



**Request for Qualifications  
784-18Q**

Small Project General Contractor

**Due:**

03/05/2018  
2:00 p.m. MST

**Buyer:**

CMC Purchasing Department  
802 Grand Avenue  
Glenwood Springs, CO 81601  
bids@coloradomtn.edu

# REQUEST FOR PROPOSAL #784-18Q SMALL PROJECT GENERAL CONTRACTOR

## Section I: Introduction

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Colorado Mountain College (“CMC”) is a statutory local college district established in 1965, and includes three residential campuses, eight commuter campuses, online learning and administrative offices. The district and service Areas cover all or part of nine counties in Colorado, encompassing 12,000 square miles. The College offers 77 certificates, 54 associate degrees and 5 bachelor’s degrees. Please visit our website at [www.coloradomtn.edu](http://www.coloradomtn.edu) for more information about our college.

The longstanding investment from our communities allows us to keep our quality high, our tuition affordable and our access wide open. Eleven world-class mountain locations in central Colorado enable big school opportunities in small, personal settings. Our unusually strong local partnerships create rich experiences for real-world learning and careers. The result? Proven student success that makes Colorado Mountain College a choice that’s uniquely smart.

CMC reserves the right to make multiple awards resulting from this RFQ or to award no contract at all.

All documents, Addendum, and Bid Sheet are posted at [www.coloradomtn.edu/purchasing](http://www.coloradomtn.edu/purchasing). This site will have all documents and updates.

Bid responses must be submitted prior to close on Rocky Mountain E-Purchasing System (“BidNet”). CMC cannot accept a response that did not come through the right channel on time. Visit <http://www.bidnetdirect.com/colorado> for help with customer service or other questions. Please make sure to leave time for unexpected technical or other trouble. You are encouraged to submit a day early. Sometimes submittals take longer to load than expected; if you run out of time before you are finished with your entire upload CMC will not be presented with the response.

Please do not directly contact any member of CMC’s staff or faculty, or any member of the Selection Committee other than the Buyer listed in this document regarding this proposal. Any attempt to do so will result in your firm’s disqualification at the discretion of the Director of Purchasing and Contracts.

### ▶ SCOPE OF PROJECT

CMC is requesting qualifications from qualified firms and/or individuals to provide General Contracting services for CMC’s On-Call Small Construction Project Program (the “Program”).

The pre-qualification will be in effect for a one (1) year term. The pre-qualification selected Program Short List will be approximately three (3) General Contractors. CMC, at its sole discretion, shall determine the final actual numbers of selected participants for the approved pre-qualification list.

It is the intent of the Program to select those General Contractor firms that are capable of successfully executing construction projects in occupied education environments/spaces without incurring disruption of on-going programs.

Projects to be bid under the Program shall not exceed \$250,000 for General Contractor services. Pre-qualification under this RFQ is not a guarantee of work on any specific project and CMC reserves the right to publically bid any construction project under \$250,000.

General Contractors that meet the pre-qualification requirements may be invited to provide a documented cost proposal on projects that become available under this Program. A standard CMC Purchase Order Terms & Conditions, Independent Contractor Agreement or Construction Agreement (depending on scope of project) will be entered in to with the selected General Contractor for each specific project.

All projects on the CMC Campuses must comply with current code requirements and selected General Contractors must verify field conditions and identify and correct any issues that are not code compliant in the immediate area of each project. Contractors will be required to obtain all permits, when required, for each project.

## Section II: Timeline

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- a. **PRE-PROPOSAL MEETING.** There will be a **mandatory** Pre-Proposal Meeting. See timeline below. Please note: The walkthrough will gather at Morgridge Commons located at 815 Cooper Ave., Glenwood Springs, CO (second floor above the Glenwood Springs Library).
- b. **TIMELINE MODIFICATION.** 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.

TIMELINE	DATE	TIME
Issue date	FEBRUARY 6, 2018	4:00 p.m.
Mandatory Pre-Proposal Meeting	FEBRUARY 16, 2018	11:00 a.m.
Questions and Clarifications Due ( <a href="mailto:bids@coloradomtn.edu">bids@coloradomtn.edu</a> )	FEBRUARY 21, 2018	2:00 p.m.
Questions Answered	FEBRUARY 26, 2018	4:00 p.m.
Request for Proposals (RFQ) Due <a href="http://www.bidnetdirect.com/colorado">http://www.bidnetdirect.com/colorado</a>	MARCH 5, 2018	2:00 p.m.
Short List of Vendors Announced	MARCH 9, 2018	4:00 p.m.
Candidate Interview (if necessary – save the date)	MARCH 16, 2018	TBD
Target Award Date (Subject to Change)	MARCH 23, 2018	4:00 p.m.

