

REQUEST FOR PROPOSAL (RFP) - LIBRARY SHELVING PROCUREMENT AND INSTALLATION SERVICES

Mesa County Public Library District Clifton Branch Library

December 2, 2022



Clifton Branch Library 3270 D ½ Road, Bldg A Clifton, CO 81520

Prepared by:

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1.0 GENERAL INFORMATION

1.1 INTRODUCTION AND PROJECT DESCRIPTION

This Request for Proposal ("RFP") is issued to provide the selection process for Library Shelving procurement, and installation services for the Clifton Branch Library. Firms submitting a response to the RFP will be asked at a minimum to state their understanding/experience of the project and offer their methodology for meeting the criteria noted in this RFP and to provide pricing on the full shelving package as specified.

Project Description

Mesa County Public Library (the Client) is specifically requesting a proposal for: Estey cantilever library shelving procurement and installation for the new Clifton Branch Library, 3270 D ½ Road, Bldg A, Clifton, CO 81520. The new facility will be an approximately 19,000 sf building that is being designed by Ratio Architects and built by the Construction Manager at Risk (CMAR), FCI Constructors. The Project is currently under construction with an estimated completion in July 2023.

1.2 SCHEDULE OF EVENTS

The anticipated schedule below outlines milestones for the project:

DATE	TIME	EVENT
December 7, 2022		Advertise and Issue RFP
December 14, 2022	3:00 PM	Deadline for receipt of questions and inquiries
December 19, 2022	5:00 PM	Final responses to questions, inquiries and RFP amendments
January 11, 2022	2:00 PM	Deadline for submission of proposals
January 18, 2022	TBD	Awarded firms announced
July 15, 2023		Shelving installation (Anticipated)

1.3 SCOPE OF SERVICES

The Consultant selected will provide final project programming, prepare design and installation schedules, prepare design and specification documents, assess the availability of selected products and provide or coordinate Procurement, Delivery and Installation of all shelving, based on the following outline of services, as required. This outline is provided to assist proposers with submissions and presentations during the selection process and, will constitute a part of the services contract as an attachment as well as the proposer's response to this RFP. The Client reserves the rights to, at any time during this process, add, delete, or otherwise modify this outline scope as its best interests may appear.

A. Responsibilities of Awarded Firm:

Inspection of the work or materials shall not relieve the awarded firm of any obligation to fulfill the contract as prescribed. Work and materials not meeting specifications shall be corrected at awarded firm's expense. Unsuitable work or materials will be rejected.

Awarded firm will be responsible for providing a clean and safe environment surrounding the work area at all times including, if necessary, fencing of equipment, storage, and work area. Awarded firm shall furnish all required personal safety equipment.

It will be the responsibility of the awarded firm to make arrangements with the shipping firm, their driver, their union hall (if applicable), for timely delivery. Any and all freight damage is the responsibility of the successfully awarded firm. The Client shall be made exempt from the responsibility of replacement and costs of freight damage.

Awarded firm shall perform work in accordance with good trade practice and in a neat and workmanship-like manner to the satisfaction of the Client and its Owner's Representative. All items stated within this RFP will become conditions of the contract.

B. Coordination:

Coordination meetings with the Client, other Client consultants (including technology consultant) and user groups shall be a continuing work item for the selected Consultant from the 'Notice to Proceed' through program review, design development, specifications, and procurement, delivery and installation, and warranty phase. In particular, the Consultant shall comply with all provisions of the Local Building Code and all other related codes, State requirements, Client standards, City Ordinances and regulations. Also, to note is that the project will be managed collaboratively through the Owner's Representative's online project management system including but not limited to, Issues, RFI's, ASI's, Shop Drawings, Site Photos, Field Reports, Meetings, etc.

C. Bid Documents and Specifications:

The Consultant shall, upon Client approval of the Design Development Documents, shall prepare final drawings, specifications, and other documents, including Client-furnished documents, required to bid, procure and install the FF&E packages in its entirety. The Consultant shall ensure and document that all bid packages are competitively bid and meet all of the Clients procurement rules. The Consultant will conduct pre-bid and pre-installation meetings. Consultant shall include in specifications a log of items required to be submitted as part of the specifications.

D. Bidding:

The Consultant shall, work with the Client to issue bid documents and addendums as required, respond to bid questions, and review submittals in conjunction with the Client. The Consultant shall provide final budget amounts for approval of the Client.

