

CITY OF WRAY, COLORADO



REQUEST FOR PROPOSALS FOR RENOVATION OF THE WRAY MUNICIPAL AIRPORT
TERMINAL BUILDING AND PILOTS LOUNGE
RFP No. 112-2021

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I. INTRODUCTION

The City of Wray is requesting bids from qualified firms to complete a renovation of the Wray Municipal Airport Terminal Building and Pilots Lounge located 36391 US-385, Wray, CO 80758. The purpose of this RFP is to solicit bids from qualified contractors for renovation labor outlined in this document.

II. BID RECIPIENT

Submittals will be accepted no later than **12:00PM (local time), December 1, 2021**, to:

CITY OF WRAY
ATTN: JAMES DEPUE, CITY MANAGER
245 W 4TH STREET
P.O. BOX 35
WRAY, CO 80758
(or)
JDEPUE@CITYOFWRAY.ORG
970-332-4431

A pre-bid meeting will be held at the Wray Municipal Airport Terminal building on **November 9, 2021 at 8:30AM**.

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents. For additional details or to answer applicable questions, please contact City Manager, James DePue, at (970) 332-4431.

III. BACKGROUND

The City of Wray is preparing to renovate the terminal building and pilots lounge at its current location. The proposals should identify two distinct projects: 1) Renovation of the current lounge and office space; 2) expansion, renovation, and finish of the current storage space to accommodate a meeting space and pilot rest area.

IV. BIDDER'S ACKNOWLEDGEMENT

Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

V. BIDDER'S REPRESENTATIONS

A. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following exhibits:

Exhibit A: Bid Submittal

- B. Bidder has visited the Site(s), conducted a thorough, alert visual examination of the Site, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Bidder is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site (s); information and observations obtained from visits to the Site (s); the Bidding Documents; and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder's safety precautions and programs.
- E. Bidder agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
- F. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
- G. Bidder has given Owner written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and confirms that the written resolution thereof by Owner is acceptable to Bidder.
- H. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.
- I. The submission of this Bid constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article, and that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

VI. BIDDER'S CERTIFICATION

Bidder certifies that:

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and

- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:
1. “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process;
 2. “fraudulent practice” means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
 3. “collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
 4. “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

VII. BASIS OF BID

Bidder will complete the following Scope of Work in accordance with the Contractor Agreement:

- A. The City Airport Manager will be responsible for overseeing the project and act as general contractor in the coordination and execution of the project.
- B. Contractor to provide all labor and equipment to complete the project.
- C. Contractor is responsible for damage to any existing features, and shall be repaired in-kind by the contractor at their cost.
- D. Contractors are responsible for verifying all measurements and information prior to beginning work.
- E. The Contractor will furnish the city with a beginning date and ending date for the work to be completed.
- F. Contractor is responsible for jobsite cleanup and for hauling all debris created as a result of project to an acceptable disposal site.
- G. Contractor is responsible for acquiring required permits.
- H. Contractor is responsible for providing the owner with a copy of the final signed permits as applicable.

VIII. SCOPE OF WORK

All proposals shall include labor, materials, equipment and disposal of construction debris. City of Wray intends to purchase materials from local businesses.

- A. Flooring
 - a. Replace carpet in current lounge and office with tile or polished concrete floor.
 - b. Install tile or polished concrete flooring in the newly converted office space.
- B. Renovation of current office and lounge

- a. Remove wall paneling and ceiling, replace with finished drywall in current office and lounge area.
- b. Paint in current office and lounge space
- C. Expansion/conversion of current storage space to office space
 - a. Frame wall and finish of existing sliding door.
 - b. Install window in new wall where existing sliding door is currently.
 - c. Install insulation.
 - d. Install framed walls, drywall, texture and paint.
 - e. Complete finish work as necessary
- B. Electric
 - a. Install electric outlets and lighting in newly converted office space.
- C. HVAC
- D. Install high efficiency heating and cooling equipment in newly converted office space

IX. TIME OF COMPLETION AND PRELIMINARY SCHEDULE

- A. The Bidder will furnish the city with a beginning date and ending date for the project(s).
- B. The City will extend days for completion depending on weather conditions; the City Manager will have final determination on any extension of time. Bidder accepts the provisions that for any delay that does not constitute an excusable delay under Section 108.09, of the CDOT Green Book, which is necessary to substantially complete the project, the Owner will deduct a daily charge of \$300.00 per calendar day as liquidated damages from the Contract price.
- C. Preliminary Project Schedule is as a follow:

November 10, 2021:	First Publication of RFP Notice
November 19, 2021:	Meeting/Site Visit at 8:30AM
December 1, 2021:	Proposals Due to the City of Wray by 12:00PM
December 2021:	Bids Reviewed by City of Wray
Winter/Spring 2022:	Work May Begin (Subject to City Approval)
April, 2022:	Project completion and final inspection.

