

COLORADO MOUNTAIN COLLEGE



**Request for Proposal
Number #445-09**

Spring Valley Campus Student Center Renovation

Due:

September 14, 2009

COLORADO MOUNTAIN COLLEGE
REQUEST FOR PROPOSAL #445-09
Spring Valley Campus Student Center Renovation

I. INTRODUCTION

Colorado Mountain College (CMC) is a two-year public college established in 1967, and includes three residential campuses and eight commuter campuses. The Colorado Mountain College District covers all or part of thirteen counties in Colorado, encompassing 12,000 square miles.

CMC is renovating our existing Student Services building and is seeking qualified general contractors to build and manage the project on our behalf. The proposed remodel includes new ADA restrooms and replacement of all exterior Windows and doors. Minor carpentry and paint in some of the interior space will be needed; with complete exterior repainting. All documents related to this project will be posted on our purchasing website at www.coloradomtn.edu/purchasing. Please check there for answers to your questions and for current information on this project.

II. TIMELINE

CMC reserves the right to modify this timeline at any time. Should the due date for proposals be changed, all prospective proposers shall be notified.

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| • Request for Proposals Released | August 14, 2009 |
| • Mandatory Pre-bid Conference (on-site) | August 26, 2009 at 10am MT, <u>or</u>
September 3, 2009 at 10 am MT |
| • Deadline for Questions and Clarifications | September 7, 2009 at 5 pm MT |
| • Proposals Due Date | September 14, 2009 at 5pm MT |
| • Targeted Award Date | September 16, 2009 |

III. INSTRUCTIONS TO SUBMITTERS

Proposing firms must submit the following for its Proposal to be considered:

1. Proposal Sheet (a spreadsheet will be provided on our website for your use after the Deadline for Questions and Clarifications)
2. Signature Block at the end of this document
3. Proposed timeline including Gantt if available
4. List of subcontractors you expect to involve
5. At least three professional references for similar projects recently completed; additional references welcome

Proposers must attend ONLY ONE OF THE TWO SCHEDULED WALK-THROUGHS. CMC supports sustainability and the appropriate use of technology. As a result the college requires an electronic submission. Please note that no submissions after the deadline can be accepted, and CMC employs the use of Rocky Mountain Bidnet to enforce timely submittals. No submittal after the closing time posted herein, as officially determined by Rocky Mountain Bidnet will be accepted. No proposals submitted to anyone, in any format other than via Rocky Mountain Bidnet may be considered. The company name of the submitter is the only information that will be available prior to award. No bid bond is required for this project. Successful contractor will be expected to enter into CMC's Standard Construction Contract that will include a performance and payment bond to the full amount of the project.

CMC is issuing this proposal as a Request for Proposal (RFP) rather than an Invitation to Bid (ITB) because the college values your experience and advice. All value-added services and ideas will be carefully considered by the selection committee. If you have questions with respect to this project or its process please send them to:

Steve Boyd, Purchasing Manager
sboyd@coloradomtn.edu

Please be sure to check our website prior to your submission to be sure you have the most current posted information. Questions and any responses from the College will be posted on our Purchasing Department website for all Proposers to see at www.coloradomtn.edu/purchasing. Please call Steve Boyd at 970.947.8402 if you experience problems or have questions about our website or Rocky Mountain Bidnet's website.

IV. SELECTION CRITERIA

Our selection committee for this project will evaluate submittals to identify the best value for the college. This Request for Proposal encourages you to submit value engineered ideas and suggestions as part of your submittal. Specifically, the selection committee will select the winning proposer based on the following criteria:

- A. Experience. Contractor experience with CMC and with other client firms will both be considered.
- B. Quality of Submittal.
- C. Price.
- D. References.
- E. Qualification of any sub contractors.
- F. Schedule.

