

REQUEST FOR PROPOSAL
For
CONSTRUCTION MANAGEMENT/GENERAL
CONTRACTOR

SOUTHERN CHAFFEE COUNTY REGIONAL
LIBRARY DISTRICT
SALIDA, CO

The Southern Chaffee County Regional Library District (AKA Salida Regional Library: SRL) invites qualified general contractors to submit a response to a Request for Proposal (RFP) for pre-construction, construction, and post construction services. SRL is seeking a skilled, professional, and dedicated firm for an upcoming library project that includes a building addition and small building specific improvements for the Salida Regional Library located in Salida, CO.

Humphries Poli Architects has been selected to provide design services for this project. It is our expectation that the chosen firm(s) will collaborate with Humphries Poli Architects during the design development phase, procurement phase, construction and post-construction phases.

Proposal Deadline is: **1:00 p.m. November 23, 2018**



405 E Street Salida, CO 81201

Southern Chaffee County Regional Library District (AKA Salida Regional Library: SRL)

Request for Proposals (RFP) for Construction Management/General Contractor Services (CMGC)

RFP deadline: 1:00pm Mountain Time Friday, November 23, 2018

All inquiries and questions should be made in writing to Susan Matthews, SRL Director, at smatthews@salidalibrary.org no later than 3:00pm Thursday, November 15, 2018

Project

The Salida Regional Library is soliciting proposals from qualified general contractor firms to act as construction manager for a new 6,000+/- sf library addition located in Salida, CO. The contract format for the project will be the AIA a133- Construction Manager as Constructor with Guaranteed Maximum Price.

Background

The Salida Regional Library purchased the adjacent property in 2001 with the goal of eventually expanding the library on this site when the existing library became too small to meet the current and future needs of the community. The total budget for the expansion, to include demolition of current structures on lot, adding connector, and changes to current library is \$1.3 million. Over the past 17 years, the SRL has saved monies for this project in their Future Projects account.

Scope of services

The selected firm will work with the SRL Board of Trustees and the design team during the DD and CD phases of document production and will provide a constructability review and construction cost check estimate at completion of the DD phase.

The selected firm will make an appointment for a walk through of the property with the Library Director. Then the selected firm will bid the project and will select subcontractors with the experience and manpower to deliver a high quality project on time and on budget. Additionally, the selected firm will provide the Library Board with a CPM schedule at the time of project bid.

During the construction phase, the selected firm will provide competent on site daily supervision along with competent project management and administrative support to maintain quality, schedule, and budget expectations of Library Trustees.

Proposal Requirements and Format

- Proposal to include a cover letter containing the following:
 - Acknowledgement of the contents and requirements of the RFP
 - Outline of all proposed fees for the project
 - Outline of experience building in remote rural communities
- Proposal to include complete AIA-305 (including financial statements).
 - Financial statements will be kept confidential and may be sent as a separate document.
- Proposal to include informational certificate of insurance (it is a requirement that the SRL and its trustees and employees be named as additional insured).
- Proposal to include 2 client letters of reference, one of which must be specific to a public project.

Selection Process

Upon receipt of proposals from respondents, the SRL Board of Trustees will review the proposals in detail and identify those firms that appear to be most qualified to provide services for the project. The Board will choose no more than two firms to be interviewed. The SRL Board decision will be final.

Project Timeline

The approximate timeline for this project is as follows:

- Release of RFP – November 2, 2018
- RFP deadline – November 23, 2018
- Review of RFP responses by Library Board – November 27, 2018
- Interview of contractors – End of November-Beginning of December
- Selection of Construction Management firm by Board of Trustees- Beginning of December
- DD check estimate – January 2019
- Plan review and project bid – March 2019- April 2019
- Construction start- @May 2019
- Opening – December 2019 – January 2020

Additional Information

- Respondents are requested to refrain from contact with Library Board members, Library Director, and library staff prior to a selection announcement, except as described in this document.
- Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondent's sole responsibility.
- All responses, inquiries or correspondence relating to this RFP will become the property of the Library when received.
- The Salida Regional Library has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Proposal and to cancel the process at any time prior to entering into a formal agreement.
- The Library reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Proposal.
- In addition to evaluating the Respondent's proposal as submitted, the Library may make such reasonable investigations and evaluations as deemed proper and necessary to determine the ability/capability of the Respondent to perform the services/furnish the goods.
- Any proposal received after the proposal due date and time will not be accepted.