



13 West 3rd Street Room 212 La Junta, Colorado 81050

REQUEST FOR PROPOSALS FOR WINDOW REHABILITATION AT THE MASONIC EUCLID LODGE #64 BUILDING

September 19, 2023

Project: Window Rehabilitation at the Masonic Euclid Lodge #64
Building

Location: 323 Santa Fe Avenue, La Junta, Colorado 81050

Contents

- GENERAL INFORMATION 2
 - INTRODUCTION/DESCRIPTION OF PROJECT 2
 - SCOPE OF SERVICES – Proposal to Include: 2
 - SCHEDULE 3
 - MANDATORY PRE-SUBMITTAL CONFERENCE 3
 - CLARIFICATIONS 4
 - QUESTION AND CLARIFICATION PERIOD 4
- ACKNOWLEDGMENT OF ADDENDA..... 5
- INSURANCE 6
 - INSURANCE ACKNOWLEDGMENT 7
- COST PROPOSAL 8
- CONTRACTOR’S CERTIFICATION OF COMPLIANCE 9

GENERAL INFORMATION

INTRODUCTION/DESCRIPTION OF PROJECT

Otero County is seeking a well-qualified contractor to provide all materials, labor, equipment, and any other items necessary to rehabilitate the third and fourth floor windows at the Masonic Euclid Lodge #64 Building.

All respondents accept the conditions of this RFP, including, but not limited to, the following:

- All submittals shall become the property of Otero County and will not be returned.
- Late submittals shall not be evaluated.
- Any restriction as to the use of submitted materials must be clearly indicated as proprietary.
- The requested limitation or prohibition of use or release shall be identified in writing on a cover sheet. Blanket claims of proprietary submittals will not be honored. Cost proposals will be considered proprietary.
- The County reserves the right to reject any or all proposals based on being unresponsive to this RFP or for failure to disclose requested information.
- The County shall not be liable for any costs incurred by respondents in the preparation of submittals and proposals nor in costs related to any element of the selection and contract negotiation process.
- Any agreements entered between the parties shall be construed and interpreted in accordance with the laws of the State of Colorado. The parties shall submit to the jurisdiction of the Courts of Otero County, Colorado, and waive any right to object to any proceedings being brought in these courts.
- Respondent shall obtain any local and State permits required for the project and provide proof to the County. The Otero County building permit fees will be waived.

SCOPE OF SERVICES – Proposal to Include:

- Complete site visit to determine existing conditions.
- Provide construction schedule, identifying the sequence of work and planned start and finish dates for construction activities.
- Provide method of procedure for window rehabilitation work including proposed vertical access, sash removal and temporary protection information, and duration of right-of-way closures.
- Provide list of any subcontractors anticipated to be engaged for the project with confirmation of their availability to meet the project schedule.
- Include attendance at regular construction meetings both via zoom and on site, including State Historical Fund required pre-construction meeting.
- Include completion of window rehabilitation mock-ups for review by Owner, Architect, and State Historical Fund staff. Note that mock-ups must be approved prior to commencement of overall work.
- Rehabilitate all third and fourth floor level windows per project Drawings and Specifications.
- Work must be performed by a well-qualified Contractor. Provide proof of the following qualifications:
 - Completion of at least three (3) similar projects in the last five (5) years. Projects to include work on a building of similar age with similar window rehabilitation scope.
 - Completion of at least one (1) project completed with History Colorado – State Historical Fund grant funding.
 - Provide at least three (3) client references for similar projects.

- Provide overall budget information for each of the three (3) project examples. Include overall construction budget as well as Change Order information including percentage increase of project cost from bid to construction completion.

SCHEDULE

The schedule of events for the RFP process and an outline of the schedule for the balance of the project is as follows:

Advertisement	9/19/23 – 9/27/23
RFP Document Release	9/20/23
Mandatory Pre-submittal Conference and Tour	Week of 10/2/23
Date Email Questions (Clarifications) Due	10/10/23
Date Email Responses Issued	10/13/23
Proposals Due	10/27/23
Selection Announced	11/13/23
Negotiation of Contract	11/13/23-12/1/23
Contract Approval (projected)	12/11/23
Anticipated Project Start	1/8/24

Proposals are due October 27, 2023, via email and shall be received no later than 5:00 PM (MST), at the following address: Amy White-Tanabe, County Administrator at atanabe@otero.gov

The above schedule is **tentative**. Responding teams shall be notified of revisions in a timely manner by email. Respondents may elect to verify times and dates by email, but no earlier than 36 hours before the scheduled date and time.

MANDATORY PRE-SUBMITTAL CONFERENCE

To ensure sufficient information is available to teams preparing submittals, it is mandatory that each proposing contractor visit the site. The intent of this conference is to tour the site and to have Otero County staff able to discuss the project. Teams preparing submittals must coordinate with Darren Garica, Facilities Manager to schedule a site visit at dgarcia@otero.gov. Site visits are to occur during the following dates and times the week of October 2, 2023.

CLARIFICATIONS

Owner-initiated changes to this RFP will be issued under a numerically sequenced email addendum.

