

# Request for Proposal East Valley Demolition Project

## SECTION A – GENERAL INFORMATION

### I. PURPOSE

- A. Mesa County Public Library District (MCPLD) is inviting and requesting bid proposals for the East Valley Demolition Project from qualified, professional contractors. The project is located at 3180 F Road, Grand Junction, CO, 81504.

### II. RFP SCHEDULE

- A. MCPLD will follow a schedule that should result in the selection of a firm to provide services starting Monday, July 9, 2018.

1	Issue RFP	June 11, 2018
2	Property Walk Through	June 13, 2018 at 10 a.m.
3	Contractor Questions Due	June 15, 2018 at 5 p.m.
4	Proposals Due	June 22, 2018 at 10 a.m.
5	Public Opening of Proposals	June 22, 2018 at 2 p.m.
6	Review of Proposals	June 25-29, 2018
7	Notify Selected Finalist	July 2, 2018
8	Award and Sign Contract	July 6, 2018
9	Contract Work Start Date	July 9, 2018
10	Contract Work End Date	August 31, 2018

- B. The RFP will be available to interested proposers starting Monday, June 11, 2018, and can be obtained from the Mesa County Libraries Administrative Offices located at 443 N. 6<sup>th</sup> Street, Grand Junction, CO, 81501; or online at [www.mesacountylibraries.org](http://www.mesacountylibraries.org)

### III. INSTRUCTIONS TO CONTRACTORS

- A. All RFP proposals should be delivered to:

Mesa County Public Library District  
Attn: Laurie Cole, Finance Director  
443 N. 6<sup>th</sup> Street  
Grand Junction, CO 81501

Proposals must be received on or before June 22, 2018 at or before the hour of 10 a.m. Proposals received after 10 a.m. will not be considered for the contract proposal process – no exceptions.

- B. Two (2) copies of the RFP must be placed in a sealed envelope and clearly labeled “Proposal for East Valley Demolition Project.”
- C. The following information must be included in all proposals:
1. A statement delineating proven experience and expertise in providing the services requested in the RFP.

## Request for Proposal East Valley Demolition Project

2. Identification of the individual in charge of contractual agreements or managing contracts (i.e., contract manager, supervisor).
  3. A statement acknowledging that the hourly wages to be paid to laborers and workers under public service contracts shall not be less than the prevailing rate of wages for an hour's work in the same trade or occupation. NOTE: This requirement is also applicable to all subcontractors.
  4. Description and schedule of how work will be performed and how tasks will be tracked.
  5. Three (3) references for similar projects.
  6. A list of all subcontractor(s), if any, that will be used to complete the project.
  7. A detailed and clearly stated proposed bid dollar amount inclusive of all work, permits, licenses, and taxes.
- D. Questions can be sent to [trdavis@mcpld.org](mailto:trdavis@mcpld.org). Questions from RFP participants/bidders and corresponding responses will be shared with all bidders via email. If you wish to be notified of such questions and responses then send the email address for notifications to [trdavis@mcpld.org](mailto:trdavis@mcpld.org). No questions from RFP participants/bidders will be answered after June 15, 2018 at 5 p.m.
- E. The proposals are scheduled for public opening at 2 p.m. on June 22, 2018, in the Central Library Mesa Community Room, 443 N. 6<sup>th</sup> Street, Grand Junction, CO 81501.

### IV. SELECTION CRITERIA

- A. Proposals will be evaluated based on the criteria and calculated weight factors noted in the table below:

#	Factor	Weight Given
1	Responsiveness of the proposal to the purpose and scope of services	25%
2	Experience: Ability and history of successfully completing contracts of this type, meeting projected timelines	25%
3	Proposed Fee: Clearness, conciseness, reasonableness of proposal in specifying costs and total costs	30%
4	References/Key Personnel: Strength of references and key personnel	20%
	Total Criteria Weight	100%

- B. Evaluation of the proposals and their cost effectiveness to MCPLD will be made by an Evaluation Committee approved by the Library Director. The committee will evaluate all information provided in the proposal documents to determine the compliance with and conformance to the requirements set forth in the RFP and the qualifications of the individual(s) or firm(s) submitting a proposal. The Evaluation Committee's review and final decisions for the RFP will be based primarily on the most qualified contractor overall and not simply on the bid amount proposed. MCPLD will carefully investigate each Contractor's background and experience on similar-type projects.