E. Procurement, Delivery and Installation of FF&E:

The awarded Consultant shall coordinate the procurement, the delivery and installation of all awarded FF&E items. The Consultant will provide or coordinate all labor, material, equipment, and supervision to deliver, set up, and install all FF&E products onsite as specified. The Consultant will provide or coordinate all debris containment, debris storage, and debris removal as well as provide a clean site at the end of each working day as required by the Client. The Consultant will inspect all deliveries for shortage or damage and in conjunction with the Client, create a punch list of all items to be corrected. The Consultant will conduct a final walkthrough, inspection, and with the Client, the final acceptance of the FF&E project, including the

verification that all punch list items are completed. Consultant shall prepare, monitor, and follow through on completion of outstanding items (punch list). At the completion of installation submit copies of Operation and Maintenance Manual. This manual should include product information about cleaning, adjustment, and information required for future orders. The manual should also contain a copy of the manufacturer's warranty and service agreement. Submit Materials Safety Data Sheets (MSDS), as applicable.

1.4 CONTACTS

Copies of this RFP are available from the Client's Owner Representative.

Owner's Representative

Mr. Dave Detwiler Wember, Inc. 453 Mediterranean Way Grand Junction, CO 81507 Phone: (970) 261-6360

Email: ddetwiler@wemberinc.com

Owner/Client

Michelle Boisvenue-Fox, Executive Director Mesa County Public Library District 443 N. 6th Street Grand Junction, CO 81501

Notice: Direct contact with the Client, the Library Board, or other related parties, may cause this candidate's removal from the RFP process.

1.5 PROPOSAL REQUIREMENTS

The Client is looking to base their decision on the qualifications of the proposing firms and recognizes that fees are only a small portion of the selection process. Instructions for proposals are as follows:

- A) Please provide a complete and well-organized response to this RFP.
- B) <u>Submit a single electronic PDF file of your proposal by the submittal date/time aforementioned;</u> email to the Owner's Representatives Dave Detwiler, <u>ddetwiler@wemberinc.com</u> and Brooke Kardos, <u>bkardos@wemberinc.com</u>.
- C) No Proposing Firm may submit more than one proposal. Multiple submissions under different names will not be accepted from one firm, Joint Venture, or association.
- D) Each respondent must comply with the submission requirements as outlined. Submittals that fail to comply with the requirements as specified may be deemed non-responsive and such determination will result in no further consideration of that respondent or the respondent's submittals by the Client. At any stage, the Client reserves the right to terminate, suspend or modify this selection process; reject any or all submittals at any time; and waive any informalities, irregularities, or omissions in submittals, as the best interests of the Client may require.
- E) All respondents must bid on every line item for a complete package.

1.6 PROPOSAL INSTRUCTIONS

Proposals must include, but are not limited to, the following items:

A) Organization Information

- a. Brief cover letter expressing interest
- b. If your firm has multiple offices, please provide this information for all offices. Indicate which office is going to perform the bulk of the services for this project.

B) Approach to Project / Proposal Instructions

The Client is looking to base their decision on qualifications of the proposing firms and recognizes that fees are only a small portion of the selection process. Provide a detailed description of understanding of the project and identity your firm's approach to the project, including the following:

a. Planning/Programming/Design – Describe your firm's process for working with the Owner

- through the various stages of design, product/material selection, procurement, and delivery and installation.
- b. Quality Assurance Provide a description of the quality assurance process your firm will use for space layout and furniture drawings, budget tracking, tracking system for items the Owner may add during a later phase of work, delivery and install process, punch process and warranty tracking.
- c. Storage Capability Detail the physical warehouse space, including the city and state the products may be stored pending final delivery to the library site.
- d. Key Supplier Relationships List the Key suppliers and manufactures that your company represents for library projects in Colorado. Describe how the relationship will benefit the client. Is a discount schedule available per manufacturer, and will the manufacturer contract allow for pricing based on volume?
- e. Project Management Describe your online management system, including online layouts, equipment list, delivery information, project calendars, and communication tools.
- f. Vendors Provide a list of the vendors your firm will potentially be using for this project, based on schedule and budget.

C) Work Experience/References

Provide a list of library projects within Colorado that your company has successfully completed in the last five years. Provide references for the completed projects including names and contact information.

