



Request for Proposal Owner's Representative – Mesa County Public Library District

SECTION A – GENERAL INFORMATION

I. PURPOSE

- A. Mesa County Public Library District (MCPLD) is inviting and requesting bid proposals for Owner's Representation Services for the design and construction of the Clifton Capital Project. The planned construction of a new library building will be located on a currently vacant 4.99 acre parcel near the intersection of 32 Road and F Road, Grand Junction, CO 81504 (see Appendix A and B) and will have approximately 10,000 – 15,000 square foot of interior space with parking facilities on the southern portion of the site.

The Board intends to hire an Owner's Representative prior to contracting with an Architectural firm and a Construction Management firm and plans for the Owner's Representative to participate in the selection of the Architect and Construction Manager. The Owner's Representative will work closely with the Architect and Construction Manager during all phases of work.

The Owner's Representative will work with the Mesa County Public Library Board of Trustees, Architect, Construction Manager, and MCPLD staff to develop a Building Program and Construction Project which incorporates prioritized needs within budgeted funds. The Building Committee will consist of MCPLD staff including the Library Director and key personnel, and the Board of Trustees' Capital Project Committee. The Project Team will consist of an MCPLD liaison, Owner's Representative, Architect, Construction Manager, and other key representatives appointed by the Owner's Representative.

SECTION B – GENERAL SCOPE OF SERVICES

- A. MCPLD is pleased to offer an opportunity for an experienced Owner's Representation services company to provide services on the following planned project:
- B. Scope of Services will be as follows:

General

1. Provide oversight and coordination of the project on behalf of MCPLD to effectively balance costs, time and quality.
2. Working with MCPLD, Architect, and Contractor, help identify and prioritize building needs and develop a Building Program.
3. Assure that the renovation conforms to the established Building Program and priorities of MCPLD.
4. Meet monthly with the Building Committee.
5. Report to the Board regarding project progress each month at regularly scheduled Board meetings. Board meetings are generally held on the fourth Thursday of each month at 5:30 p.m.



6. Act as liaison between the Project Team members.
7. Assist in the obtaining of building permits, other governmental approvals, authorizations and sign-offs as necessary for the design, construction and operations of the project.
8. Estimate and monitor construction costs. Report updates to Building Committee regularly and as requested.
9. Review all applications for payment and generate monthly draw request for MCPLD.
10. Assist MCPLD in processing needed approvals and responding to Requests for Information in a timely manner.
11. Maintain comprehensive project records for MCPLD's use.
12. Advise MCPLD on resolution of claims and disputes.

Phase I: Pre-Design/Planning

1. Manage Architect selection, including advertising, generating Requests for Proposals (RFPs), checking references, analyzing fees, managing the interview process and attending interviews.
2. Manage Construction Manager selection process including advertising, generating RFPs, checking references, analyzing fees, managing the interview process and attending interviews.
3. Develop contracts in conjunction with legal counsel for the Architect and Construction Manager.
4. Review all insurance documents and worker's compensation policies from all members of the Project Team.
5. Prepare a preliminary project budget to be maintained and updated regularly throughout the project.
6. Work with the Project Team to outline critical design goals for a successful project and refine the scope of work to be within MCPLD's budget.
7. In conjunction with Architect, help coordinate and plan four public forums to facilitate the receiving and processing of public feedback on the design process for the construction of the Clifton Capital Project.

Phase II: Design and Documentation

1. Facilitate the development of design documents for the construction of the Clifton Capital Project.
2. Attend weekly Project Team design meetings. Coordinate attendance at these meetings with members of the Building Committee as needed.
3. Review Design Documents through each phase of development for conformance to Building Program, the Americans with Disabilities Act, local building codes, and MCPLD requirements. Provide timely feedback on these issues to MCPLD and the Project Team.



