

REQUEST FOR PROPOSAL

FOR A CONTRACTOR PROVIDING CONSTRUCTION SERVICES

PART I: PROPOSAL INFORMATION

A. GENERAL INFORMATION

The La Veta Fire Protection District (LVFPD) is soliciting proposals for a contractor to provide services for the construction and finish of a kitchen facility in an existing Emergency Response Building. A general description of the project is included herein.

Firms responding to this Request for Proposal must submit their responses as specified in Parts I and II. Firms will be selected for interviews based upon the quality of their proposals and the results of reference checks.

Proposals are due by: 12:00 Noon on April 9, 2024

Proposals

should be addressed to

Mickey Schmidt, Board President

La Veta Fire Protection District

100 E. Birch St.

La Veta, CO

All questions concerning this proposal or project should be directed solely to Mickey Schmidt, Board President of the LVFPD (mschmidt@lavetafire.org)

The LVFPD may schedule interviews with one or more firms or enter directly into contract negotiations with the firm that is considered most able to serve the LVFPD. It is understood that the LVFPD reserves the right to reject any or all proposals, or part thereof or items therein, and to waive technicalities required for the best interests of the LVFPD. Omission of any information may be sufficient cause for rejection of the proposal. It is further understood that competency and responsibility of firms submitting proposals will receive significant consideration.

B. PROJECT DESCRIPTION

The LVFPD desires to complete a kitchen facility that was originally planned to be constructed and finished during the building of the new LVFPD Station #1, located in La Veta, CO.

This kitchen will be used to provide the space and equipment to adequately and safely prepare and serve meals for the dedicated

responders. It will also be available for community organizations to use especially in times of emergencies such as wildfires or winter storms. The Kitchen must be built and finished with great attention to overall project cost, energy conservation, component longevity, aesthetics, and usability.

1. PROJECT NAME: STATION ONE KITCHEN

a) Project Type: Finish Construction of a Kitchen in an Emergency Response Building

b) Estimated Size and Layout:

Kitchen- approx. 235 sq. ft

New L-Shaped layout with cabinets, counters, sink, appliances, and associated infrastructure for the operation of the kitchen.

Project includes finishing the west wall of room 105 for a distance of approx. 15' north from the southwest corner of room 105 and the south wall for a distance of approx. 26' east from the southwest corner of room 105. Also to be finished is the 3'-2" wing wall at the north end of the west wall. All project walls to be finished to a height of 12" above the finished suspended ceiling height.

The existing west and south walls are framed and partially dry walled with some of the infrastructure installed such as the gas line, rough plumbing, and electrical boxes.

The project does not include the finishing of the ceiling, floor coverings, in-floor radiant heating system, or ducting for the air handling equipment in room 105.

The project will also include adding to the original electrical design, two new 20 amp duplex electrical receptacles, fed from a single new 20-amp branch circuit and derived from electrical panel "G". These receptacles will be added to the west wall, at the standard above counter height, and equally spaced and integrated with the original electrical receptacles along the wall according to the countertop workspace.

Kitchen appliances will be provided by the owners.

All existing infrastructure, framing, and measurements need to be field verified at pre-bid conference.

Project must be constructed to the original existing building plans, specifications, and documents except where new codes and building requirements have superseded the original codes and building requirements for the station.

c) Project Schedule:

1. Pre-Construction: April ¹⁸?, 2024 through April ^{MAY 2}?, 2024
2. Bidding: ^{MAY 9} April [?]?, 2024
3. Construction: ^{NOTICE TO PROCEED} May [?]?, 2024 through July [?]?, 2024
4. Close-Out: As soon as possible but no later than August 1st., 2024

C. SUBMITTAL REQUIREMENTS

The proposal should be submitted in a bound format with section dividers corresponding to the sections that follow. Respondents are instructed to adhere to this format and to provide one (1) original proposal and three (3) copies.

1. PROVIDE THE FOLLOWING INFORMATION ABOUT YOUR FIRM:
 - Name of firm
 - Address of main office and any branch office
 - Telephone number and fax number for each office
 - Name and title of contact person
 - Names of officers in firm and an organizational chart
2. PROVIDE THE FOLLOWING INFORMATION:
 - Certificates of Professional Liability Insurance, including the declaration page from your firm's professional liability policy
3. PLEASE PROVIDE A BRIEF OVERVIEW OF YOUR FIRM INCLUDING THE NUMBER OF YEARS THE FIRM HAS PROVIDED CONSTRUCTION SERVICES.
4. PROVIDE A DESCRIPTION OF THE METHODOLOGY YOUR FIRM WILL USE TO SUBSTANTIATE AND DOCUMENT ANY SAVINGS ACHIEVED BY YOUR PARTICIPATION.
5. ^{THREE} PROVIDE A LISTING OF FIVE CONSTRUCTION PROJECTS THAT YOUR FIRM HAS COMPLETED WITHIN THE PAST FIVE (5) YEARS. PROVIDE THE FOLLOWING INFORMATION FOR EACH PROJECT:
 - Name of project
 - Construction cost
 - Project description including size in square feet

- Names of prime contractor and subcontractors
 - Project schedule including start and completion dates
 - Construction document estimate and actual bid total
 - Final construction costs including change orders.
6. PROVIDE DOCUMENTATION OF WORKERS COMPENSATION INSURANCE IN THE AMOUNTS REQUIRED BY LAW FOR ALL EMPLOYEES OF YOUR FIRM WHO WILL BE ACCESSING THE CONSTRUCTION SITE.
 7. PROVIDE DOCUMENTATION OF YOUR FIRM'S ABILITY TO LEGALLY WORK AND CONDUCT BUSINESS IN THE TOWN OF LA VETA AND HUERFANO COUNTY.

