



## **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 21,000 square foot of interior space with parking facilities on the northern portion of the site (see Appendix C-G). Preliminary project estimates fall between \$6.5 million to \$9.5 million.

The Board intends to engage an Owner's Representative prior to selection of an Architectural firm and Contractor and plans for the Owner's Representative to participate in the selection of the Architect and Contractor. The Owner's Representative will work closely with the Architect and Contractor during all phases of work.

The Owner's Representative will work with the Mesa County Public Library Board of Trustees, Architect, Contractor, 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, Contractor, and other key representatives appointed by the Owner's Representative or MCPLD.

### **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, schedule, and quality of work.
2. Working with MCPLD, Architect, and Contractor, help identify and prioritize building needs and develop a Building Program.
3. Assure that the construction 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.
13. Other functions as identified by the owner's representative / construction manager or the applicant. This description is not meant to be complete, but is to identify major tasks. There may be obvious tasks not in this description or there may be tasks that are necessary due to the nature of the project or problems that occur.

#### 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 Contractor 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 Contractor.
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 as set forth by the Building Committee. 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 as set forth by the Building Committee.
4. Review preliminary and final construction schedules.
5. Attend all regular and special 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.

### Phase IV: 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 and in coordination with the Building Committee.
3. Prepare and maintain a furniture and equipment purchase and delivery schedule and monitor the performance of vendors against that schedule.
4. Oversee and manage the delivery and installation of the furniture and equipment.
5. Review invoices for furniture and equipment and recommend approvals for payment to MCPLD.

### Phase V: 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.
6. Complete all required documentation and application for a green building certification (certification to be determined by Building Committee with input from the Project Team).
7. One year of post occupancy assistance to include but not limited to:
  - o Coordinate with contractor to resolve warranty issues;
  - o One-year warranty walk through;
    - Ensure that this takes place;
    - Ensure that the walk is thorough and that all necessary parties are in attendance;
    - Ensure any issues identified are resolved in a timely manner.
  - o Ensure compliance with all closeout requirements with the architects, engineers, contractors and the state;
  - o Assist with high performance (LEED Gold or CO-CHPS) certification documentation;
  - o Assist with resolving payment or other contractual disputes;
  - o Develop a preventative Operations & Maintenance plan for MCPLD.

### **SECTION C – RFP ANTICIPATED SCHEDULE**

- A. MCPLD will follow a preliminary schedule that should result in the selection of Owner's Representative services beginning February 1, 2021.

1	Issue Owner's Representative Services RFP	February 1, 2021
2	Proposals Due	February 12, 2021–by 5:00p.m.
4	Public Opening of Proposals	February 16, 2021 – 3:00 p.m.
5	Review of Proposals	February 17-19, 2021
6	Interview Short-Listed Proposers	February 22, 2021
7	Notify Selected Finalist	February 23, 2021
8	Contract Negotiations w/ Selected Finalist	No later than February 26, 2021
9	Award and Sign Contract	No later than March 12, 2021
10	Owner's Representative Services to Begin	March 12, 2021

- B. The RFP will be available to interested Owner's Representation companies beginning on February 1, 2021, and can be obtained from the Mesa County Libraries Administrative Offices located at 443 N. 6<sup>th</sup> Street, Grand Junction, CO, 81501, online at [www.mesacountylibraries.org](http://www.mesacountylibraries.org), or through the MCPLD bidding site [www.bidnetdirect.com/colorado/mesacountypubliclibrarydistrict](http://www.bidnetdirect.com/colorado/mesacountypubliclibrarydistrict).

## **SECTION D – PROPOSER INSTRUCTIONS**

- A. All RFP proposals should be delivered to:

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

Proposals must be received on or before February 12, 2021, 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. Minimum of 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 February 12, 2021, at 12:00 p.m.
- E. The proposals are scheduled for public opening at 3:00 p.m. on February 16, 2021, in the Central Library Community Room, 443 N. 6<sup>th</sup> 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:

<b>Factor</b>	<b>Weight Given</b>
Responsiveness of the proposal to the purpose and scope of services	10%
Experience: Ability and history of successfully completing contracts of this type, scope, 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 on the most qualified Proposer 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 February 12, 2021, at 12:00 p.m. Modifications will be posted online at [www.mesacountylibraries.org](http://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. In no event shall Proposer be considered an employee of MCPLD. Proposer is responsible for all employment taxes of its employees.