## Section III: Instructions to Bidders

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a. This Proposal is expected to be competitive with numerous vendors participating. CMC endeavors to provide 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 addenda will not be considered by the Selection Committee.

b. Please upload your submittal to BidNet in one single PDF file (this may require you to convert files and then combine them into the one PDF file) , including the following in this order:

- 1) Name, title and contact information of the official representative submitting your proposal.
- 2) Legal company name, address, phone and email.
- 3) RFQ number and name as it appears on this document.
- 4) Number of years in business and brief description of your company's experience and qualifications. Please include qualifications and a brief resume for the Project Manager, Superintendent and On-Site Foreman who will be assigned to work on the CMC projects. Also include how many in-house personnel you will have perform work on CMC projects.
- 5) Documentation of bonding capacity.
- 6) Provide the following information for three (3) projects your firm has completed in the last three (3) years or currently has in progress. Each of the three (3) projects must have an original bid amount range of \$25,000 to \$250,000 for General Contractor services:
  - i. Each project should be constructed in an education, research / manufacturing, high-tech or similar type facility (i.e. hospital). Experience working in a Higher Education environment with occupied buildings is preferred, but not required.
  - ii. Each project must be completed in an environment of adjacent occupancy without disrupting the adjacent tenants' mission.
  - iii. All project references submitted shall include:
    - Project Name
    - Owner's Principal Representative and or Architect/Engineer contact name, address, phone number, and email address for reference purposes.
    - Project manager, superintendent and other key personnel names and a description of the functions(s) they performed
    - Description of project scope
    - Indicate bid amount, value of change orders, and final contract value
    - Indicate if project was completed on-time or delayed. If delayed, explain why.
- 7) Provide information on any claims and/or suits your firm has been involved in during the last five (5) years.
- 8) Other information or supporting documentation that you think our selection committee would benefit from reviewing in the decision process. Please submit as little as possible but as much as necessary.
- 9) Insurance certificate (for evidence of coverage only).

c. Visit the Purchasing Department's website at [www.coloradomtn.edu/purchasing](http://www.coloradomtn.edu/purchasing) for additional information on doing business with CMC.

d. Bidders should carefully read the information contained herein, and in any addenda, and submit a complete proposal to all requirements and questions as directed.

e. Questions regarding this RFQ should be submitted via email to [bids@coloradomtn.edu](mailto:bids@coloradomtn.edu). CMC will attempt to answer all relevant questions submitted to this email address prior to the question

deadline in the timeline above. All such addenda issued by CMC prior to the time that proposals are received shall be considered part of the RFQ. It shall be the Bidder's responsibility to view all documents posted at [www.coloradomtn.edu/purchasing](http://www.coloradomtn.edu/purchasing). Inquiries seeking information that is already posted on the College website or available in this RFQ document will not be answered. Only those inquiries that CMC replies to which are made by formal written addenda shall be binding. Oral and other types of interpretations or clarifications will be without legal effect.

f. Once you've uploaded your response to BidNet per the instructions in this document the RFQ will be governed by the established timeline. CMC staff cannot see who or how many responses have been submitted to BidNet prior to the closing date so we are unable to confirm receipt. However, you may assume your upload was successful if BidNet accepts the document.

g. Along with your RFQ submit a certificate of liability insurance per the attached requirements for evidence only. If your proposal is successful and a contract awarded, a compliant certificate of insurance will be required with all endorsements at that time.

h. CMC makes no guarantee that an award will be made as a result of this RFQ, and reserves the right to accept or reject any or all proposals, waive any formalities or technical inconsistencies, or delete any item/requirements from this RFQ or resulting contract when deemed to be in CMC's best interest.

i. Representations made within the proposal will be binding on Bidder. Failure to comply with the requirements contained in this RFQ will result in the rejection of your proposal.

j. Bidder recognizes and understands that any costs incurred by the Bidder from submitting a response to this RFQ are the responsibility of the bidder.

## Section IV: Selection Criteria

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The Selection Committee will evaluate proposals to identify the best value for CMC. Specifically, the Selection Committee will select the successful Proposer based on the following criteria in no order of importance:

- a. Overall quality of response and services/products proposed
- b. Company qualifications, experience and demonstration of technical and management competence
- c. References and reputation
- d. Environmental policy and "Green" initiatives, if applicable
- e. Service capability including evaluation of past performance and number and scope of any conditions included in the proposal

The Selection Committee will review and evaluate proposals submitted. Committee members will consist of individuals that will be involved in the specific projects and/or understand the required services associated with a small construction project.

