



Request for Proposal Number #484-10

Vail-Eagle Valley Donor Wall

Due:

November 9, 2010

Buyer:

Steve Boyd

Purchasing and Contracts Manager

831 Grand Avenue

Glenwood Springs, CO 81601

sboyd@coloradomtn.edu

COLORADO MOUNTAIN COLLEGE
REQUEST FOR PROPOSAL #484-10
Vail-Eagle Valley Donor Wall

I. INTRODUCTION

CMC is currently under construction to expand our Vail-Eagle Valley Campus. We are seeking a firm to design a donor display wall to recognize the generous contributions to the college. The scope of work is to design a donor display area (wall) and to completely identify any and all required structural backing/blocking material, electrical needs and all technology requirements such as display monitors, special lighting, etc. that is required to meet the intent of the donor display (wall) design. All submitters must provide all the design and engineering drawings required to install the donor display (wall) concept, including a conceptual rendering of the completed project and scaled installation drawings. The college may ask the design firm to assist in the procurement and/or installation of the wall under a separately negotiated contract. This RFP is solely intended for the college to identify a designer and enter into a contract to provide design services. The actual design will take place after this contract is awarded.

The PDF for the first and second floor plans have been posted with this bid. The wall will be metal framed with gypsum board and paint. The floor finish will be vinyl composition tile (VCT) applied over a concrete slab. The ceiling is composed of gypsum board soffit/fascia and lay-in acoustical ceiling tile. The soffit/fascia is painted a burgundy/maroon color and the lay-in acoustic ceiling tiles are white. The lighting currently designed for the area where the donor display is indicated is recessed can lights. The area for the donor display could expand and be longer than the 20'0" currently shown, and the design will need to work with the 2" wide wall expansion joint and also with the ceiling height/style changes as well as lighting changes. Our theme for this wall is going to be "10th Mountain Division to the Vail Valley of Today", and "Emerging Communities".

The final project deadline is negotiable for a Spring 2011 construction period but drywall starts in the building on December 1, 2010 and the successful bidder will need to provide a range of the structural, mechanical and technical requirements to our General Contractor by that date to ensure we incorporate anything necessary to accommodate your wall design

We are targeting November 12 to hold phone interviews with finalists if necessary, so please try to have someone that can represent your firm keep that date open. Interviews will be held between 10 and 3. Both the date and time are subject to change.

II. TIMELINE

CMC reserves the right to modify this timeline at any time. Any changes will be posted to the CMC Purchasing Department's website as soon as the information is available. All times are Mountain.

REQUISITION STEP for RFP 484-10 VAIL-EAGLE VALLEY DONOR WALL	DATE	TIME
ISSUE DATE	10-14-2010	4:00 PM
DEADLINE FOR QUESTIONS AND REQUESTS FOR INFORMATION	10-21-2010	4:00 PM
ADDENDUM 002 RELEASED WITH PROPOSAL SHEET	10-26-10	4:00 PM
REQUEST FOR PROPOSALS (RFP) DUE	11-9-10	4:00 PM
SHORT LIST OF VENDORS ANNOUNCED (IF NECESSARY)	11-11-10	4:00 PM
INTERVIEWS OF SHORTLISTED CANDIDATES (IF NECESSARY)	11-12-10	TBD
TARGET AWARD DATE (SUBJECT TO CHANGE)	11-15-10	4:00 PM

III. INSTRUCTIONS TO PROPOSERS

- CMC endeavors to provide a uniform distribution of information to vendors and conduct a fair selection process. We ask that you please follow all of these instructions carefully. Any submittal that does not meet the requirements set forth in this document and any Addendums will not be considered by the Selection Committee.
- Proposing firms must submit the following for its Proposal to be considered:
 - Statement of Qualifications including resumes of project principals and examples of previously completed work that is similar in scope.
 - Signature Block
 - At least three professional references for recently completed, similar work
 - Cost of project

You may submit multiple design ideas and budgets for this project at your discretion.

- All information related to this Proposal will be posted in the Bids, RFP's... section of the Purchasing Office's website at www.coloradomtn.edu/Purchasing. Please click on "Bids, RFP's..." and find this solicitation. This location will hold the most current and accurate documentation available for this project. Please look to this link for answers to your questions.
- Questions regarding this RFP should be directed to the Purchasing Manager, Steve Boyd, via email at sboyd@coloradomtn.edu. The College will attempt to answer all legitimate questions related to this RFP that are submitted to this email address. However, inquiries seeking information that is already posted on the College website will not be answered. Please do not contact other College personnel or Selection Committee members directly regarding this solicitation. Any attempt to do so may result in disqualification.
- To promote sustainability and a fair Proposal process, CMC utilizes Rocky Mountain BidNet to generate awareness and collect responses. Therefore, <http://www.govbids.com/scripts/CO1/public/home1.asp> will serve as the ONLY way to submit a qualified response for this project. Proposers must have an existing Rocky Mountain BidNet account or may establish one (currently) free of charge. Please be sure to allow time for technical difficulties in submitting responses. CMC will only consider submittals that have been placed successfully with BidNet PRIOR TO CLOSING, there are no exceptions to this. Proposers may contact Rocky Mountain BidNet staff directly or the Buyer via email if you are experiencing difficulty. The Buyer also encourages feedback on your BidNet experience. Please note that the CMC Purchasing website will contain all information related to this project. Updates and other information may or may not be posted to BidNet, the CMC Purchasing website listed above is the official venue for information.
- No bid bond is required for this project.