PART II: SCOPE OF SERVICES

A. PRE-CONSTRUCTION PHASE EVALUATE PROJECT OPTIONS

1. PROJECT OPTIONS
The Contractor will evaluate various project options and provide input during the Pre-Construction and Bidding Phase. The evaluation shall identify advantages and/or disadvantages of each option with regard to cost, schedule, and logistics.
3. PROJECT DELIVERY STRATEGY
The Contractor will evaluate project requirements, identifying any concerns with preconstruction and construction strategies; addressing requirements for function, cost, quality, time and logistics.
4. PROJECT SCHEDULE
The Contractor will provide a Project Schedule, identifying any concerns that establish duration and responsibility for all major activities during all phases of the project.
6. CONSTRUCTABILITY
The Contractor will review design documents, as they are provided and updated and offer input to avoid potential problems and to minimize potential change orders.

B. BIDDING PHASE

1. DEVELOP CONTRACTORS AND SUPPLIER INTEREST

The Contractor may assist in the identification of potential sub-contractors and suppliers and develop their interest in bidding the project to insure a competitive bidding environment.

2. PRE-BID CONFERENCES

The Contractor will attend a pre-bid conference.

C. CONSTRUCTION PHASE CONDUCT AND PRE-CONSTRUCTION CONFERENCE

1. PRE-CONSTRUCTION CONFERENCES

The Contractor will conduct a pre-construction meeting with sub-contractors and LVFPD Board representatives. The meetings shall include a review of project management, project schedule, and project procedures.

2. DRAWINGS AND PLANS

The Contractor will note receipt of approved drawings, product data, samples, and other submittals from the LVFPD prior to start of work.

3. CONSTRUCTION SCHEDULE

The Contractor will provide the LVFPD Board representatives updated construction schedules and report deviations from the schedule that might alter construction processes or delay project completion.

4. PERMITTING

The Contractor will secure, post, and provide copies to the LVFPD Board representatives, all legally required permits from the Town of La Veta and the State of Colorado.

5. CONSTRUCTION QUALITY

The Contractor and LVFPD Board representatives will monitor all work in progress to ensure the quality of the work and compliance with the contract documents. The Contractor will report all deficiencies to the LVFPD.

6. CHANGE ORDERS

The Contractor must present the LVFPD Board representatives with a written Change Order for any work deemed necessary or desired outside of the original scope of the project. There will be no deviations until the LVFPD representatives have given approval to a costed Change Order.

7. CONSTRUCTION RECORDS

The Contractor will provide As-Built drawings, specifications, submittals, samples, schedules, correspondence, meeting minutes, catalog data, directives, and change orders to the LVFPD Board representatives at the completion of the project.

8. APPLICATIONS FOR PAYMENT

The Contractor will provide documentation of the of materials purchased and/or percentage of project completion for appropriate payments.

9. PROJECT MEETINGS

The Contractor will hold and attend weekly meetings at the job site to discuss job progress with the LVFPD Board representatives.

10. INSPECTIONS AND TESTING

The Contractor will confirm that all inspections and testing is completed as required by the Contract Documents.

D. CLOSE-OUT PHASE

1. SYSTEMS AND EQUIPMENT TESTING

The Contractor will assist in the coordination with LVFPD's Staff to review the testing, calibration, and start-up of all equipment and Kitchen systems.

2. COORDINATE CONSTRUCTION CLOSE-OUT

The Contractor will coordinate close-out activities including the completion of deficiencies, submittal of close-out documents, completion of change orders, and recommendations for payment of retainage.

3. SUBMIT PROJECT DOCUMENTATION

The Contractor will submit all project documentation including files, records, drawings, submittals, samples, and other information to the LVFPD in an organized and usable form.

4. WARRANTY WORK

The Contractor will provide documentation details and procedures of all warranties.

5. CERTIFICATES

The Contractor, upon completion of the project, will be responsible for certifying that, to the best of their professional knowledge, the project conforms to the approved plans, specifications, and shop drawings.

PART III: Project Cost Proposal

A. SUBMIT A PROPOSED PROJECT COST, WITH A TOTAL SUM THAT IS NOT TO BE EXCEEDED, IN THE FOLLOWING FORMAT:

_____ proposes to provide Construction

Services to the La Veta Fire Protection District on the Scope of Services described in Part II of this Request for Proposal for a Contractor Providing Construction Services, for a fixed price of: \$ _____ total

B.

The Contractor Providing Construction Services, by submitting a proposal, agrees that there will be no reimbursable costs or additional expenses of any type to be added, without the LVFPD Board of Director's express advance approval, to your price. The Contractor should state the following in their price proposal to the LVFPD: "We propose a project cost with a total sum that is not to be exceeded, for Contractor Providing Construction Services, as outlined in this RFP, we agree that there are no reimbursable costs or additional expenses that shall be added, without the LVFPD Board of Director's express advance approval, to our price."