

# **REQUEST FOR PROPOSAL**

**April 2013**

## **City of Monte Vista**

The City of Monte Vista seeks qualified firm for a roofing project at Ski Hi Complex located at 2335 Sherman Ave., Monte Vista, CO 81144.

### **PROJECT GOAL**

**To stop water leaks occurring throughout the facility, including but not limited ceiling and wall leaks.**

### **PROJECT SCOPE**

- 1. Evaluate the roof and walls over the multi-use, gym and pool areas for damage caused by water leaks and provide plans and estimated cost to repair.**
- 2. Evaluate, provide plans and estimated for either a roof repair or replacement.**
- 3. Evaluate, provide plans and estimated cost for flashing and gutters repairs.**
- 4. Provide plans for necessary cricket between the grandstand canopy and Ski Hi building.**

### **INSTRUCTIONS TO PROPONENTS:**

The Proposal shall contain the name and contact information of the authorized person to answer questions regarding clarification, or additional details.

### **Submission Requirements**

#### **Submission of Proposal**

Evidence of relevant comparable experience with similar work, with citations of specific projects and names of clients. Include budget and schedule information related to these projects.

Firm profiles and resumes of staff performing the work, with relevant qualifications and experience.

A minimum of three (3) references and contact information for projects of similar scope.

A suggested scope of services with the cost of the project broken down by tasks or steps.

Proposed total contracting fee, exclusive of tax and disbursements.

A schedule of hourly rates for additional services for all disciplines.

The Proponent shall submit Two (2) hard copies and one (1) soft copy on a CD or thumb drive in a sealed package containing all required components, to the location stated below.

Ski-Hi Complex Roof Structural Engineering Project

City of Monte Vista  
4 Chico Camino St.  
Monte Vista, CO 81144

A pre-bid walk through the facility, 2335 Sherman Ave., will be held Thursday April 25, 2013 at 1pm **with the bids due no later than Wednesday, May 16, 2013 at 4:00 pm (local time.)** Late or electronic proposals will not be accepted. The Bid Opening will occur on **May 16, 2013 at 4:05 pm** at the address stated above.

**Compliance**

Any and all deviations from and clarifications to these specifications listed in the RFP, must be clearly defined in a non-compliance statement and attached to the submission.

**Completeness**

Submissions must be complete, including signatures/initials of authorized persons and responses to all information requested.

If the Project Team involves subcontractors, identify all subcontractors and provide information for each. Clearly identify a Project Manager (PM) who will assume overall responsibility for completion of the work. Describe and delineate roles and responsibilities of each party and their relationship and responsibility to the PM.

**EVALUATION CRITERIA:**

The City reserves the right to reject any or all Proposals. In reviewing the Proposals and awarding this RFP, the City will consider:

- Proposed Scope of Work
- References
- Expertise and experience of the engineer
- Project schedule
- Completeness of the Proposal
- Project Cost

**INQUIRIES AND CLARIFICATIONS:**

**Inquiries and Authorized Communications**

Submit inquiries to the Recreation Director at fax number: 719-852-6167 or Email: [cmv@ci.monte-vista.co.us](mailto:cmv@ci.monte-vista.co.us).

In the event that the City determines that clarifications or changes are required, the City will issue written addenda to the RFP Documents on the City's website ([www.cityofmontevista.com](http://www.cityofmontevista.com)) and will form part of this RFP. It is the Proponent's sole responsibility to monitor the website for addendums. No amendment to the RFP is effective unless posted in a formal addendum on the City's website. Please note Amigo.Net clients are unable to view our website at this time.

The Proponent is not to direct queries to parties outside the Recreation Director. The City will not be bound by any informal explanation, clarification or interpretation, whether given orally or in writing, by whomsoever made, that is not incorporated into an addendum to the RFP Documents. When requesting information, please refer to the RFP by its title.

**Clarifications and Addenda**

If a Proponent finds omissions, discrepancies or ambiguities in the RFP requests for interpretation or correction shall be submitted a minimum of five (5) working days prior to the closing date. If necessary, an addendum will be issued on the City's website. This procedure also applies should the City modify any part of this RFP document.

The City may amend any term, condition, specification, instruction or requirement contained in this RFP, or in any information supplied with or following this RFP, at any time, before or after the submittal deadline. The City may cancel this RFP at any time.

**FUNDING OF AWARD:**

The award of this RFP, in whole or in part, is subject to the availability of funds and approval by the Monte Vista's City Council.

**ACCEPTANCE OF PROPOSAL:**

This RFP shall not be construed as an agreement to purchase goods or services. The City is not bound to accept the lowest price or any Proposal of those submitted. The City will be under no obligation to receive further information, whether written or oral, from any Proponent.

Neither acceptance of a Proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any Proposal that requires an approval, permit or license pursuant to any federal, state, or local laws and regulations.

The City is under no obligation to enter into negotiations with a Proponent or award an agreement or purchase order, and reserves the right to terminate the RFP process at any time.

The City reserves the right to:

Accept a Proposal which is not the lowest, to reject any or all Proposals, to waive informalities, irregularities or other deficiencies in any Proposal, and to accept a Proposal which does not conform strictly to the requirements of the Proposal documents;

Give preference to a Proposal in which the products, services or work methods are considered by the City to be environmentally superior as well as cost effective, relative to products, services or work methods offered in other Proposals;

Accept any Proposal it considers advantageous; and

Evaluate the Proposal on, but not limited to, technical ability, commercial credibility, financial resources, the safety compliance record of the proponent, non or ill-performance by the Proponent on previous projects with the City.

The Contract is awarded when the successful Proponent receives a notice of award from the city. The Proponent shall then be called the "Contractor".

**GENERAL CONDITIONS:**

**Time is of the Essence**

Time is of the essence to this work. All work must be completed on or before July 20, 2013.