D) Planning and Design Personnel

- A. Resumes for Project Team Provide a list of key personnel, skills and qualifications, technical competence, experience on similar projects, and workload during the delivery and install. Describe if delivery and install will be subcontracted and physical location of proposed team.
- B. Owner and other references (including telephone numbers and email), clearly identify which project and who the reference is in relation to. Please include relevant projects team members have worked on together.
- C. Describe current workload of proposed staff and overlapping project responsibilities.

Part 5 - Project Management/Delivery and Install Personnel

Provide a list of key personnel, skills and qualifications, technical competence, experience on other similar projects, and workload during the delivery and install of this project. Describe if delivery and install will be subcontracted and the physical location of the proposed team.

Part 6 - Pricing Structure

Explain in detail the pricing structure you propose, covering the following at a minimum: furniture product, design fee, installation, payment and performance bond, shipping, and disposal of existing furniture. Also explain how you keep costs competitive, what furniture lines you have access to, and what national buying agreements, if any, you have in place that could be utilized on this project. Provide examples and pricing of "good", "better", "best" furniture examples offered by your company. Including: classroom desks, classroom chairs, modular furniture desks & shelving.

Insurance certificates naming the Client as additional insured will be required prior to work commencing, but not required as part of this submittal.

1.7 QUESTIONS, INQUIRIES, AND AMENDMENTS REGARDING THIS RFP

Questions and inquiries regarding the RFP should be directed to Dave Detwiler, ddetwiler@wemberinc.com and Brooke Kardos bkardos@wemberinc.com by the date aforementioned. The Client will issue a response to all questions by email. Questions should not be submitted to the Client, the Board or other parties, doing so will cause this candidate's removal from the RFP process.

1.8 PROPOSING FIRMS TO FULLY INFORM THEMSELVES

Proposers are required to fully inform themselves of all project conditions which may impact their proposal and the Client's requirements prior to submitting a proposal. Proposers should become acquainted with the nature and extent of the services to be undertaken and make all necessary examinations, investigations

and inspections prior to submitting a proposal. Firms proposing are responsible for examining and determining for themselves the location and nature of the proposed work, the amount and character of the labor and materials required, and the difficulties which may be encountered. If requested in advance the Client will provide the Firm proposing access to the site to conduct such examinations as each Proposing Firm deems necessary for submission of a proposal. The Proposing Firm is to consider federal, state and local Laws and Regulations that may affect cost, progress, performance or furnishing of the Work. The Client will not consider any claims arising from failure to take such actions.

1.9 EVALUATION & SELECTION CRITERIA

The Client reserves the right to reject any or all responses to this RFP. Final selection of the FF&E candidate will be on the basis of their apparent ability to best meet the overall expectations of the Client, as determined solely by the Client. The Client reserves the absolute right to conduct investigations as it deems necessary for the evaluation of any proposal and to establish the experience, responsibility, reliability, references, reputation, business ethics, history, qualifications and financial ability of the firm responding. The purpose of such investigation is to determine that the FF&E has the ability, experience, resources and reputation necessary to perform the work and to support all warranties in accordance with the contract documents.

1.10 RIGHT OF REJECTION

The Client reserves the right to accept or reject any or all responses to this RFP, and to enter into discussions and/or negotiations with one or more qualified Proposing Firms, if such action is in the best interest of the Client. The Client has the right, in its sole and absolute discretion, to select the proposal or proposals that the Client determines best meets its needs.

1.11 MODIFICATION AND WITHDRAWAL OF PROPOSAL

Withdrawn proposals may be resubmitted up to the time designated for the receipt of proposals due date/time provided that they are then fully in conformance with the RFP.

If, within twenty-four hours after proposals are opened, any company that provides written notice to the Client and promptly thereafter demonstrates to the reasonable satisfaction of Client that there was a material and substantial mistake in the preparation of its proposal, that company may withdraw its proposal.

1.12 PROPOSALS TO REMAIN OPEN SUBJECT TO ACCEPTANCE

All proposals shall remain open for thirty (30) days after the day of the proposal opening, but the Client may, in its sole discretion release any proposal prior to that date.