- F. MCPLD requires worker's compensation in compliance with Workers Compensation Laws of the State of Colorado. General Liability insurance with minimum coverage of \$1,000,000 per occurrence/\$2,000,000 aggregate. Auto Liability with minimum limits of \$1,000,000 combined single limit and Professional Liability coverage with a minimum limit of \$1,000,000. MCPLD shall be named as an additional insured on General Liability, and Auto Liability coverage. Waivers of Subrogation are required for Workers Compensation, General Liability and Auto Liability. Insurance coverage from Proposer shall be considered Primary and Non-Contributory to any insurance maintained by 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 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.
- J. MCPLD and successful Proposer will enter into a mutually agreeable written agreement.

#### **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 acceptable to MCPLD, in accordance with Section F – Terms and Conditions above.
- 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:

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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.

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

5. Particular types of work performed by Proposer's company:

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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:

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9. Has Proposer or its principals ever had any performance and payment bond called as a result of its default or inability to complete any work?

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

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10. Has Proposer or its principals 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:

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

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

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

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

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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:

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14. Is Proposer aware of any existing conflicts of interest with MCPLD, its Board of Trustees, or employees?

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

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15. 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 \_\_\_\_\_, 2021, in \_\_\_\_\_ (city), Colorado**

**By:**

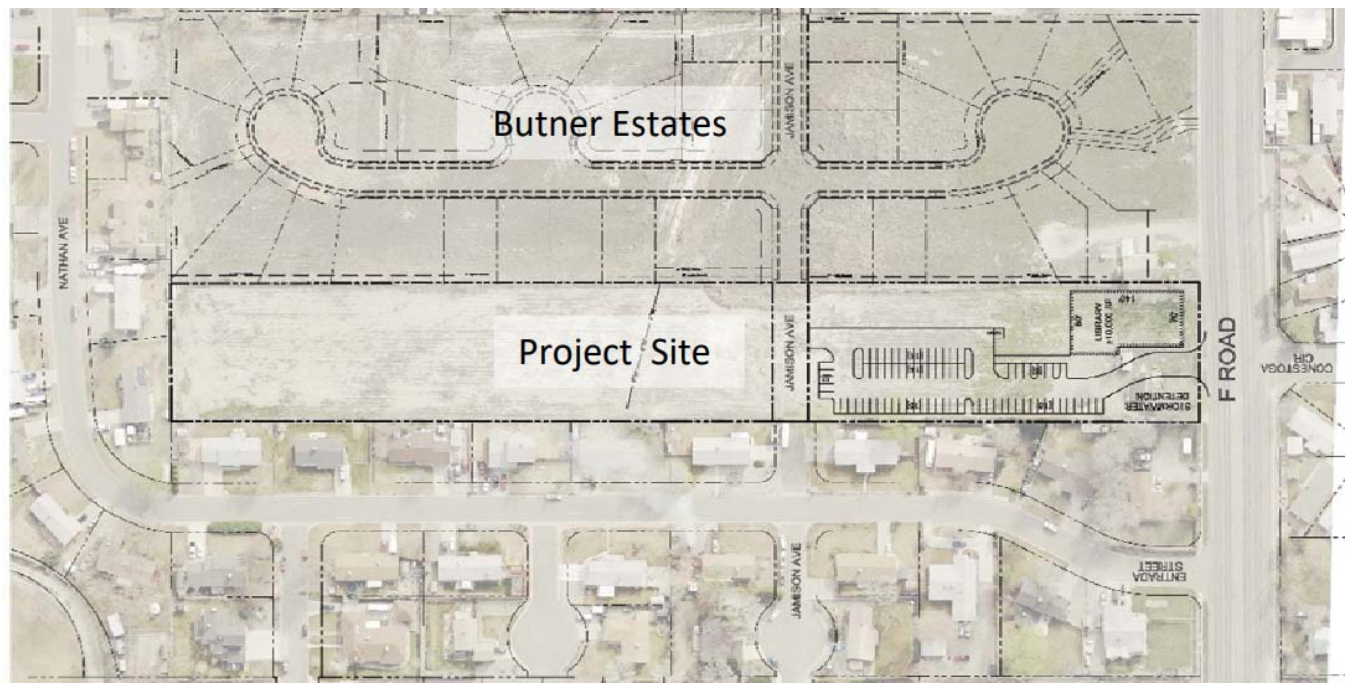
\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Printed Name**