## **Request for Proposal East Valley Demolition Project**

### **C. Proposer's Experience and Capability**

The evaluation and determination of a Proposer's fulfillment of the following requirements will be made by MCPLD, and its judgment will be final. Criteria to be used in the selection process will include, but may not be limited to, the following considerations:

1. Record and verification of proposer's experience in providing construction/remodel services to businesses and/or municipalities, and demonstrated quality and reliability standards having been met in the service provided. Construction and/or remodel work provided to facilities of similar size and scope are of particular interest to MCPLD.
2. Proposer's capability and capacity to perform services promptly as specified in the RFP.
3. Proposer's quality of performance of previous MCPLD contracts and/or contracts with other organizations and/or municipalities.
4. Proposer's previous and existing compliance with laws and ordinances relating to contracts.
5. Financial status of proposer. MCPLD may require whatever evidence is deemed necessary by MCPLD relative to the proposer's financial stability.
6. Proposer's method of hiring a workforce to fulfill contract requirements.
7. False, incomplete, or unresponsive statements in connection with a proposal may be sufficient cause for its rejection.

### **SECTION B – TERMS AND CONDITIONS**

- A. MCPLD reserves the right to reject any and all proposals, as well as to waive minor irregularities in any proposal.
- B. MCPLD reserves the right to request clarification of information submitted and to request additional information from the service provider.
- C. MCPLD reserves the right to modify the frequency and/or scope of services within the RFP until June 22, 2018, at 10 a.m.
- D. MCPLD reserves the right to award any contract to the next most qualified proposer if the selected proposer does not execute the contract according to the schedule outlined above.
- E. The proposal shall include those prices necessary to cover the cost of all items required to perform the work as set forth in the RFP documents. No allowance of any kind whatsoever will be made to any proposal because of lack of such examination or knowledge. The submission of a proposal shall be conclusive evidence that the proposer has made such an examination.
- F. MCPLD requires evidence of worker's compensation and general liability insurance with minimum coverage of \$1,000,000 per occurrence/\$2,000,000 aggregate. Contractor and/or Contractor's Asbestos Abatement subcontractor shall also provide evidence, satisfactory to MCPLD, of Pollution Liability covering asbestos abatement and disposal operations in the minimum limits in this section. MCPLD shall be added as an Additional Insured on Contractor and Contractor's subcontractors General Liability, Automobile Liability and Umbrella/Excess insurance coverage. Waiver of subrogation shall also be provided in favor of MCPLD.
- G. Any proposal may be withdrawn until the date and time set forth above for the RFP proposals' due date and time. Any RFP not so timely withdrawn shall constitute an irrevocable offer for a period of ninety (90) days to sell to MCPLD the services described in the attached specifications,

## **Request for Proposal East Valley Demolition Project**

or until one or more of the proposals have been approved by MCPLD administration, whichever occurs first.

- H. If awarded a contract by MCPLD, the proposer(s) and all subcontractors are required to obtain a Business License from the City of Grand Junction and State of Colorado if they do not already have one.
- I. MCPLD shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to this RFP.

### **SECTION C – GENERAL SCOPE OF SERVICES**

- A. MCPLD is pleased to offer an opportunity for an experienced contractor to provide demolition services at the following MCPLD location:

East Valley Property - 3180 F Road, Grand Junction, CO 81504

The contract work will commence July 9, 2018, and be completed by 5 p.m. on August 31, 2018. MCPLD staff will be on site but will not interfere with contractor's ability to perform work.

- B. Scope of work to be performed:
  - 1. Existing structure(s) demolition including, if applicable:
    - Permits and fees
    - Traffic control
    - Construction fence
    - Asbestos abatement/disposal (report of findings available as an attachment)
    - Disconnecting existing gas, electric, and cable services
  - 2. Cap existing sanitary sewer at the property line
  - 3. Cap existing water line service at the property line
  - 4. Performance bond Contractor shall identify premium for Performance Bond as a line item in proposal.

### **SECTION D – INFORMATION TO BE SUBMITTED WITH PROPOSAL**

Each proposer must respond to each of the following requests/questions in a clear and comprehensive manner. An incomplete or inaccurate response may prevent the proposer from receiving further consideration for the services described in this RFP.

#### A. Profile:

- 1. Provide the full name, main office address, and tax identification number of the entity that would ultimately enter into a contract with MCPLD.
- 2. Provide the name and address of the entity that would actually provide services to MCPLD, if different from above.
- 3. Identify whether your firm is an individual, partnership, or corporation and the state of incorporation.
- 4. Provide an organizational chart.
- 5. Provide the name(s), address(es), and telephone number(s) of the person(s) who are

## **Request for Proposal East Valley Demolition Project**

authorized to negotiate a contract with MCPLD and also the contact person to whom notices regarding this RFP should be sent.