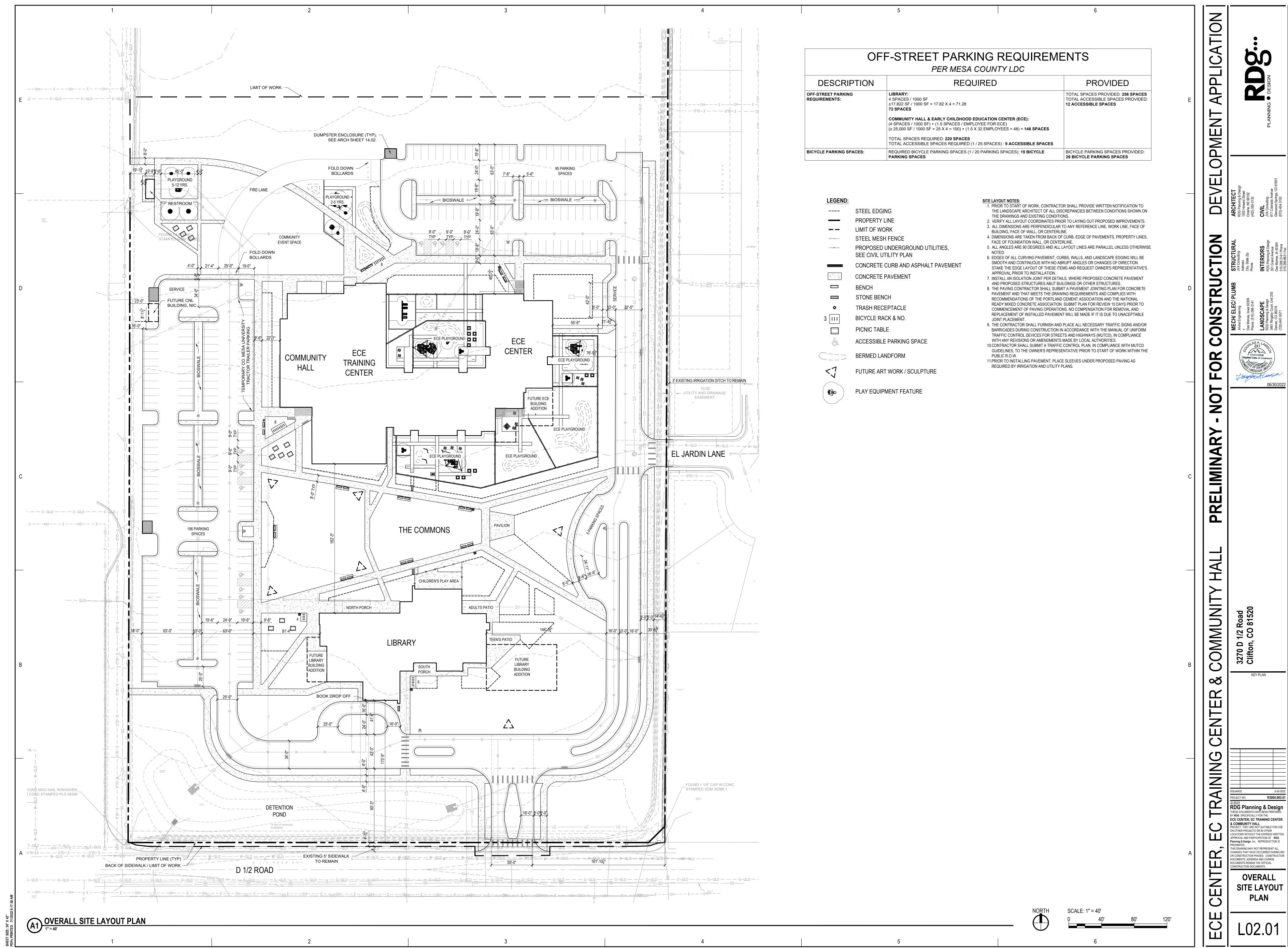
1.13 COST OF PROPOSALS

Expenses incurred in the preparation of proposals in response to this RFP are the Proposing Firm's sole responsibility. The Client assumes no responsibility for payment of any expenses incurred by any Proposing Firm as part of the RFP process.

1.14 INSURANCE

Consultant shall carry insurance of the type and in the amounts as described. Proof of such insurance coverage shall be presented to the Client prior to Notice to Proceed. Nothing herein shall be deemed a waiver of immunity under §24-10-101 et seq., C.R.S.

- A. Workers' compensation insurance in accordance with applicable law.
- B. Comprehensive commercial general liability insurance in the amount of \$2,000,000.00 combined single limit bodily injury and property damage, each occurrence; \$2,000,000.00 general aggregate.
- C. Automobile liability insurance in the amount of \$1,000,000.00 combined single limit bodily injury and property damage, each accident.





