



Request for Qualifications and Proposal

Contractor Services for

the Peninsula Recreation Area Restroom Expansion

Mandatory Pre-Bid Walk:

June 29, 2018 @ 10:00 AM

Submittal Deadline:

July 16, 2018 @ 12:00 PM

Issued by:



Town of Frisco – Peninsula Recreation Area – Request for Qualifications and Proposal

1. List of Contract Documents:

The following documents are exhibits to this RFQP:

- A. Peninsula Recreation Area Restroom Expansion Drawing Set
- B. Peninsula Recreation Area Bid Workbook (MS Excel)
- C. Town of Frisco Draft Contract

2. Project Description

Candidates are invited to submit their qualifications and proposals for Contractor services for the Peninsula Recreation Area (PRA) Restroom Expansion located in Frisco, CO. The Town desires for the Contractor to propose a timeline for the work, but desires the work to be completed prior to May 1, 2019.

There is currently a skatepark under construction to the south of the restroom site, and the potential for landscaping to take place this fall. Contractor coordination will be critical given the multiple contractors in the general region.

The selected Contractor will be an integral part of the project team. The team is currently comprised of the following key organizations:

1. Owner – Town of Frisco
2. Owner’s Representative – NV5
3. Landscape Architect – Norris Design
4. Architect – OZ Architecture
5. Civil Engineer – Martin/Martin
6. MEP Engineer – BG Buildingworks
7. Structural Engineer – Monroe and Newell

Submittal Package

Contractors must submit the following information:

1. A brief, one-page overview of general information about the company highlighting previous relevant work experience and managerial ability;
2. Previous construction experience in the Colorado Mountains or similar high altitude environment;
3. Resumes of staff specifically dedicated to the project and the time

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- commitments as a portion of each staff members overall time capacity;
4. A description of your internal Quality Control management/procedures, including your subcontractor contract and cost management procedures;
 5. A detailed schedule outlining construction durations and any other required activities to successfully complete the project.
 6. Completed Bid Workbook. The Owner reserves the right to request further bid detail if necessary.
 7. Financial Statements are not required to be submitted as part of the bid, but may be requested of Contractors if their financial strength is in question.

In addition to the review of qualifications; Contractor bids, and proposed schedules will be evaluated in making the determination of the overall successful bidder. The qualifications portion will be analyzed on the basis of the following, in no particular order:

1. The Contractor's relevant experience with similar scopes of work
2. Experience working with municipal clients
3. The Contractor's financial strength
4. The Contractor's ability to satisfy the insurance requirements noted in this RFQP
5. The Contractor's ability to bond
6. Contractor interview (if determined to be necessary by the Town)

Proposals will be reviewed and scored by the Town out of 100 points. The proposals will be scored using the breakdown attached in the Bid Workbook.

3. Time and Manner of Bid Submission

- A. Bids are due no later than **July 16, 2018 at 12:00 PM.**

Provide two hard copies of your bid package in a signed and sealed envelope to:

Town of Frisco
Ms. Diane McBride, Assistant Town Manager
Attn: NV5
PO Box 4100
1 East Main Street
Frisco, CO 80443

In addition, Candidates must submit one (1) copy of your submittal in electronic format to Tyler Lundsgaard (tyler.lundsgaard@nv5.com) and a CC Diane McBride

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(dianem@townoffrisco.com), by the deadline.

- B. The bids shall be submitted on the **PRA Restroom Bid Workbook** document attached. The form must be used without alterations. If the Contractor is proposing subcontractor default insurance, please note SDI and the proposed rate in the notes column of the performance and payment bond line item.
- C. The Base Bid is the amount of money stated in the Bid Form as the sum for which the Contractor offers to perform the Work described in the contract documents collectively referred to here-after as Base Bid Scope.
- D. The Base Bid is not subject to negotiation by the Contractor and, after the bid due date, may not be altered by the Contractor for any reason. If the bidder wishes to propose voluntary alternates, they may be submitted only as separately priced alternates in a letter attached to the Bid Form. Such unsolicited alternates must not be included in the Base Bid Sum.
- E. To avoid confusion, the Contractor shall state the Base Bid and Alternates sums in written and numerical form. In case of conflict, the written amount shall govern.
- F. Candidates shall complete the Bid Detail worksheet tab provided in MS Excel. This format should be used without alteration. The name of subcontractors performing each scope of work should be identified in the column provided.
- G. Candidates shall complete the Material Allowance worksheet tab provided in MS Excel. This format should be used without alteration. The name of subcontractors performing each scope of work should be identified in the column provided.
- H. Bids shall be based on the Contract Documents outlined in Section 1 and any issued addenda.
- I. Bids shall be analyzed on the basis of cost, reasonableness of unit costs, completeness of bid package, qualifications and commitments of specific project team members and proposed completion schedule. The successful Bidder shall be the acceptable combination offering the best value to the project in the opinion of the Owner(s). The Owner(s) reserves the right to reject, with or without cause, any or all Bid Forms submitted, to waive any formal bidding procedures, or to select a Contractor in the best interests of the Owner.

