COLORADO MOUNTAIN COLLEGE

Request for Proposal
Number #547-13
Steamboat Sidewalk

Due: April 9, 2013 2:00 PM

Buyer:
Steve Boyd
Purchasing and Contracts Manager
802 Grand Avenue
Glenwood Springs, CO 81601
sboyd@coloradomtn.edu

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STEAMBOAT SIDEWALK

I. INTRODUCTION

Colorado Mountain College (CMC) is a public College established in 1967, and includes three residential campuses, eight commuter campuses, a Distance Learning program and administrative offices. The Colorado Mountain College District covers all or part of thirteen counties in Colorado, encompassing 12,000 square miles. Please visit our website at www.coloradomtn.edu for more information about our College.

II. Scope of Work

Colorado Mountain College is soliciting bids from qualified firms to construct a sidewalk from the Colorado Mountain College Steamboat Springs campus to Lincoln Avenue along Bob Adams Drive - see Exhibit A draft plans and Exhibit B draft specifications. NOTE: The electronic drawing files are intended for printing at half-size on 11" x 17" paper. The project also includes construction of storm drainage. There will be an addendum for a conduit and pull station for future fiber connectivity from Oak St up 12th Street and Bob Adams Drive to CMC.

The project will be done in conjunction with the City of Steamboat Springs water line project. The water line project is scheduled to begin on May 6, 2013 and is expected to last for six weeks. CMC's project will start mid-June or as coordinates with the City of Steamboat Springs' work. The work is expected to take four to six weeks with the goal being to end by August 2.

Mandatory Walkthrough on Tuesday, March 19 at 9:00 AM, Colorado Mountain College parking lot on the east side of Bob Adams Drive, Steamboat Springs, CO.

III 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	DATE	TIME
ISSUE DATE	03/10/2013	4:00 PM
MANDATORY PRE PROPOSAL WALK THROUGH	03/19/2013	9:00 AM
DEADLINE FOR QUESTIONS	03/21/2013	2:00 PM
ISSUE ADDENDUM 001 IF NECESSARY	03/22/2013	4:00 PM
REQUEST FOR PROPOSALS (RFP) DUE	04/09/2013	2:00 PM
TARGET AWARD DATE (SUBJECT TO CHANGE)	04/16/2013	4:00 PM

I. INSTRUCTIONS TO PROPOSERS

- Proposers must attend THE SCHEDULED WALKTHROUGH. This Proposal is expected to be highly competitive with numerous vendors participating. CMC endeavors to provide a uniform distribution of information to vendors 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 Addendums will not be considered by the Selection Committee.

- 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. Answers may be delivered via subsequent addendums and/or posted to the College purchasing website. However, inquiries seeking information that is already posted on the College website will not be answered.

- To promote sustainability and a fair Proposal process, CMC utilizes the Rocky Mountain Rocky Mountain E-Purchasing System 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.** Proposers must have an existing Rocky Mountain Rocky Mountain E-Purchasing System account or may establish one (currently) free of charge. Please be sure to allow time for technical difficulties in submitting responses. Please do not begin the submittal process shortly before the deadline. CMC will only consider submittals that have been placed successfully with the Rocky Mountain E-Purchasing System PRIOR TO CLOSING; there are no exceptions to this. Proposers may contact the Rocky Mountain Rocky Mountain E-Purchasing System staff directly or the Buyer via email if you are experiencing difficulty. The Buyer also encourages feedback on your Rocky Mountain E-Purchasing System 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 the Rocky Mountain E-Purchasing System; The CMC Purchasing website listed above is the official venue for information.

- Please do not contact any member of CMC's staff, faculty or Selection Committee directly regarding this proposal. Any attempt to do so will result in your firm's disqualification at the discretion of the Purchasing Manager.

II. SELECTION CRITERIA

Our selection committee for this project will evaluate submittals to identity the best value for the college. This Request for Proposal encourages you to submit value engineered ideas and suggestions as part of your submittal. Specifically, the selection committee will select the winning proposer based on the following criteria:

A. Contractor experience with CMC and with other client firms will both be considered
B. Quality of Submittal
C. Price
D. References
E. Qualification of any sub-contractors
F. Schedule

Criteria may be modified in subsequent Addendums.

III. TERMS & CONDITIONS

A. Submittal Instructions: All applications must be submitted electronically at: www.rockymountainbidsystem.com on or before the closing date as set forth above. Submitters may be asked to establish a free account with Rocky Mountain Bid System if your firm is not already a registered member.

B. Copies: **One electronic submission is sufficient.**

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. Pricing information cannot be considered proprietary.

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 revisions of proposals, and to negotiate price changes at the sole discretion of the Purchasing Manager. During this discussion period, CMC will not disclose any information regarding proposal submittals. Upon the execution of the contracts, the proposals will become public record and contents will be disclosed upon request.

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, may not be the sole determining factor. CMC reserves the right to ask for the "Best and Final Offer".

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.

J. *Contract*: The successful proposer is expected to enter into a standard contract with Colorado Mountain College.

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).

IV. 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)