Phase III: Construction Administration

1. Facilitate the construction of the Clifton Capital Project.
2. Serve as primary contact for MCPLD during construction and facilitate obtaining all necessary approvals from MCPLD.
3. Review final Construction Documents for compliance with the Building Program and MCPLD requirements.
4. Review preliminary and final construction schedules.
5. Attend regular construction meetings.
6. Review and monitor construction administration activities of the Architect, including the following:
 - a. Technical review and approval of material submittals and samples,
 - b. Resolution of Requests for Information that may arise during construction,
 - c. Processing of change orders, subject to MCPLD approval,
 - d. Processing of Payment Applications, subject to MCPLD approval.
7. Monitor progress of construction work to determine compliance with the Contract Documents and provide weekly Site Visit Reports during construction.

Furniture and Equipment

1. Coordinate the bid process for acquisition of furniture, equipment, and other services with Architect and Interior Designer.
2. Review and approve furniture and equipment drawings submitted by vendors to determine conformance with the building program.
3. Prepare and maintain a furniture and equipment purchase and delivery schedule and monitor the performance of vendors against that schedule.
4. Manage the installation of the furniture and equipment.
5. Review invoices for furniture and equipment and recommend payment to MCPLD.

Phase IV: Close-Out and Post-Construction

1. Perform the punch list inspection in conjunction with the Project Team.
2. Review and recommend to MCPLD the approval of the issuance of the Certificate of Substantial Completion.
3. Verify that the corrective work described on the punch list is completed, recommend to MCPLD the approval of the issuance of the Certificate of Final Acceptance and approval of the final payment to the contractor.
4. Prepare final report on budget and schedule performance.
5. Obtain and review all operating and maintenance manuals and close-out submittals including As-Built Drawings.



SECTION C – RFP ANTICIPATED SCHEDULE

- A. MCPLD will follow a preliminary schedule that should result in the selection of Owner’s Representative services beginning October 15, 2019.

1	Issue Owner’s Representative Services RFP	October 15, 2019
2	Proposals Due	October 28, 2019–by 5:00 p.m.
4	Public Opening of Proposals	October 31, 2019 – 4:00 p.m.
5	Review of Proposals	November 1 – 4, 2019
6	Notify Selected Finalist	November 5, 2019
7	Interview Selected Finalist	No later than November 8
8	Award and Sign Contract	No later than November 22
9	Owner’s Representative Services to Begin	November 22, 2019

- B. The RFP will be available to interested Owner’s Representation companies beginning on October 15, 2019, and can be obtained from the Mesa County Libraries Administrative Offices located at 443 N. 6th Street, Grand Junction, CO, 81501, online at www.mesacountylibraries.org, or through the MCPLD bidding site www.bidnetdirect.com/colorado/mesacountypubliclibrarydistrict.

SECTION D – PROPOSER INSTRUCTIONS

- A. All RFP proposals should be delivered to:

Mesa County Public Library District
Attn: Jennifer Deering, Facilities Manager
443 N. 6th Street
Grand Junction, CO 81501

Proposals must be received on or before October 28, 2019, at or before the hour of 5:00 p.m. Proposals received after 5:00 p.m. will not be considered in the proposal process – no exceptions.

- B. Two (2) copies of the RFP must be placed in a sealed envelope and clearly labeled “Proposal for Owner’s Representation Services – Mesa County Public Library District.”
- 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.
 2. Identification of the individual in charge of agreements or providing services (i.e., owner, manager, supervisor).
 3. Description and schedule of how work will be performed and how tasks will be tracked.
 4. Three (3) references for similar projects.
 5. A detailed and clearly stated proposed bid dollar amount inclusive of all work, permits, licenses, and taxes. MCPLD is a tax exempt entity.
 6. See Section G for details on all other information required.
- D. Questions from RFP participants/bidders and corresponding responses will be shared with all bidders via email. No questions from RFP participants/bidders will be answered after October



28, 2019, at 12:00 p.m.

- E. The proposals are scheduled for public opening at 4:00 p.m. on October 31, 2019, in the Central Library Monument Community Room, 443 N. 6th Street, Grand Junction, CO 81501.