Proposals will be evaluated on the Proposer's appropriateness and completeness of response to the requirements outlined in this RFQ. Awards shall be made to the responsible Proposer whose proposal is determined to be the most advantages to CMC, taking into consideration qualifications, past experience, and equipment and labor availability (where applicable).

CMC reserves the right to request further information as it deems necessary to determine the Proposer's responsibility. If the Proposer fails to supply the requested information, CMC shall base the determination of responsibility upon any available information, or may find the Proposer non-responsible if such failure is unreasonable.

*Note: Criteria may be modified in subsequent addenda. CMC is not bound to accept the lowest priced proposal if that proposal is not the best value for CMC in the sole discretion of the CMC Selection Committee. Submission of a proposal indicates Proposer's acceptance of the evaluation technique and recognition that some subjective judgments must be made by CMC during the selection process.*

## **Section V: RFQ Terms & Conditions**

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### **▶ SUBMITTAL INSTRUCTIONS.**

All submittals must adhere to the instructions provided above to be considered by the Selection Committee.

### **▶ PROPRIETARY INFORMATION.**

It is understood that CMC is a public institution and, as such, is subject to the Colorado Open Records Act, CRS §§ 24-72-101 et. seq. ("CORA"). Except as otherwise agreed prior to the award or finalization of any vendor transaction, College shall provide upon request by any third party all information pertaining to such transaction which must be disclosed pursuant to CORA, and CMC's obligations under CORA supersede its obligations under any agreement, contract, purchase order or negotiated transaction. Please contact the CMC Purchasing Department if you feel you need to submit confidential information. Any information uploaded to BidNet or otherwise submitted to CMC may be posted on our website or made available to third parties.

### **▶ REFUSAL.**

CMC reserves the right to refuse any and/or all proposals or any part thereof.

### **▶ WITHDRAW PROPOSAL.**

You may withdraw your proposal at any time prior to the date and time set for closing.

### **▶ DISCUSSIONS/NEGOTIATIONS.**

CMC reserves the right to contact any Bidder for clarification of information submitted; CMC reserves the right to conduct discussions with Bidders, to accept or not accept revisions of Proposals, and to negotiate any point in the proposal or the subsequent contract at the sole discretion of the Director of Purchasing & Contracts.

### **▶ AWARD.**

Awards shall be made to any or all responsible Bidders 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 Bidders.

### **▶ PRE-AWARD PRESENTATIONS.**

The College reserves the right to require presentations from the highest-ranking Bidders, in which they may be asked to provide additional information and answer questions from the Selection Committee.

▶ **INDEMNIFICATION.**

Successful Bidders shall indemnify and save CMC harmless from any and all claims, demands, suits, and actions which may arise from errors or omissions caused by the Bidder 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.

▶ **INSURANCE.**

Successful Bidders shall have their insurance company send the CMC Department of Risk Management a compliant certificate of liability insurance.

▶ **PAYMENT AND PERFORMANCE BOND.**

CMC requires payment and performance bonds for all construction projects greater than \$50,000. Please price the bonds separately when you submit your response.

▶ **ILLEGAL ALIENS.**

By submitting a proposal, a Bidder 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.

▶ **LIMITATION OF MULTIPLE-FISCAL YEAR OBLIGATIONS.**

All financial obligations of CMC under a contract resulting from this proposal 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).

## **Section VI: Warranties, Representations and Acknowledgements of Bidder**

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a. By submitting a proposal, Bidder acknowledges and agrees that (1) this RFQ is a solicitation for proposal and is not a contract or an offer to contract and (2) the submission of a proposal by Bidder in response to this RFQ will not create a contract between CMC and Bidder.

b. By submitting a proposal, Bidder offers and agrees to furnish to CMC the products and/or services described in its proposal, at the prices quoted in the proposal, and to comply with all terms, conditions, and requirements set forth in the RFQ documents and contained herein.

c. By submitting a proposal, Bidder represents and warrants that (1) Bidder is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions, and requirements of the RFQ; (2) Bidder has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFQ; (3) Bidder is aware of, is fully informed about, and is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances; (4) Bidder understands the requirements and specifications set forth in this RFQ and the terms and conditions set forth; and (5) all statements, information, and representations

prepared and submitted in response to this RFQ are current, complete, true, and accurate. Bidder acknowledges that CMC will rely on such statements, information, and representations in selecting the successful Bidder. If selected by CMC as the successful Bidder, Bidder will notify CMC immediately of any material change in any matters with regard to which Bidder has made a statement or representation or provided information.

d. By submitting a proposal, Bidder agrees to be in compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.