V. TERMS & CONDITIONS

- A. *Submittal Instructions:* All applications must be submitted electronically at: www.rockymountainbidsystem.com on or before the closing date as set forth above. Submitters may be asked to establish a free account with Rocky Mountain Bid System if your firm is not already a registered member.
- B. *Copies:* **One electronic submission is sufficient.**
- C. *Proprietary Information:* If you are submitting any information you consider proprietary, please clearly mark it "Proprietary Information." If the Purchasing Manager concurs, this information will not be considered public information. Pricing information cannot be considered proprietary.
- D. *Signature Block:* All proposals must be signed by an authorized agent of your firm. Any firm or individual submitting a signed proposal shall be deemed to have read and understood all the terms, conditions, and requirements of this Request for Proposal.
- E. *Refusal:* CMC reserves the right to refuse any and/or all proposals, or any part thereof.
- F. *Withdraw Proposal:* You may withdraw your proposal at any time prior to the date and time set for closing.
- G. *Discussions/Negotiations:* CMC reserves the right to conduct discussions with proposers, to accept revisions of proposals, and to negotiate price changes at the sole discretion of the Purchasing Manager. During this discussion period, CMC will not disclose any information regarding proposal submittals. Upon the execution of the contracts, the proposals will become public record and contents will be disclosed upon request.
- H. *Award:* Awards shall be made to all responsible proposers whose submittals are determined to be advantageous to CMC based on the evaluation factors described above. Price, although a consideration, may not be the sole determining factor. CMC reserves the right to ask for the "Best and Final Offer".
- I. *Pre-award Presentations:* The College reserves the right to require presentations from the highest-ranking proposers, in which they may be asked to provide additional information.
- J. *Contract:* The successful proposer is expected to enter into a standard contract with Colorado Mountain College.
- K. *Indemnification:* Successful Proposers shall indemnify and save CMC harmless, to the extent permitted by law, from any and all claims, demands, suits, and actions which may arise from errors or omissions caused by the Proposer in conjunction with its contractual obligations including, but not limited to, obligations for the preparation of any and all documents required by CMC in

conjunction therewith, and shall defend all suits, in the name of CMC when applicable, and shall pay all costs and judgments which may issue thereon.

L. *Insurance:* Successful Proposers shall have their insurance company send the CMC Purchasing Department a currently in-force Certificate of Insurance which indicates that insurance coverage has been obtained, including professional liability, which meets the minimum requirements as are required by Colorado law for work performed by the Proposer. "Colorado Mountain College" shall be named as an additional insured. The Proposer shall be responsible for notifying the CMC Purchasing Department of any modification to, or cancellation of, these policies during the contractual period; including, but not limited to, any pending or paid claims against the aggregate amount of the policy.

M. *Illegal Aliens:* By submitting a proposal, a Proposer certifies pursuant to C.R.S. § 8-17.5-102(1) that, at the time of proposal submission, it does not knowingly employ or contract with an illegal alien and that the contractor has participated or attempted to participate in the Basic Pilot Program that is administered by the United States Department of Homeland Security in order to verify that it does not employ any illegal aliens.

N. *Limitation of Multiple-Fiscal Year Obligations:* All financial obligations of Colorado Mountain College (CMC) under this contract subsequent to the fiscal year in which signed are contingent upon funds for this purpose being appropriated, budgeted, and otherwise made available by the CMC Board of Trustees. This contract shall not be deemed to create any multiple-fiscal year direct or indirect debt or other financial obligation whatsoever for purposes of Section 20(4) (b) of the State Constitution (Amendment 1).

VI. SIGNATURE BLOCK

Note: Please return this page with your proposal.

The undersigned, an authorized agent of his/her company, hereby certifies:

- () the receipt of _____ addendums,
- () familiarization with all terms, conditions, and specifications herein stated,
- () vendor is qualified to perform work and services as proposal,
- () that the proposal is valid until _____ (date).

Company Name

Authorized Signature

Mailing Address

Printed Name

City, State, Zip Code

Title

Federal Employer ID Number

Phone Number

Type of Entity (S-Corp, LLC, etc?)

Fax Number

Web Site, if available

Email Address