4. Communications

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- A. Bidders shall only communicate with NV5, Inc. No bidder or material supplier shall communicate directly during the bidding phase or construction phase with the Owner(s) or any of the Owner’s other consultants, without exception. Failure to adhere to this direction may, in and of itself, be grounds for disqualification of the candidate, at the Owner’s discretion. Please direct any and all inquiries during the bidding process to:

NV5, Inc.
Attn: Tyler Lundsgaard
Owners Representative
tyler.lundsgaard@nv5.com

5. Discrepancies / Interpretations of the Bid Documents / Clarifications

- A. When doubt exists as to the true meaning of any part of the project description, the bidder shall request a clarification **in writing**. Such inquiries shall be made no later than **5:00 PM, July 2, 2018** to the following:

NV5, Inc.
Attn: Tyler Lundsgaard
Owners Representative
tyler.lundsgaard@nv5.com

- B. A list of any and all clarifications, exclusions and assumptions affecting the Bidder's scope of work for this project is required to be attached to this bid form. The list is to be submitted on the letterhead of the Bidder, dated, and signed.
- C. In the event of a discrepancy in the scope of work documents not specifically identified by the Bidder, the more inclusive scope shall apply, as determined solely by the Owner.
- D. Written interpretations in response to inquiries from any bidders will be sent to all bidders if the content, in the sole judgment of NV5, Inc. and the Owner(s) is essential to maintaining fair and equal bidding practices.
- E. Any interpretation of the proposed documents shall be made only by Addendum duly issued by NV5, Inc.

6. Addenda

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- A. Addenda issued during the bidding period shall be acknowledged on the Bid Form in the space provided by the Contractor and will be incorporated into any future Service Agreement. Addenda will be issued no later than **July 6, 2018**.

7. Mandatory Inspection of Site

- A. **Attendance is required at a pre-bid site walk on June 29, 2018 beginning at 10:00 AM located at 621 Recreation Way, Frisco, CO 80443.** Please come prepared with any questions you may have after reviewing the project scope and contract documents.
- B. Each bidder is responsible for inspecting the site as to the conditions under which he/she shall be obliged to operate or that shall in any manner affect the cost, progress or performance of the Work. Neglect of this requirement will not be accepted as reason for a delay in starting or finishing the Work or for adjustment to the contract sum.
- C. In the event additional observation of the site is required beyond the mandatory site visit, the Bidders shall contact Tyler Lundsgaard (tyler.lundsgaard@nv5.com) and CC Diane McBride (dianem@townoffrisco.com) so that arrangements can be made.

8. Right to Reject Proposed Subcontractors

- A. The Owner reserves the right to reject, with or without cause, any prospective subcontractor. In the event the Owner rejects a prospective subcontractor, the bidder shall submit additional name(s) to the Owner until approval is granted, without adjustment to the Base Bid or Work schedule.

9. Alternates

- A. Pricing is requested for any alternates identified on the Bid Form. Pricing for alternates shall include all materials, labor, supervision, equipment, taxes, permits, overhead and profit necessary to perform the work as described.

10. Schedule

- A. For purposes of the Base Bid, **assume a Notice of Award shall be issued no later than July 25, 2018, and a notice to proceed shall be issued no later than July 28, 2018.** Bidder shall provide a basic Critical Path Method (CPM) schedule including, at

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a minimum: clear sequencing of trades, submittal timing and inspections.

- B. Bidder shall also complete the Bid Form as requested outlining working days, hours of work, and total number of calendar days required to complete the Work. This should serve to simply summarize the information contained in the CPM schedule.

11. Withdrawal of Bids

- A. No bid may be withdrawn for a period of twenty(20) calendar days after the bid due date.

12. Building Permit / Inspection Fees

The selected bidder will be responsible for obtaining and coordinating all necessary permits, inspections, and approvals from governmental agencies having jurisdiction over the project as well as the project design team.

13. Business License and Contractor License

- A. Contractor and all subcontractors are responsible for obtaining a Business License with the Town of Frisco prior to work beginning on the project.
- B. Contractor and all subcontractors are responsible for obtaining a Contractor License with the Town of Frisco prior to work beginning on the project.

14. Safety

- A. Contractor is responsible for administering and enforcing a project safety program in accordance with local, state, and federal requirements. The selected Contractor will be required to submit a safety plan, in writing, to the Town prior to commencement of the project. Candidates are encouraged to provide a sample plan with their bid, however this is not required bid material.

