

REQUEST FOR PROPOSAL

ARVADA FIRE PROTECTION DISTRICT

CONSTRUCTION OF NEW FIRE STATIONS 7 AND 9

A PUBLIC WORKS PROJECT

January 7, 2019

SECTION A – INTRODUCTION AND PROJECT OVERVIEW

1. Introduction

The Arvada Fire Protection District (Fire District), a political subdivision of the State of Colorado, invites proposals for the construction of new Fire Stations 7 and 9, a public works project ("Project").

Response to this Request for Proposals ("RFP") is required by 4 pm (MST) on January 23, 2019 ("Submission Deadline"). Proposals must be received at the Fire District's administrative office, located at 7903 Allison Way, Arvada, CO 80005. A proposal received after the Submission Deadline will not be considered. Telephone, email or facsimile proposals will not be accepted. Contractors responding to this RFP do so solely at their own expense.

Each Contractor, by submitting its proposal, represents that it has read and understands this RFP and the Project documents and is willing and capable of substantially completing the work within the established time frame.

The proposal and all supporting documentation shall become the property of the Fire District, and shall constitute public records within the meaning of the Colorado Open Records Act. If a Contractor considers any portion of its proposal to constitute confidential, proprietary information, the Contractor must clearly mark such portion(s) as confidential, and separate it from the rest of the proposal in such a manner that the Fire District can withhold from any production of the proposal in accordance with applicable law. We appreciate your interest in this Project.

2. Project Description

- a. Construct the new one story, approximately 9,000 square foot, fire station #7 located east of West 91st Avenue & Eldridge Court.
- b.
- c. Construct the new one story, approximately 9,000 square foot, fire station #9 located at the northwest corner of West 80th Avenue & Simms Street.

A **mandatory** Contractor tour of the construction sites will be held on Wednesday January 9, 2019, starting at 11:30a.m at the fire district headquarters, 7903 Allison Way then we will meet at the proposed fire station #9 site located at the northwest corner of West 80th Avenue & Simms Street and before moving onto the proposed fire station #7 site located east of West 91st Avenue & Eldridge Court ("**Pre-Bid Meeting**"). Contact with Fire District personnel or consultants in connection with this RFP may not be made other than as specified in this RFP. Unauthorized contact of any Fire District personnel or consultants may result in disqualification of a proposal.

3. Architect

The following architect has been retained by the Fire District for this Project.

Allred & Associates

580 Burbank Street, Suite 125
Broomfield, Colorado 80020
303-465-4306
www.allredarch.com

4. Form of Contract

The contractor awarded the contract will be required to enter into a modified AIA A102 (2007) Standard Form *Agreement Between Owner and Contractor where the basis of payment is the Cost of the Work Plus A Fee with a Guaranteed Maximum Price* and a modified AIA A201 (2007) *General Conditions of the Contract for Construction* (collectively, the "**Owner-Contractor Agreement**"), which is available at Fire District's administrative office, located at 7903 Allison Way, Arvada, CO 80005 for review prior to submitting a proposal in response to this RFP. This is a Guaranteed Maximum Price Project.

5. Project Management

The Fire District's goal is to select a contractor through the RFP process to be an integral team member during the entire pre-construction phase. The Fire District will rely on the contractor to provide all information necessary for making informed, value-oriented decisions, and with a full understanding of schedule and cost implications of all decisions. The contractor will be required to attend design meetings and provide value engineering and open-book pricing of Project systems and alternatives, for the purpose of meeting or improving the Project budget requirements. The base budget will be established during this RFP process and updates to the budget will be required at each milestone phase until a Guaranteed Maximum Price (GMP) is established.

Throughout the duration of the Project, the contractor's services shall include, but are not limited to, the following:

- Establish contractor's schedule and maintain reporting of deviations.
- Conduct weekly Project meetings, prepare minutes, and distribute the minutes to designated parties.
- Establish Project budget and provide regular updates as requested by the Fire District.
- Establish and maintain Project control documents including:
 - a. Daily inspection diaries.
 - b. Weekly progress reports.
 - c. Monthly payment logs and payment applications using AIA G702 and G703 formats.
 - d. Requests for Information (RFI's).
 - e. Submittal /Shop Drawing Logs.
 - f. Potential construction change orders (PCCO's) and Change Order Requests (COR's).
 - g. Any other Project reporting documentation as is required by the Fire District.

Such information shall be disseminated electronically and distributed via hard copies at each team meeting.

6. Selection Criteria

The successful contractor will be selected based on the following criteria (importance is not indicated by order).