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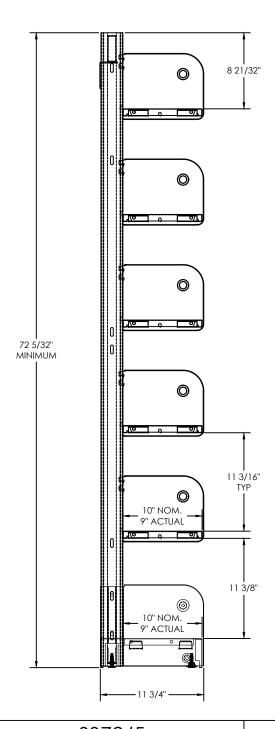
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100	BL3610A-TBD	09d
20	WCLIP-TBD	Color TBD Wall Clip 3w x 2d x 1h
		SS72/4 - Children's
24	W7236-TBD	Color TBD Weld Frame 36w x 72h
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6	WB3624A-TBD	Color TBD DF Fxd Bse Asm 36w x 24d
36	BL3612A-TBD	Color TBD BL Adj Shlf Assm 35.375w x 11d
6	WFMB-3624A-TBD	Color TBD WF Mobile Base Assembly 36w x 24d
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		DS54/Pic/DF
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6	DSTRUT36-TBD	Color TBD Designer Series Strut 36"
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12	SPBBRB3613S-TBD	Color TBD Spc Pic Book Brwsr Bin- Slotted 36wx6hx12d
8	DSPB-TBD	Color TBD Designer Series Panel Bracket

		BBIN/SF
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6	DSTRUT36-TBD	Color TBD Designer Series Strut 36"
3	DKP36S-TBD	Color TBD Dsgnr Series Kckplt36"w-(Spcl)
9	SPBBRB3613S-TBD	Color TBD Spc Pic Book Brwsr Bin- Slotted 36wx6hx12d
3	WCLIP-TBD	Color TBD Wall Clip 3w x 2d x 1h
6	DSPB-TBD	Color TBD Designer Series Panel Bracket