15. Insurance

- A. Contractor agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Contractor pursuant to this Agreement. Such insurance shall be in addition to any other insurance requirements imposed by law.
- B. Without limiting the generality of the foregoing, Contractor shall procure and

maintain, and shall cause any subcontractor of Contractor to procure and maintain, the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to the Town. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

1. Worker's compensation insurance to cover obligations imposed by applicable law for any employee engaged in the performance of Work under the Contract, and Employer's Liability insurance with minimum limits of five hundred thousand dollars (\$500,000) each accident, one million dollars (\$1,000,000) disease — policy limit, and one million dollars (\$1,000,000) disease — each employee. Evidence of qualified self-insured status may be substituted for the worker's compensation requirements of this paragraph.
 2. Commercial general liability insurance with minimum combined single Invite of at least one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision, and shall be endorsed to include the Town and the Town's officers, employees, and consultants as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.
 3. "All Risk" Builder's Risk insurance in a form acceptable to the TOWN upon the entire Project for the full cost of replacement at the time of any loss. This insurance shall include, as named insureds, the Town, Contractor, and any Subcontractors. This insurance shall include "all risk" insurance for physical loss or damage including without duplication of coverage, at least theft, vandalism, malicious mischief, transit, materials stored off site, collapse, falsework, temporary buildings, debris removal, flood, earthquake, testing, and damage resulting from defective design, workmanship or materials. The Contractor shall increase limits of coverage, if necessary, to reflect estimated replacement cost. The insurance shall be written without a co-insurance clause.
- C. Any insurance carried by the Town, its officers, its employees, or its consultants shall be excess and not contributory insurance to that provided by Contractor. Contractor shall be solely responsible for any deductible losses under any policy of insurance required.
- D. Contractor shall provide to the Town a certificate of insurance as evidence that

policies providing the required coverages, conditions, and minimum limits are in full force and effect. The certificate shall provide that the coverages afforded under the policies shall not be cancelled, terminated or materially changed until at least thirty (30) days prior written notice has been given to the Town. The Town reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

16. Bonds

A Performance and Payment Bond is required for this project. All associated costs should be included in the bid.

Contractor shall furnish a Performance Bond and a Payment Bond, each in the full amount of the Contract Price, as security for the faithful performance and payment of all Contractor's obligations under the Contract Documents, including the warranty. These bonds shall remain in effect at least until two (2) years after the date of Final Completion.

17. Warranty

Contractor shall warrant and guarantee all material furnished and work performed by Contractor for a period of two (2) years from the date of final acceptance of the Project by the Project Manager.

18. Submittals

Reference the Project Scope Documents for all submittal requirements. The Contractor will be responsible for providing and maintaining a submittal log throughout the project.

19. Storage of Materials

The Contractor shall base their bid on having to bring all necessary materials, supplies, equipment and accessories to the site and/or staging area. The Owner and NV5, Inc. are not responsible for theft, loss or damage to materials, equipment, tools or personal belongings left on the site.

20. Security on Site

It is the Contractor's responsibility to lock up all doors, windows, etc. at the end of each workday and during the day when the contractor and the trades are not on site. No persons are allowed on site who are not directly associated with the construction project.

21. Trash Removal and Site Maintenance

The Contractor shall be required to dispose of all refuse generated by their work. The Contractor shall provide its own dumpsters for refuse collection and shall be placed at the direction of the Owner. All dumpsters/roll-offs utilized for this project will need to be covered with at least a tarp when not in use in order to discourage entry by birds and/or other wildlife, and to prevent debris from exiting the container due to wind or other adverse weather conditions. All unused food and/or food wrappers/containers should be stored in a bear proof type container until disposed of off-site. Every effort should be made to recycle on the project. The contractor is responsible for daily cleanup of the site, including construction debris, food waste, and cigarette butts. All roads leading to or from the site shall be kept clean. Sweeping may be necessary on a daily basis during the duration of this permit. Proper erosion control measures, including silt fence, shall be installed around the site and maintained for the duration of the project.

22. Important Bid Dates

- RFQP Issued: June 22, 2018
- Mandatory Pre-Bid Walk: June 29, 2018 @ 10:00 AM
- Candidate Questions Due: July 2, 2018 @ 5:00 PM
- Final Bid Addendum Issued: July 6, 2018
- Proposals Due: July 16, 2018 @ 12:00 PM
- Candidate Selection or Shortlist Prepared (if necessary): July 18, 2018
- Shortlist Interviews (if necessary): July 20, 2018
- Final Candidate Selection: no later than July 25, 2018

END OF REQUEST FOR QUALIFICATIONS AND PROPOSAL