- The information provided by the contractor in its application, including but not limited to the contractor's qualifications, with focus on experience in successful completion of similar projects, qualifications of key personnel, specialized experience and technical competence in the type of work required, and adequacy of resources to perform the work
- Competitive proposed fee.
- Competitive labor and burden rates.
- Demonstrated ability as team player.
- Past performance on contracts in terms of cost control, quality of work, compliance with performance schedules and established Guaranteed Maximum Prices.
- Ability to secure a 100% Payment/Performance Bond required by Colorado law. (Cost of the bond will be included in the Guaranteed Maximum Price).
- Agreement to enter into an Owner-Contractor Agreement in a form acceptable the Fire District, including a delay damages clause, statutory retainage, and warranty administrator duties.

7. Award and Execution of Contract

All proposals will be reviewed for completeness of the submission requirements. If a proposal fails to meet a material requirement of the RFP, or if it is incomplete or contains irregularities, the proposal may be rejected. **The Fire District reserves the right to reject any or all proposals, to waive irregularities and informalities in any or all proposals, and to separately accept or reject any item(s) of the proposal as the Fire District deems to be in its best interest without incurring any cost or liability whatsoever.**

The Fire District may modify the RFP before the proposal submission deadline by posting, mailing, emailing or faxing an addendum to the contractors known to be interested in submitting a proposal. If any contractor determines that an addendum unnecessarily restricts its ability to bid, it must notify the Fire District in writing no later than three (3) days before the deadline for submitting proposals.

All materials submitted in response to an RFP will become the property of the Fire District. The Fire District reserves the right to determine the suitability of proposals on the basis of a proposal's meeting administrative requirements, technical requirements, the review team's assessment of the quality and performance of the equipment and services proposed, and cost. During the evaluation process, the Fire District may require a contractor's representative to answer questions with regard to the proposal and/or require certain contractors to make a formal presentation to the evaluation team and/or the Fire District. The Fire District also may have discussions with those contractors falling within a competitive range, and may request revised pricing offers from such contractors and make an award and/or conduct negotiations thereafter.

A proposal may be withdrawn at any time before the deadline for submitting proposals by notifying the Fire District in writing of its withdrawal. The notice must be signed by the contractor. The contractor may thereafter submit a new or modified proposal, provided that it is received at the Fire District no later than the deadline. Modification offered in any other manner, oral or written, will not be considered. Proposals cannot be changed after the proposal submission deadline.

If a contractor discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the contractor should immediately provide the Fire District with written notice of the problem and request that the RFP be clarified or modified. Without disclosing the source of the request, the Fire District may modify the document before the proposal submission deadline by issuing an addendum to all potential bidders to whom the RFP was sent.

If, before the proposal submission deadline, a contractor knows of or should have known of an error in the RFP but fails to notify the Fire District of the error, the contractor shall submit a proposal at its own risk, and if, awarded the Project, shall not be entitled to additional compensation or time by reason of the error or its later correction.

If the Fire District selects a contractor to perform the Project, it will notify the contractor selected. The Fire District and the selected contractor will enter into good faith negotiations on a contract containing, without limitation, the Statement of Work and Contracting Requirements sections below. No contract or agreement, express or implied, shall exist or be binding on the Fire District before the execution of a written contract by both parties. If agreement on the terms of such a contract cannot be reached after a period deemed reasonable by the Fire District, in its sole discretion, the Fire District may, in its discretion, (a) enter into negotiations and sign a contract with any other contractor who submitted a timely proposal, (b) issue a new RFP and begin the process again, or (c) modify, postpone or terminate the Project.

News releases pertaining to the award of a contract may not be made without the prior written approval of the Fire District.

If, after the Fire District and the selected contractor agree to terms and execute a contract, that contract is terminated for any reason, the Fire District may, in its sole discretion, (a) enter into negotiations and sign a contract with any other contractor who submitted a timely proposal, (b) issue a new RFP and begin the process again, or (c) modify, postpone or terminate the Project.

8. Questions Regarding the RFP

Questions regarding the RFP may be addressed in person at the mandatory pre-bid meeting set forth in Section A(2), above. Questions after this meeting may be addressed in writing to Fire Chief Jon Greer at: jon.greer@arvadafire.com. All questions must be submitted no later than three (3) days prior to the date for submission of proposals. Questions and answers regarding the RFP may be shared with all contractors known to be interested in submitting a proposal.

SECTION B – RESPONSE FORMAT

1. General Information

The submission requirements for this RFP are set forth below. A proposal shall constitute an irrevocable offer for 90 business days following the deadline for its submission. Reference to a certain number of days in this RFP shall mean business days unless otherwise specified.

All proposals shall be signed by the contractor in blue ink giving full name, title, name of business and address. In the case of a corporation, the proposal shall be signed by a duly authorized official of the corporation and bear the seal of the corporation. Each proposal shall

be enclosed in an opaque sealed envelope marked on the outside: **"NEW FIRE STATIONS 7 AND 9 CONSTRUCTION PROPOSAL—DO NOT OPEN."**

All costs incurred in the preparation and presentation of a proposal in any way whatsoever shall be wholly absorbed by the contractor submitting the proposal.

