



**Request for Proposal 2023-13P
Red Mountain Water Treatment Plant Siding, Roof, Door, and Window
Replacement Project**

Buyer:
City of Glenwood Procurement Department
101 West 8th St / Glenwood Springs, CO 81601 / ryan.muse@cogs.us



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Section I: Introduction

The City of Glenwood Springs uses the Rocky Mountain E-Purchasing System ("BidNet") to post solicitations and any supporting or additional information, including Addenda, Bid Sheets and awards. Proposals must be submitted prior to close on BidNet. The City of Glenwood cannot accept a response that did not come through the right channel on time. All documents and information are available at www.bidnetdirect.com/cityofglenwoodsprings. If you require additional information regarding BidNet call Vendor Support at 800-835-4603 anytime Monday-Friday from 6:00 am to 6:00 pm Mountain Time.

Project Summary

The City of Glenwood Water Department is requesting quotes from qualified firms and/or individuals for the removal and replacement of the existing water treatment plant roof, siding, doors and windows at the Red Mountain Plant located at 1401 West 9th Street, Glenwood Springs, CO 81601. All removal and replacement of the siding, roofing, soffit, fascia, doors and windows shall be completed per the design drawings, specifications and applicable Municipal Codes, Engineering Standards and Building Codes.

Section II: Timeline

a. **Proposal Timeline.**

TIMELINE	DATE	TIME
Pre-Proposal Walkthrough - Onsite	FEBRUARY 17 TH	10:00 a.m.
Questions and Clarifications Due	MARCH 1 ST	4:00 p.m.
Question Addendum Released	MARCH 6 TH	4:00 p.m.
Request for Proposals (RFP) Due www.bidnetdirect.com/cityofglenwoodsprings	MARCH 24 TH	5:00 p.m.
Target Award Date (Subject to Change)	APRIL 6 TH	8:00 p.m.

The optional pre-proposal walkthrough **will begin** at City Hall in Council Chambers, 101 W. 8th Street, promptly at **10 am**. We will provide a quick overview then go to the Red Mountain Water Treatment Plant. Please do not be late as there is a locked gate before the WTP. Attendees will be asked to provide their firms name on the official sign-in sheet distributed at the walkthrough.



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Section III: Instructions to Submitters

- a. The City of Glenwood Springs endeavors to provide a uniform distribution of information and conduct a fair selection process. We ask that you please follow these instructions carefully. Any submittal that does not meet the requirements set forth in this document and any addenda will not be presented the Selection Committee.
- b. We ask that you do not contact any member of staff directly with questions or comments about the RFP other than Ryan Muse, City Clerk. Any attempts to contact City personnel other than the Clerk will result in disqualification. Please send questions to bidresponse@cogs.us and they will be answered as addendums on the BidNet site.
- c. Please upload your submittal to BidNet in one single PDF file.
- d. The following items must be included with your submittal.
 - i. Cover Sheet
 - ii. Submittal Form
 - iii. Bid Schedule
 - iv. Addendum to Professional Services
 - v. Issued Addenda
 - vi. All Warranty Information
 - vii. A List of Three (3) References for Similar Projects
 - viii. A Duration of Work Estimate for the Project, Include:
 - 1. Preconstruction Meeting
 - 2. Estimated Submittal Timing
 - 3. Estimated Material Order/Delivery Timing
 - 4. Mobilization Date
 - 5. Construction Schedule Based on Mobilization Date
 - 6. Staging Needs
 - 7. Final Walk Through/Completion of Construction
 - ix. The City will request any exceptions taken to the Specifications and Scope of Work be noted within the bid packet.
 - x. Exceptions will be taking into consideration during the bid review process.
- e. Questions regarding this RFP should not be submitted to BidNet, but submitted to bidresponse@cogs.us
- f. All addenda issued by The City of Glenwood Springs will be placed on the BidNet site prior to the time that proposals are received and shall be considered part of the RFP. It shall be the Bidder's responsibility to view all documents posted at BidNet. The City may issue several addenda during the process as needed for clarification.
- g. BidNet will automatically stop allowing uploads at the date and time of closing. Sometimes the process takes a few minutes so please upload your proposal well ahead of the closing time. The City of Glenwood cannot see who or how many responses have been submitted to BidNet prior to the closing date so we are unable to confirm receipt. However, you may assume your upload was successful if BidNet accepts the document.
- h. The City of Glenwood Springs makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all proposals, waive any formalities or technical inconsistencies, or delete any item/requirements from this RFP or resulting contract when deemed to be in the City's best interest.