SECTION E – SELECTION CRITERIA

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

Factor	Weight Given
Responsiveness of the proposal to the purpose and scope of services	10%
Experience: Ability and history of successfully completing contracts of this type, meeting projected timelines	40%
Proposed Fee: Clearness, conciseness, reasonableness of proposal in specifying costs, and total costs	30%
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 MCPLD Finance Director. The Committee will evaluate all information provided in the proposal documents to determine the compliance with and conformance to 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. The committee will carefully investigate each Proposer’s background and experience on similar-type projects.
- 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 services to businesses and/or municipalities, and demonstrated quality and reliability standards having been met in the services provided. Services provided to facilities of similar size and scope are of particular interest to the Evaluation Committee.
 2. Proposer’s capability and capacity to perform services consistently 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 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 F – 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 Proposer.
- C. MCPLD reserves the right to modify the frequency and/or scope of services within the RFP until October 28, 2019, at 12:00 p.m. Modifications will be posted online at www.mesacountylibraries.org or through the MCPLD RFP bidding site <https://www.bidnetdirect.com/colorado/mesacountypubliclibrarydistrict>.
- 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 will include those prices necessary to cover the cost of all items and staff 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 will be conclusive evidence that 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.
- 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 will constitute an irrevocable offer for a period of ninety (90) days to provide to MCPLD the services described in the attached specifications, or until one or more of the proposals have been approved by MCPLD administration, whichever occurs first.
- H. If awarded a contract by MCPLD, Proposer is required to obtain a Business License from the City of Grand Junction and State of Colorado, if Proposer does not already possess one.
- I. MCPLD is not responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to this RFP.

SECTION G – INFORMATION TO BE SUBMITTED WITH PROPOSAL

Each Proposer must respond to the following requests/questions in a clear and comprehensive manner. An incomplete or inaccurate response may prevent 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 the services to MCPLD, if different from above.
 - 3. Identify if Proposer's 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



- 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 applicable business registrations and licenses.
- B. References/Experience/Past Projects:
1. List three (3) references, including names, titles, and telephone numbers of contact persons to whom Proposer has provided services in the past two (2) years.
 2. List up to three (3) properties or facilities that the Proposer's company currently services that are similar in scope to this RFP.
 3. Describe Proposer's background and experience in providing regular, large scale owner's representation services and describe any work performed for a public entity.
 4. List any other relevant experience.
- C. List of Anticipated Subcontractors, if any:
1. Identify the proposed company/contact.
 2. Describe the specific professional qualifications and years of applicable experience.
- D. Insurance Coverage:
1. Proposer 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.
 2. Worker's compensation in accordance with Colorado state law will be secured for Proposer and its employees.
- E. Request for Confidentiality:
1. MCPLD is a special government entity and must abide by the Freedom of Information Act (FOIA) and the Colorado Open Records Act (CORA). If Proposer requests portions of its bid be maintained in confidence, Proposer must justify why the material should be kept in confidence and explain in writing with its Bid why disclosure of the material would not be in the best interest of the public. Proposer must conspicuously mark any confidential material in its Bid.
 2. Proposer may not mark its entire Bid as confidential. MCPLD may reject completely any bid that requests full confidentiality.
 3. Proposer's request for confidentiality does not guarantee MCPLD will grant Proposer's request for confidentiality.
- F. Other Information/Questions:
1. Has Proposer 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.



SECTION H – PROPOSER'S QUALIFICATION CERTIFICATE

Proposer's Qualification Certificate Form to be completed and submitted with 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 Proposer's company:

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

7. Number of regular full-time employees: _____



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

NO _____ YES _____ If yes, give details:

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

NO _____ YES _____ If yes, give details:

10. Has 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 Proposer ever filed for chapter 11 or other bankruptcy?

NO _____ YES _____ If yes, give details:

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

NO _____ YES _____ If yes, give details:

13. Has 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:

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.**

Dated this _____ day of _____, 2019, in _____ (city), Colorado

By:

Authorized Signature

Printed Name

Appendix A: Vicinity Map



Appendix B: Potential Site Plan