All aspects of the contractor's proposed construction materials and methods shall meet or exceed all relevant Codes, including but not limited to Building, Mechanical and Fire Codes, and all relevant National Standards, including but not limited to the standards promulgated by the National Fire Protection Association (NFPA).

The contractor specifically agrees to every provision contained in this RFP and the Owner-Contractor Agreement, unless the contractor's exceptions are specifically listed in its proposal, and unless the contractor's exceptions are accepted by the Fire District and expressly incorporated into the written contract between the parties. All contractor exceptions to this RFP, the Owner-Contractor Agreement, or the Project shall be listed together on a separate page specifically identified as exceptions.

Before submitting a proposal, a Contractor shall personally inspect the Project sites to examine existing conditions, and any other conditions affecting the execution of the work. Submission of a proposal shall constitute conclusive evidence that the contractor has personally inspected the Project sites. No allowance or extra consideration to the contractor will be paid by the Fire District by reason of additional costs, damages, or other difficulties incurred by the contractor that could have been avoided had an adequate inspection of the sites been undertaken.

2. Content

Please include the following information in the submittal response to this RFP.

a. Cover Letter

b. General Qualifications

i. Company Information

1. Provide a brief overview of your company and its history.
2. State your company's ability to provide a 100% performance and payment bond in the amount of the final Guaranteed Maximum Price ("GMP") established for this Project.
3. Provide a description of any claims, lawsuits and other legal action your firm has been involved in over the past five years.
4. Provide a list of the various technical personnel on your staff who will be involved with this Project.
5. Present your current work in progress that is under construction with completion dates.
6. Present your current workload in the design phase for which you are providing

preconstruction services with completion dates.

7. Describe in detail the construction work you perform with your own personnel and how you control costs for this work.
8. Describe your familiarity with Colorado Special Districts.

ii. Resumes of Key Personnel

1. Submit resumes of key personnel that will be directly involved in the Project. Present specific information about their experience as it relates to this Project.
2. Indicate current projects that each person is involved in, and the amount of their time that is dedicated to each project.
3. Provide three references for each individual with current telephone numbers.
4. Provide information about the experience of these individuals working together as a team.

iii. Prior Experience

1. Indicate the number of fire station or public safety buildings that you have constructed or renovated/remodeled in the past five years.
2. Indicate the number of Colorado Special Districts that you have worked with in the past five years.
3. Provide a brief description of up to five similar projects on which your company has performed design-build services for. Provide references with email and telephone number contact information for each project listed.

iv. Pricing and Services

1. Discuss your methodology for calculating a good faith and final GMP. Indicate how you develop aggressive estimates that accurately reflect the hard bid market.
2. Discuss your processes for maintaining quality throughout the Project and the controlling of schedule and costs. Provide examples.
3. Explain how you develop and implement an effective system of administering change orders. Describe your plan as a team player to obtain fair change order pricing and how you challenge subcontractors who use inflated rates from trade publications such as NECA, Means, etc. to price change orders.
4. Describe your process for development of a critical path schedule. Please include a recent example.

c. Construction Experience

The Fire District seeks general contractors with experience in the scope of work described in this document for the completion of comparable Fire Stations or other public facilities. Comparable projects shall include the following elements **including the year that the project was completed**:

Preconstruction services of new Fire Stations
Ability to coordinate two fire station project for the Fire District
City of Arvada Projects

Furthermore, explain your company's preconstruction services philosophy including:

- i. How will your organization interact with the project team?
- ii. How will your organization control the Fire District's construction costs?
- iii. Will your organization charge a fee as part of your preconstruction services?
- iv. What subcontractors will you involve with the preconstruction services?
- v. Is cost estimating part of your preconstruction service and if so when do you issue your cost estimates?

Listed projects must have been managed and constructed under the on-going business enterprise submitting the proposal. Projects completed by employees for former employers are not acceptable.

Submit the following *Project Data Sheet* for **each project** submitted as evidence of your firm's general contractor experience as successfully completed comparable projects completed within the last five years.

PROJECT DATA SHEET

(A separate sheet must be prepared for each project submitted.)