IV. SELECTION CRITERIA

Our selection committee for this project will evaluate submittals to identify the best value for the College. This will not be an “all-or-none” award. Specifically, the selection committee will select the winning proposer based on the following criteria in no order of importance:

- A. Quality of submittal
- B. Company experience
- C. Pricing
- D. References

Criteria may be modified in subsequent Addendums.

V. TERMS & CONDITIONS

- A. *Submittal Instructions:* All submittals must adhere to the instructions provided above to be considered by the Selection Committee.
- B. *Copies:* No electronic or paper copies of submittals are required other than your post to BidNet.
- C. *Proprietary Information:* If you are submitting any information you consider proprietary, please clearly mark it “Proprietary Information.” If the Purchasing Manager concurs, this information will not be considered public information. At the discretion of the Purchasing Manager, submittal information may be posted to the College Purchasing website upon award. Please do not submit anything that you do not want posted publicly without clear indication to our Purchasing Department. Notwithstanding the prior statement, the Purchasing Manager may make your entire submittal public information at his or her discretion.
- D. *Signature Block:* All proposals must be signed by an authorized agent of your firm. Any firm or individual submitting a signed proposal shall be deemed to have read and understood all the terms, conditions, and requirements of this Request for Proposal.
- E. *Refusal:* CMC reserves the right to refuse any and/or all proposals, or any part thereof.
- F. *Withdraw Proposal:* You may withdraw your proposal at any time prior to the date and time set for closing.
- G. *Discussions/Negotiations:* CMC reserves the right to conduct discussions with Proposers, to accept or not accept revisions of Proposals, and to negotiate price changes and other terms at the sole discretion of the Purchasing Manager. During this discussion period, CMC will not disclose any information regarding Proposal submittals other than (in some cases) the number of qualified proposals the College received and the name of the Proposer.
- H. *Award:* Awards shall be made to all responsible proposers whose submittals are determined to be advantageous to CMC based on the evaluation factors described above. Price, although a consideration, will not be the sole determining factor. CMC reserves the right to ask for the “Best and Final Offer” from any or all Proposers.

- I. *Pre-award Presentations:* The College reserves the right to require presentations from the highest-ranking proposers, in which they may be asked to provide additional information and answer questions from the Selection Committee.
- J. *Contract:* The successful proposer is expected to enter into a standard contract with Colorado Mountain College that will include the College's standard terms and conditions attached to all purchase orders.
- K. *Indemnification:* Successful Proposers shall indemnify and save CMC harmless, to the extent permitted by law, from any and all claims, demands, suits, and actions which may arise from errors or omissions caused by the Proposer in conjunction with its contractual obligations including, but not limited to, obligations for the preparation of any and all documents required by CMC in conjunction therewith, and shall defend all suits, in the name of CMC when applicable, and shall pay all costs and judgments which may issue thereon.
- L. *Insurance:* Successful Proposers shall have their insurance company send the CMC Purchasing Department a currently in-force Certificate of Insurance which indicates that insurance coverage has been obtained, including professional liability, which meets the minimum requirements as are required by Colorado law for work performed by the Proposer. "Colorado Mountain College" shall be named as an additional insured. The Proposer shall be responsible for notifying the CMC Purchasing Department of any modification to, or cancellation of, these policies during the contractual period; including, but not limited to, any pending or paid claims against the aggregate amount of the policy.
- M. *Illegal Aliens:* By submitting a proposal, a Proposer certifies pursuant to C.R.S. § 8-17.5-102(1) that, at the time of proposal submission, it does not knowingly employ or contract with an illegal alien and that the contractor has participated or attempted to participate in the Basic Pilot Program that is administered by the United States Department of Homeland Security in order to verify that it does not employ any illegal aliens.
- N. *Limitation of Multiple-Fiscal Year Obligations:* All financial obligations of Colorado Mountain College (CMC) under this contract subsequent to the fiscal year in which signed are contingent upon funds for this purpose being appropriated, budgeted, and otherwise made available by the CMC Board of Trustees. This contract shall not be deemed to create any multiple-fiscal year direct or indirect debt or other financial obligation whatsoever for purposes of Section 20(4) (b) of the State Constitution (Amendment 1).

VI. SIGNATURE BLOCK

Note: Please return this page with your proposal.

The undersigned, an authorized agent of his/her company, hereby certifies:

- () the receipt of _____ addendums,
- () familiarization with all terms, conditions, and specifications herein stated,
- () vendor is qualified to perform work and services as proposal,
- () that the proposal is valid until _____ (date).

Company Name

Authorized Signature

Mailing Address

Printed Name

City, State, Zip Code

Title

Federal Employer ID Number

Phone Number

Type of Entity (S-Corp, LLC, etc?)

Official EMAIL Address

Web Site, if available

Solicitation Number (from cover page)