**Appendix A: Vicinity Map**



**Appendix B: Potential Site Plan**





Appendix C:  
Parking Requirements

Building SF: 21, 700 SF  
Total Req. Spots: 86  
ADA Van Spots: 1  
ADA Car Spots: 3





Appendix D:  
FLOOR PLAN



Program Legend

- Library
- Community
- Admin
- Shared Admin
- Utility
- Circulation

Patterson Road

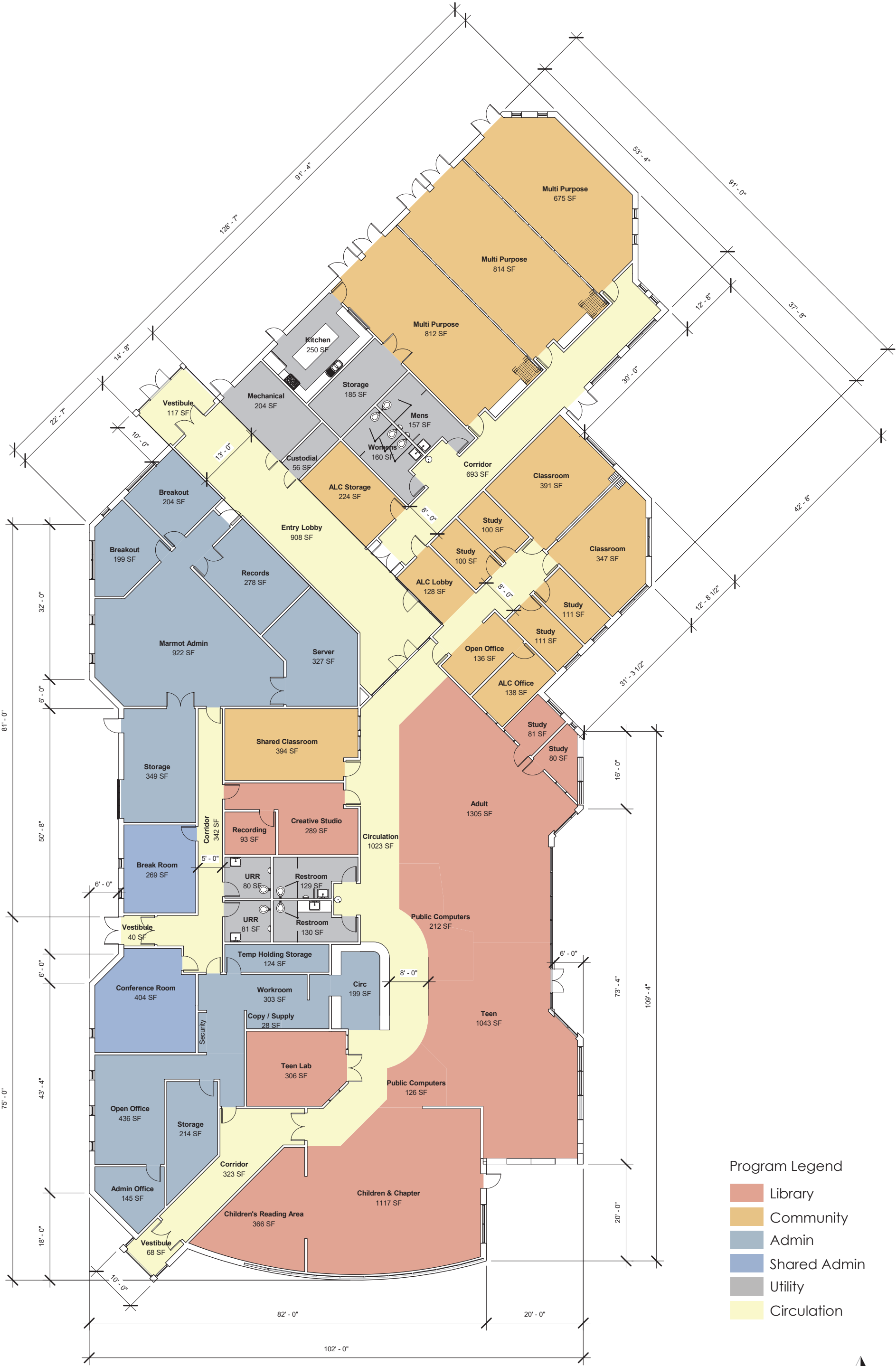
Scale: NTS





Appendix E:

FLOOR PLAN WITH DIMENSIONS



Scale: NTS





○ South  
1/16" = 1'-0"



○ East  
1/16" = 1'-0"

PROGRAM SUMMARY

SPACE PROGRAM SUMMARY				
(New) MCL Branch Library		CURRENT SF	CURRENT TOTAL SF	COMMENTS
CATEGORY / SPACE NAME	PROPOSED SF			
LIBRARY SPACE ALLOCATIONS				
Collections Space	5,450	4,297	4,297	
Adult Collections	1,000	1,000		
Adult Reading Area	300	304		
Study Rooms (3 @ 200sf)	600	161		2 study rooms in main library
Group Study Area	300	-		
New Releases Area	100	✓		Incorporated into collections on floorplan
Periodicals	100	✓		Incorporated into collections on floorplan
Electronic Media Collections	150	✓		Incorporated into collections on floorplan
Teen Collections	500	675		
Teen Lab: Video Games & Tech	300	306		
Teen Reading Area	300	368		
Chapter Books Area (Grade 2-6)	150	323		
Chapter Books Reading Area	150	150		
Children's Collection	500	644		
Children's Reading & Storytime Area	400	366		
Children's Play Area	400	Exterior 400 SF		Excluded from interior calc
Patron Unisex Restroom ( 4 @ 50 sf)	200	-		No Unisex RR, larger library RR's provided
Meeting & Classroom Space	6,600	5,135	5,135	
Classroom (shared with ALC and Library)	300	394		Shared with ALC
Public Computers	250	338		
Creative Studio with Recording Booth	400	382		
Multi-Purpose Room - 2 dividers	2,500	2,301		
Storage: table/chairs	250	185		
Warming Kitchen/ Demo Kitchen	200	250		
Adult Learning Center (Reception Foyer)	400	125		
Classroom (x3)	1,500	738		One addt'l classroom shared with library
Study Rooms (4 @ 100 sf)	400	422		4 @ 100 SF provided
Small Study Room (2 @ 50sf)	100	-		2 addt'l smaller study rooms in main library
Community Lounge	300	-		
Administration Space	2,100	1,919	1,919	
Circulation Desk	200	199		
Staff Private Office (1 @ 150)	150	145		
Staff Open Office	400	436		
Staff Workroom	250	303		
ALC Head Office	150	138		
ALC Staff Office	200	136		
ALC Storage	300	224		
Temporary Holding/Storage	150	124		
General Storage	300	214		
Marmot Office Space	2,600	2,283	2,283	
Staff Office Space	1000	922		
Breakout Rooms [occ: 4 ppl] (2 @ 200sf)	400	404		
Storage Room	400	349		
Server Room	400	328		
Records Room	400	280		
Shared Space	1,339	862	862	
Small Conference Room [occ: 4] @ 200	200	-		
Large Conference Room [occ: 15 Persons]	700	404		
Break Room	300	269		
Copy & Supply	75	28		
Staff Restrooms ( 64sf)	64	161		Two staff RR provided at 80 sf
Building Support Space	1,495	1,784	1,784	
Lobby	375	934		
Restrooms (2 @ 200sf)	400	576		1 RR block in library, 1 block in community
Loading Area	500	Exterior 340 SF		Excluded from interior calculation
Custodial	100	56		
Security Desk	120	14		Wall of security monitors
Mech		204		
LIBRARY SUBTOTAL (NET AREA) excludig mech/walls/circ	19,584		16,280	
Walls/Circulation (25% Grossing Factor)	4,896	4,398	21%	Walls/Circ are 21% of gross area
Building Footprint Total Area (Gross Area)	24,480		20,678	