If the entity submitting this proposal is a joint venture, the joint venture entity itself must demonstrate the required previous construction experience as a joint venture. Joint venture teams newly formed to pursue this opportunity are not eligible. Listed projects must have been managed and constructed by the business entity submitting the proposal. Preconstruction services is an integral part of each of these fire stations. List the preconstruction service projects that you have completed including:

- 1. Project Name:
- 2. Project Location:
- 3. Project Description:
- 4. Construction Type:
- 5. Size (gross sq. ft.):
- 6. Business name of entity that constructed and managed this project:
- 7. How is this project comparable to the Fire District's project?
- 8. Was the project completed within budget?
 Cost At Bid: \$ _____
 Cost At Completion: \$ _____
 Explanation: _____

9. For any differing amount between cost at completion and cost at bid, distribute the sources and/or causes of the changes into the following categories:

Document Problems:\$ _____

Unforeseen Conditions:\$ _____

Owner Generated Scope: \$ _____

Regulatory Agency:\$ _____

Other (explain):\$ _____

10. Was construction of the project begun and completed within the last 5 years?

YES ___ NO ___

11. Was the project completed within the original contract time or the adjusted contract time?

YES ___ NO ___

a. Contract Time at bid date (Number of calendar days) _____

b. Formally adjusted Contract Time (Number of calendar days; if not adjusted, state "Not Applicable") _____

c. Actual Elapsed Time between issuance of Notice To Proceed and date of final completion (Number of calendar days) _____

d. If completion did not occur within the Contract Time at bid date or within the formally Adjusted Contract Time, then explain the reason or reasons for the delay: _____

e. For projects, which have not reached final completion indicate current status with respect to contract time: _____

12. What strategic decisions did your firm contribute to the project that supported the project's success (e.g., value engineering, phasing, innovation, new technology, etc.)?

13. Did the project include finishes and work elements requiring craftsmanship and workmanship including stainless steel casework and quartz countertops?

14. How did your firm manage the quality of workmanship on the job?

15. Did the Owner assess any back-charges?

If answer is yes, explain: _____

16. Did the Owner assess any liquidated damages/delay damages/penalties?

If answer is yes, explain: _____

17. Describe the firm's claim-avoidance strategy and/or philosophy:

18. Were any claims filed on the project? YES ___ NO ___

If yes, please provide the following details for each claim:

Dollar amount of claim: _____

Source of claim (e.g., subcontractor): _____

Method of resolution (e.g., negotiation, mediation, etc.): _____

Name of Project Manager: _____

Qualifications of this Project Manager: _____

Name of Project Superintendent: _____

20. Did your firm self-perform any of the work? YES ___NO___

If yes, please specify the trades you self-performed: _____

21. Project's Owner Information

Name:

Contact:

Title:

Address:

State: _____ Zip:

Phone: ()

Fax: ()

E-mail Address:

Architect/Engineer/ Consultants:

Architect/Engineer Contact Name:

Phone:

Architect/Engineer

E-mail Address:

(Attach additional pages with other pertinent project information as necessary.)

d. Staffing Plan and Team Organization Chart:

List the proposed team of personnel, who would work on this Project and describe their qualifications, background and experience, their respective roles, responsibilities and the number of hours per week they will dedicate to the Project throughout the pre-construction and construction phases. Include the project manager, project engineer, superintendent and other staff proposed to work on the Project. Indicate if the key members have worked together on previous projects.

e. Fee Proposal:

Provide a fee proposal for pre-construction services, a good faith estimate of the Cost of the Work and the proposed Contractor's Fee for the construction phase and a description of how the fees and costs are calculated.

f. Pre-Construction and Construction Management Approach:

Provide a narrative of contractor's management approach and philosophy to the pre-construction and construction services phases of this Project. The response for this section should include, but need not be limited too, the following topics:

- Value Engineering approach.
- Cost estimating approach and reconciliation.
- Recommendations on constructability of details and systems.
- Recommendations on phasing and fast-tracking strategies.
- Identify this Project's special constraints and a method for working around these constraints, e.g. staging, continuing operations and site limitations.
- Approach to resolving cost, schedule, and design quality issues.
- Approach to bid package strategies.
- Identify the philosophy and approach to the selection of subcontractors.

- Approach to project savings and contingency and how those funds can be returned to the Fire District.
- Provide a brief narrative of how the contractor accumulates costs against a GMP and how an audit trail might be established for the Fire District 's use.
- Describe how the contractor would propose a “bid” for self-performed work and how this would remain competitive.
- Describe the methods used by the contractor to minimize conflicts in the construction documents and to reduce change orders.
- This Project will require the contractor to provide competitive bids for subcontracted work. Describe how the contractor would maintain a competitive environment and yet prequalify certain trades.
- Describe the steps the contractor uses to assure quality control during the construction phase of a project.

g. Contractor’s Commitment

Provide a written acknowledgement of the acceptance of the requirements set forth in this RFP and a letter of commitment, signed by a principal, on company letterhead. The letter should include the commitment to provide the full faith and credit of the contractor in the execution of the work, the commitment of resources and personnel to ensure successful completion of the project and a commitment to cooperate and coordinate with the Fire District and its representatives and agents.