaluated by an evaluation committee on the following criteria. The rating scale shall be from 1 to 5, with 1 being a poor rating, 3 being an average rating, and 5 being an outstanding rating.

<u>CRITERIA</u>	<u>WEIGHING FACTOR</u>
Qualifications and experience of firm	45%
Ability to meet the time line	30%
Price	25%

SIGNATURE PAGE

ADDENDA:

The proposer acknowledges the receipt of the following Addenda:

<u>Addendum Number</u>	<u>Date of Addendum</u>	<u>Date Received</u>
_____	_____	_____

The undersigned certifies that he/she has examined the specifications and instructions to proposers and has submitted a proposal in full compliance and without collusion with any other person, individual or corporation.

The undersigned further certifies that he/she is or is trying to participate in the "Basic Pilot Employment Verification Program (Basic Pilot)" as detailed as a part of the "Systematic Alien Verification for Entitlements (SAVE) Program" as found on the U.S. Citizenship and Immigration Services website at (<http://www.uscis.gov>).

The entire URL for the SAVE program is:

<http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=71cf58f91f08e010VgnVCM1000000ecd190aRCRD&vgnextchannel=71919c7755cb9010VgnVCM10000045f3d6a1>

The undersigned certifies that you have verified that you do not employ illegal aliens, and that you shall not knowingly employ an illegal alien to perform work.

PLEASE READ THIS PARAGRAPH AND CHECK THE BOX BELOW

☐ I understand that I must provide proof of insurance if awarded this proposal. I also understand that my proposal may be rejected if I do not provide proof of insurance within the required 10 days after Notice of Award.

SIGNED: _____ TITLE: _____

PRINTED NAME: _____

FIRM: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DATE: _____ TELEPHONE: _____ FAX: _____

For further information regarding this request for proposal, please contact MaryAnn Schmidt, CPPB, Buyer II, at (970) 498-5957.

Please submit proposals in a sealed envelope using the enclosed "ORANGE" routing tag affixed firmly to the outside of the envelope and marked "Proposal #08-04" to:

Larimer County Purchasing Director
2555 Midpoint Drive, Suite B
Fort Collins, CO 80525-4425