# Colorado Mountain College Insurance Requirements

All vendors/companies/groups (herein referred to as "Vendor") providing services to or doing business with Colorado Mountain College ("CMC") must maintain the following types of insurance with minimum limits of liability as stated below for the duration of the contract. Please send these requirements to your insurance agent or broker and have them provide a compliant Certificate of Liability Insurance (preferably a standard Acord form) to CMC.

Certificates of Liability Insurance evidencing the coverage, limits and endorsements outlined below must be issued by the insurance agent or carrier at least (5) working days prior to contract execution or work commencing.

**Note:** Additional coverage may be required dependent upon the nature and scope of services provided and/or work performed. Requests for exceptions to these requirements must be discussed with and approved by CMC Risk Management prior to contract execution or work commencing.

**Coverage Limits  
Required**

**Minimum**

**Commercial General Liability (CGL)  
Occurrence/\$2,000,000 Aggregate**

**\$1,000,000**

**\$2,000,000 Products / Completed Operations Aggregate**

The Vendor shall maintain CGL coverage for itself and all additional insureds for the duration of the services performed for CMC and maintain Completed Operations coverage required herein in full force and effect until the expiration of any applicable statutes of limitations. Colorado Mountain College and its affiliates shall be listed as an additional insured, including without limitation for Ongoing Operations and Products and Completed Operations. The insurance shall include a provision that such insurance afforded by the policy for the benefit of the additional insureds shall be primary and non-contributory to any insurance or self-insurance maintained by the additional insureds. In addition, a Waiver of Subrogation shall be issued in favor of CMC.

**Automobile Liability  
Single Limit**

**\$1,000,000**

**Combined**

If Vendor uses any type of motor vehicle to perform a service for CMC, Vendor shall provide Automobile Liability insurance covering the use, operation and maintenance of any automobiles, trucks, trailers or other vehicles owned, scheduled, hired or non-owned by vendor/company providing bodily injury, including death, and property damage coverage. Colorado Mountain Junior College District and its affiliates shall be listed as an additional insured. The insurance shall provide a provision that such insurance afforded by the policy for the benefit of the additional insureds shall be primary and non-contributory to any insurance maintained by the additional insureds. In addition, Waiver of Subrogation shall be issued in favor of CMC.

**Workers' Compensation  
(\$100,000/\$500,000/\$100,000)**

**Statutory**

**Limits**

Vendor shall maintain the coverage required by the state for Workers' Compensation / Employer's Liability insurance. The policy shall contain a Waiver of Subrogation in favor of CMC. If Vendor is not required by the state to carry Workers' Compensation / Employer's Liability insurance and officers have rejected coverage, Vendor is required to provide a Declaration of Independent Contractor Status form.

**Umbrella Liability**

**\$5,000,000**

Colorado Mountain College and its affiliates shall be listed as additional insured. Such insurance shall be primary and non-contributory to any insurance or self-insurance maintained by the additional insured. Waiver of Subrogation shall be issued in favor of CMC.

**Builders' Risk or Installation Floater**

Contractor shall maintain limits equal to the completed value of the project. Coverage shall be written on an all risk, replacement cost basis including coverage for soft costs and if applicable, equipment breakdown including testing. Colorado Mountain Local College District, the Contractor, and sub-contractors shall be named insureds

under the policy. Policy shall remain in force until acceptance of the project by CMC. Contractor is responsible for any policy deductibles.

**Contractors Pollution Liability**

**\$1,000,000 Occurrence/\$2,000,000 Aggregate**

Contractor shall maintain Contractors Pollution Liability limits of at least \$1,000,000 per occurrence and \$2,000,000 policy aggregate. Policy to include bodily injury; property damage including loss of use of damaged property; defense costs including cost and expenses incurred in the investigation, defense or settlement of claims; and clean-up costs. Colorado Mountain College and its affiliates shall be listed as an additional insured.

**Additional Provisions**

- CMC requires that insurance carriers be licensed to conduct business in the State of Colorado and a minimum A.M. Best Rating of A-.
- Vendor shall require in all Vendor's subcontracts, if any, the same limits and coverage required herein.
- Each insurance policy shall state that CMC will receive thirty (30) days prior written notice of any cancellation, non-renewal, or material alteration of the Vendor's insurance policies. Renewal certificates should be automatically sent to CMC.

**Certificate Holder:** Colorado Mountain College, a Local College District  
Risk Management Department  
802 Grand Avenue  
Glenwood Springs, CO 81601

Questions regarding CMC's Insurance Requirements should be directed to Gina Pedrick:  
[gpedrick@coloradomtn.edu](mailto:gpedrick@coloradomtn.edu) Phone: 970-947-8375 Fax: 970-384-8507