6. Provide copies of all business registrations/business licenses and contractor's license.

### **B. References/Experience/Past Projects:**

1. List three (3) references including names, titles, and telephone numbers of contact persons to which you have provided construction/remodel services in the past two (2) years.
2. List three (3) additional projects or contracts that your firm currently services that are similar in scope to this RFP.
3. Describe your background and experience in construction/remodel projects and describe any work you have done for a public entity.
4. List any other relevant experience.

### **C. List of Workers/Subcontractors:**

1. Identify the proposed Contract Manager and the Construction Manager.
2. Describe their specific professional qualifications and years of applicable experience.
3. List all subcontractors and the work to be subcontracted out to them, their professional qualifications, and their years of applicable experience.

REMINDER: All subcontractors are also subject to prevailing wage requirements.

### **D. Insurance Coverage:**

1. The Contractor must furnish evidence of insurance coverage of general liability insurance with a minimum coverage of \$1,000,000 per occurrence/\$2,000,000 aggregate for personal injury and property damage. Contractor and/or Contractor's Asbestos Abatement subcontractor shall also provide evidence, satisfactory to MCPLD, of Pollution Liability covering asbestos abatement and disposal operations in the minimum limits in this section.
2. Worker's compensation in accordance with Colorado state law shall be secured for the Contractor, its employees, and all subcontractors.
3. A performance bond is required for the work listed in the RFP unless specifically waived in writing by MCPLD.

### **E. Other Information/Questions:**

1. Has the Contractor ever been named as a defendant in any litigation brought by a client as a result of a contract? If so, describe the circumstances fully, identify the court in which the litigation was filed, and provide the case number.

**Request for Proposal  
East Valley Demolition Project**

**SECTION E – PROPOSER'S QUALIFICATION CERTIFICATE**

Proposer's Qualification Certificate Form to be completed and submitted with the proposal package.

1. Name and Address:

---

---

---

---

2. Current State of Colorado Certification Numbers:

Employment Security Department No. \_\_\_\_\_ Expires: \_\_\_\_\_

State Excise Tax Registration No. \_\_\_\_\_ Expires: \_\_\_\_\_

3. Number of years in business under present name: \_\_\_\_\_ (years). List any other business names used by Proposer during the past five (5) years if different from Item 1.

---

---

---

---

4. Business License No. \_\_\_\_\_

5. Particular types of work performed by your company:

---

---

---

---

---

6. Gross amount of contracts now in hand: \$ \_\_\_\_\_

7. Number of regular full-time employees: \_\_\_\_\_

8. Has the Proposer, or any representative or partner thereof, ever failed to complete a contract?

NO \_\_\_\_\_ YES \_\_\_\_\_ If yes, give details:

**Request for Proposal  
East Valley Demolition Project**

---

---

---

---

9. Has the Proposer ever had any performance bonds called as a result of its work?

NO \_\_\_\_\_ YES \_\_\_\_\_ If yes, give details:

---

---

---

10. Has the Proposer ever been found guilty of any violations of state or federal employment laws or been debarred from bidding on contracts?

NO \_\_\_\_\_ YES \_\_\_\_\_ If yes, give details:

---

---

---

11. Has the Proposer ever filed for Chapter Eleven or other bankruptcy?

NO \_\_\_\_\_ YES \_\_\_\_\_ If yes, give details:

---

---

---

12. Have any adverse legal judgments been rendered against the Proposer in the past five (5) years?

NO \_\_\_\_\_ YES \_\_\_\_\_ If yes, give details:

---

---

---

13. Has the Proposer filed any claims with Colorado State Workman's Compensation or other insurance company for accidents resulting in fatal injury or dismemberment to any of its employees in the past five (5) years?

NO \_\_\_\_\_ YES \_\_\_\_\_ If yes, give details:

**Request for Proposal  
East Valley Demolition Project**

---

---

---

14. Bank References:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Account Type: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Account Type: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Account Type: \_\_\_\_\_

**I am the \_\_\_\_\_ (title of Proposer), have the authority to bind Proposer, am over the age of 18, and have personal knowledge of the facts set forth above (items 1 – 14).**

**Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018, in \_\_\_\_\_ (city), Colorado**  
**By:**

\_\_\_\_\_  
**(Authorized Signature)**

\_\_\_\_\_  
**(Printed Name)**