CONSISTS OF: 01-W7236 01-LFBSBRK10L 01-LFBSBRK10R 01-FBS3610 05-ASBRK10L 05-ASBRK10R 05-BL3610

01-WCLIP

Exhibit 2.3

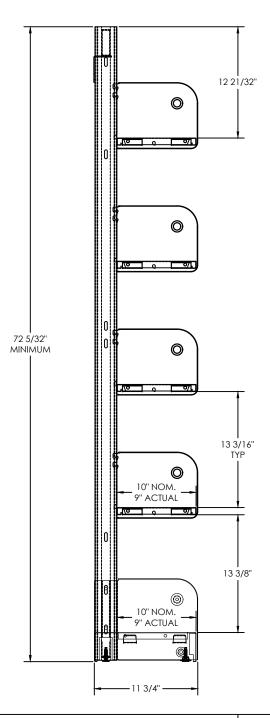


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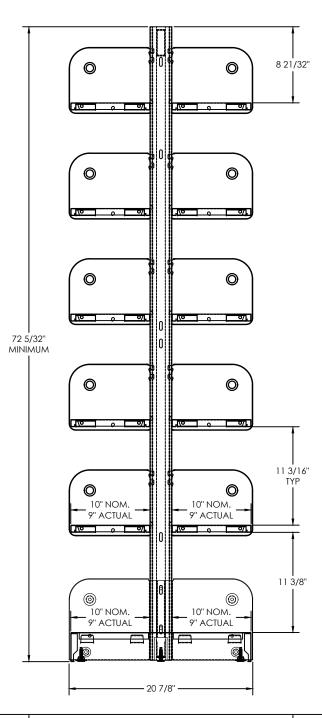
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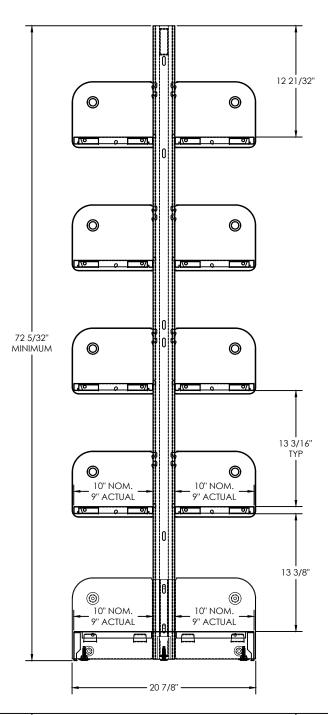
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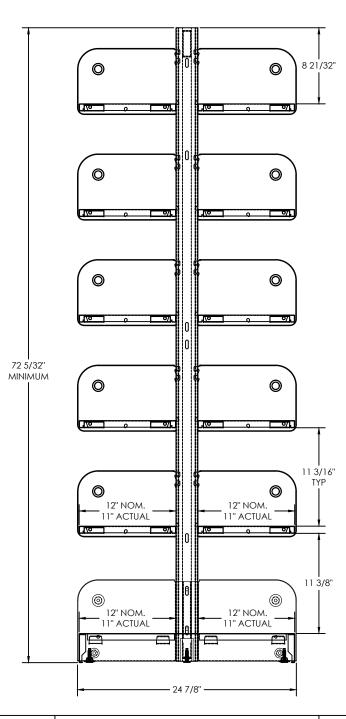
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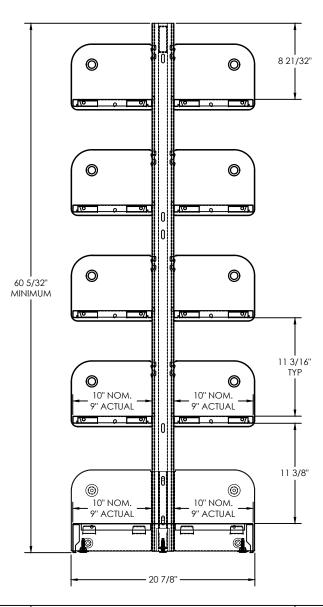
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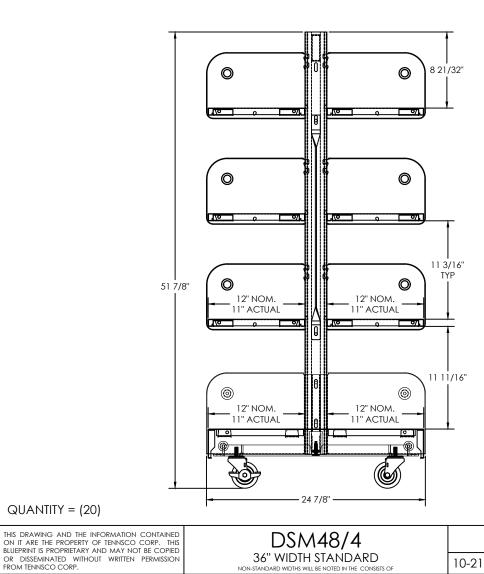
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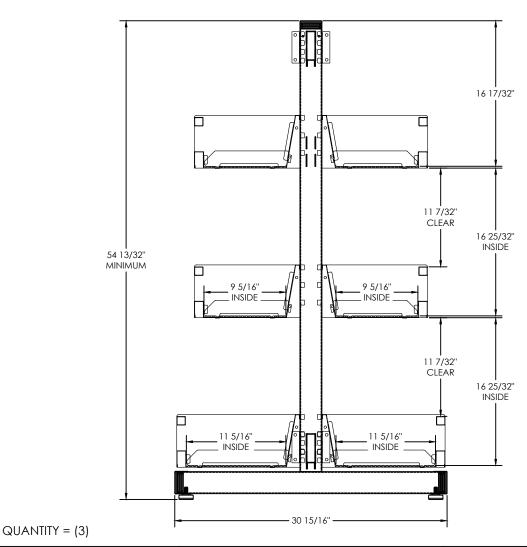
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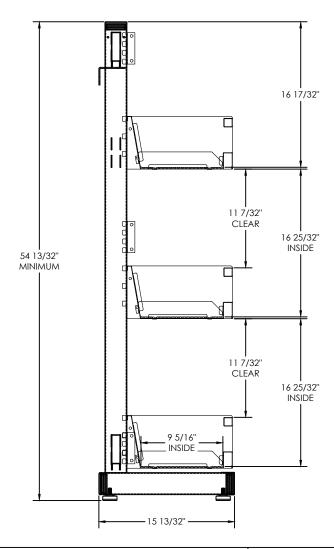
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DS54/PIC/DF 36" WIDTH STANDARD

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CONSISTS OF: 02-EDSUPT5413 02-DSTRUT36 06-DSPB 01-DKP36 03-SPBBRB3613S 01-WCLIP



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BBIN/SF
36" WIDTH STANDARD
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