Addenda consist of the following items:

- Clarifications
- Scope Changes
- Time and/or Date Changes

All addenda are a part of the RFP, and each respondent will be bound by such addenda. It is the responsibility of each respondent to obtain, read and comprehend all addenda issued. Failure of any Proposer to acknowledge an issued addendum in its Proposal will not relieve the respondent from any obligation contained therein.

QUESTION AND CLARIFICATION PERIOD

Each respondent shall examine all RFP documents and will judge all matters relating to the adequacy and accuracy of such documents. Any questions or requests concerning interpretation, clarification or additional information pertaining to this RFP shall be made in writing via email to the Otero County Facilities Manager, Darren Garcia dgarcia@otero.gov. All questions received and responses given will be provided to potential respondents via an addendum to this RFP.

Otero County will not be responsible for oral interpretations given by other sources including County staff, representatives, or others. The issuance of a written addendum by the Procurement Division is the only official method whereby interpretation, clarification, or additional information will be given.

Respondent-initiated requests for clarification will be received any time prior to October 10, 2023.

All County responses will be issued by email addenda on or before October 13, 2023.

Owner-initiated changes to this RFP will be issued under a numerically sequenced email addendum.

Respondents must acknowledge all issued addenda in their submittal and proposal by completing **ACKNOWLEDGMENT OF ADDENDA** form and returning a copy with their proposal.

ACKNOWLEDGMENT OF ADDENDA

The undersigned acknowledges receipt of the following addenda:

Addendum No.	Date Received:
Addendum No.	Date Received:
Addendum No.	Date Received:
Addendum No.	Date Received:
Addendum No.	Date Received:
Addendum No.	Date Received:
Addendum No.	Date Received:
Addendum No.	Date Received:

Print or type Proposer's information below:

Name of Proposer

Telephone Number

Street Address

City/State/Zip

Email Address

Website Address

Print Name & Title of Authorized Officer

Signature of Authorized Official Date

INSURANCE

The Contractor agrees to maintain insurance throughout the life of the project.

Liability Insurance Coverage. Contractor shall maintain business liability insurance in the minimum coverage amount of Three Hundred Eighty-seven Thousand Dollars (\$387,000.00) per person or One Million Ninety-three Thousand Dollars (\$1,093,000.00) per incident.

Worker's Compensation Insurance Coverage. The Independent Contractor is not entitled to Worker's Compensation Insurance Coverage through County and shall execute a Certification by Independent Contractor, attached hereto, (see CRS 8-40-202) or provide proof of Worker's Compensation Insurance Coverage as required by the State of Colorado for all persons to be employed on the project.

All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.

Prior to exercising any agreement, the County requires the Contractor to provide proof of the insurance coverage or policies required under the Agreement.

The Contractor shall not commence work under any contract until it has submitted to the County and received approval thereof, certificates of insurance showing that it has complied with the foregoing insurance requirements.

All referenced insurance policies and/or certificates of insurance shall be issued to include Otero County as an "additional insured."

Underwriters shall have no right of recovery or subrogation against Otero County; it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the described.

The clause entitled "Other Insurance Provisions" contained in any policy including Otero County as an additional insured shall not apply to Otero County.

If any of the said policies shall be or at any time become unsatisfactory to the County as to form or substance, or if a company issuing any such policy shall be or at any time become unsatisfactory to the County, the Contractor shall promptly obtain a new policy, submit the same to the Otero County Commissioners Office for approval and thereafter submit a certificate of insurance as herein above provided. Upon failure of the Contractor to furnish, deliver and maintain such insurance as provided herein, any contract entered into between the parties, at the election of the County, may be immediately declared suspended, discontinued or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.

Will in no way affect the right of COUNTY, thereafter, to enforce those provisions.

INSURANCE ACKNOWLEDGMENT

THE UNDERSIGNED has read and understands the insurance requirements applicable to any Agreement resulting from this solicitation and shall provide the insurances required in this RFP within ten (10) days from the date of Notice of Intent to Award.

Proposer Name: _____

Date: _____

Signature (Authorized Official): _____

Printed Name/Title: _____

Insurance Agency: _____

Agent Name: _____

Agent Phone: _____

Return this signed statement with your proposal.

COST PROPOSAL

TOTAL COST TO COMPLETE PROJECT: \$ _____

Estimated material lead-time for any long-lead items: _____

Estimated construction start date: _____

Estimated date of completion: _____

Company Name: _____

Company Address: _____

Name of Company Representative Submitting Proposal (Please print):

Signature of representative: _____ Date: _____

Otero County reserves the right to reject any and all proposals and the right to waive any requirements if it determines it is in the best interest of the County. No bid is deemed accepted by Otero County until the parties have signed a formal contract regarding the project. All materials are confidential and proprietary until bid opening.

CONTRACTOR'S CERTIFICATION OF COMPLIANCE

Pursuant to Colorado Revised Statute, § 8-17.5-101, et seq., as amended, as a prerequisite to entering into a contract for services with Otero County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, et seq., as amended, in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the contract for services.

CONTRACTOR:

Company Name: _____

Date: _____

Signature (Authorized Official): _____

Printed Name/Title: _____

Note: Registration for the E-Verify Program can be completed at: <https://www.e-verify.gov/>.

Qualifications made by a respondent in executing this form may render a submittal non-responsive as determined by the County.