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- i. The Bidder shall purchase and maintain at its own insurance which is at least as broad, and with limits at least as great as outlined in Section V: If your proposal is successful and a contract awarded, a compliant certificate of insurance will be required with all endorsements at that time.
- j. Representations made within the proposal will be binding on Bidder. Failure to comply with the requirements contained in this RFP will result in the rejection of your proposal.
- k. Bidder recognizes and understands that any costs incurred by the Bidder from submitting a response to this RFP are the responsibility of the bidder.

Section IV: Overview of Project

Contractor Pre-Construction Work:

- 1. Contractor will be responsible for the building permit and permit fees.
- 2. The City's architect will stamp and sign the drawings, if required by the building department, the architect of record will review submittals and will be onsite during construction.
- 3. Submit a duration of work estimate for project; to include preconstruction submittal work, mobilization, demolition, preparation, material procurement, material installation, staging needs, and final walk through.
- 4. Provide product submittals and labor/materials warranty information.
- 5. Stage all materials necessary to complete the project on site without damaging any unnecessary vegetation on the site.
- 6. Provide all necessary materials, equipment, labor and such to complete the project as a whole.
- 7. Weekly progress reports/meetings with construction schedule, meeting notes, submittal or RFI list, testing scheduling, inspection scheduling and design/installation concerns.
- 8. Contractor is responsible for all necessary traffic control for deliveries, trash containers, trash clean up onsite, portable toilets and any other items necessary for the completion of the project as a whole.
- 9. The drawings provided for bidding include material recommendations for the project, along with color and thickness of materials. Equivalents are allowed to be bid, but those items will be reviewed by the city and architect for compliance and quality of material during the bid review process.
- 10. Bonding as noted below.

Construction:

- 1. Complete all demo and replacement work and project scope per the provided set of plans for a complete project.
- 2. Demolition work will include removal of all wall and roof spray foam, this must be completed in a controlled manner and all foam must be disposed of properly and without spreading across the site.



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3. Contractor to remove steel stairs per plans and provide to the owner.
4. The City crews will have to continue to work at and operate the water plant, so daily construction cannot interfere with the plant operations and open access to the plant will not be allowed to be left at the end of the day. Aka, the window and door replacement processes must include secured openings at the end of each workday.
5. Any special inspections will be at the contractor's expense.

City of Glenwood Springs Scope of Work:

1. The City has completed an asbestos report for the material to be removed during demolition, see attached report.
2. The City will provide part time Construction Inspection/Construction Overview to the project.
3. The City Building Department will provide the required building inspections as noted on the building permit.
4. The city will take the steel stairs at the rear of the building from the contractor and the city will reinstall them after the contractor has finished their work.

Section V: Insurance Requirements

General Liability

Policy form:	Occurrence
Policy Aggregate	\$ 2,000,000
Products/completed operations aggregate	2,000,000
Each occurrence limit	1,000,000
Personal & advertising injury limit	1,000,000
Products/completed operations	
Defense in excess of limits	
Per location / per job aggregate limit	
Blanket contractual	
Independent contractors	
Primary & non-contributory	
Show Waiver of Subrogation in favor of the City	
All locations / operations (if not, show city job/location specifically)	
Name the City as "Additional Insured"	

Automobile Liability:

Combined single limit:.....	\$ 1,000,000
Any auto	(or Hired & Non-owned, if you own no vehicles)
Show Waiver of Subrogation in favor of the City	
Primary & non-contributory	
Auto pollution liability	(IF you carry any hazardous cargo)
(If the Vendor is providing repairs to City vehicles on the Vendor's property, the Vendor shall possess Garage Liability Insurance, covering premises, auto and completed operations)	
Name the City as "Additional Insured"	



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Pollution Liability:

Policy form: Occurrence
(if not, claims-made retro date must predate our contract or date of service)
Per claim or occurrence limit..... \$ 1,000,000

Blanket contractual
Primary & non-contributory
Show Waiver of Subrogation in favor of the City Per location / per job aggregate limit
Defense in excess of limits
Designated Location or Operation must e shown as per your contract for the City
Name the City as "Additional Insured"

Umbrella:

Policy form: Occurrence - Umbrella
Each occurrence or claim limit: \$ 1,000,000
Excess commercial general liability
Excess Products/completed operations
Show Waiver of Subrogation in our favor
Excess automobile liability
Excess professional liability (if you provide professional services)
Excess pollution liability (if any pollution exposure exists)
Excess employer's liability
Blanket contractual
Per location / per job aggregate limit
Defense in excess of limits
Primary & non-contributory
All locations / operations (if not, designate specific project or location)
Name the City as Additional Insured including Products/Completed Operations

Workers' Compensation:

Workers Compensation benefits: per Colorado Statute
Employers liability – limit per accident \$ 100,000
Employers liability – limit per disease 100,000
Employers liability – disease aggregate 500,000
All owners/officers who will be on City property or job site must be covered
Show Waiver of Subrogation in favor of the City
Coverage must apply to workers in Colorado

Insurance companies providing the coverage's specified above must be authorized to do business under the laws of the State of Colorado and must be rated no less than "A-" by A.M. Best Company. Issuance of a contract is contingent upon verification of all required coverage.

Section VI: Selection Criteria

In evaluating Proposals, the City shall consider the qualifications of the Submitters, whether or not the Proposals comply with the prescribed requirements, and alternates and unit prices if requested in the Proposal forms. The City may consider the qualifications and experience of sub-contractors/consultants and other persons and organizations within the Proposals proposed for those portions of the work. The identity of sub-



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contractors/consultant and other persons and organizations must be submitted as specified in the Supplementary Conditions. The City is looking to award the project to the firm offering the best value. Price is a consideration but not the only one.

The City may conduct such investigations as it deems necessary to establish the responsibility, qualifications, and financial ability of the Proposers, proposed sub-contractors and other persons and organizations to do the Work in accordance with the Contract Documents to the City's satisfaction within the prescribed time. The City reserves the right to reject the Proposal of any firm that does not pass any such evaluation to the City's satisfaction.

Section VII: RFP Terms & Conditions

Schedule

The contractor shall submit a schedule showing the order in which the contractor proposes to carry on the work including the estimated number of working days elapsed, when the critical parts are to begin, and the estimated number of calendar days required to complete the critical parts. Said schedule shall be subject to the approval of the city. Should the city be of the opinion that any schedule of operation as submitted is inadequate to secure the completion of the work in the time agreed upon or otherwise not in accordance with the specifications or the work is being inadequately or improperly prosecuted in any respect, the City may ask that the contractor submit a new schedule.

Discussions/Negotiations

The City of Glenwood Springs reserves the right to contact any Bidder for clarification of information submitted and to conduct discussions with Bidders, to accept or not accept revisions of Proposals, and to negotiate any point in the proposal or the subsequent contract at the sole discretion of the City's Chief Operating Officer. Due to budget restrictions, this project may not be awarded in full to the selected contractor.

Indemnification

If any litigation from any claims, disputes or other matters in question arising out of or relating to this agreement, or the breach thereof, the successful party in the litigation shall be entitled to reasonable legal expenses as part of any judgment.

Performance Bond

The successful contractor may be required to provide a performance bond equal to 100% of the contract amount. If required, the performance bond shall remain in full force and effect through the guarantee period.

Section VII: Warranties, Representations and Acknowledgements of Bidder

a. Bidder acknowledges and agrees that (1) this RFP is a solicitation for proposal and is not a contract or an offer to contract and (2) the submission of a proposal by Bidder in response to this RFP will not create a contract between the City of Glenwood and Bidder.



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- b. Bidder offers and agrees to furnish to the City of Glenwood with the products and/or services described in its proposal, at the prices quoted in the proposal, and to comply with all terms, conditions, and requirements set forth in the RFP documents and contained herein.
- c. Bidder represents and warrants that (1) Bidder is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions, and requirements of the RFP; (2) Bidder has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFP; (3) Bidder is aware of, is fully informed about, and is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances; (4) Bidder understands the requirements and specifications set forth in this RFP and the terms and conditions set forth; and (5) all statements, information, and representations prepared and submitted in response to this RFP are current, complete, true, and accurate. Bidder acknowledges that the City of Glenwood will rely on such statements, information, and representations in selecting the successful Bidder. If selected by the City the Bidder will notify the City immediately of any material change in any matters with regard to which Bidder has made a statement or representation or provided information.
- d. Bidder agrees to be in compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.