X. ATTACHMENTS TO THIS BID

- A. The following documents are submitted with and made a condition of this Bid:
Exhibit A: Bid Submittal

XI. SUBMISSION REQUIREMENTS

- A. Bidder must compete and submit the itemized bid submittal form (Exhibit A) of RPF
- B. Bidder must provide a certificate of liability and worker's compensation, with the City of Wray as additionally insured.
- C. For proposals that exceed \$50,000 the following requirements are applicable:
 - 1) Performance Bond will be in an amount not less the one hundred percent (100%) of the Contract Price but, in any event, shall provide for the completion of the project in accordance with the Contract Documents, with additional cost to the Owner.

- 2) Payment Bond will be in an amount not less than one hundred percent (100%) of the Contract Price but, in any event, shall provide for the payment of all project costs in accordance with the Contract Documents, without additional cost to the Owner.
- 3) Maintenance Bond will be so conditioned as to provide for the correction or replacement of any portion of the Work that proves defective in materials or workmanship for a period of one year following final acceptance of the project and shall cover not only the material but also the costs of removal, correction, re-construction and any other costs incurred in the repair of defective portion of the Work.

XII. CONTENTS OF PROPOSAL

The bidders interested in this project shall submit two (2) hard copies and one (1) PDF digital copy if bidder prefers of the proposal package. The proposal package shall include, but not be limited to, the following:

1. Provide the name, address, and daytime telephone number for the individual authorized to enter into a contract with the City. Specify the name of the project supervisor if different.
2. Provide a completed itemized bid submittal form (Exhibit A) for the following:
3. Provide a written statement outlining the timeline as well as an estimated completion date:
4. Provide a certificate of insurance to the City of Wray to prove that the contractor has liability coverage for not less than One Hundred Thousand Dollars (\$100,000) for property damage, Five Hundred Thousand (\$500,000) to any person for any number of claims arising out of a single occurrence for all damages other than property, and an aggregate of One Million Dollars (\$1,000,000) for all claims arising out of a single occurrence. The contractor must also provide proof of Workers Compensation insurance or proof that the contractor is otherwise fully complying with the Workers Compensation laws of the State of Colorado.

XIII. TERMS AND CONDITIONS

1. Proposers are expected to examine exhibits, specifications, schedule of delivery, and all instructions. Failure to do so will be at the bidder's risk.
2. Each bidder shall furnish the information required in the Request for Proposals.
3. The Contract/Purchase Order will be awarded to the responsible bidder whose submittal, conforming to the Request for Proposals, will be most advantageous to the City of Wray, price and other factors considered.
4. Any interpretation, correction or change of the RFP documents will be made by Addendum. Interpretations, corrections and changes of the RFP documents made in any other manner will not be binding, and proposer shall not rely upon such interpretations, corrections and changes. The City's Representative will not be responsible for oral clarification.
5. All submittals must be received at the address and by the date and time specified herein.
6. Any submittal received after the identified date and time will be returned unopened.
7. Following the selection process, the proposal for the selected Proposer shall be made available for public review, except for any items that the Proposer has requested, in writing, to remain confidential under applicable law.
8. The City of Wray reserves the right to reject any or all proposals, to waive any informalities or irregularities therein, and to negotiate other terms in the proposals.

XIV. PROJECT TIMELINE

November 10, 2021:	First Publication of RFP Notice
November 19, 2021:	Meeting/Site Visit at 8:30AM
December 1, 2021:	Proposals Due to the City of Wray by 12:00PM
December 2021:	Bids Reviewed by City of Wray
Winter/Spring 2022:	Work May Begin (Subject to City Approval)
April, 2022:	Project completion and final inspection.

XV. REQUESTS FOR CLARIFICATION

Any requests for clarification of additional information deemed necessary by any respondent to present a proposal shall be submitted in writing, via postal service or email, to James DePue, City Manager referencing this request.

Written requests must be received a minimum of five (5) calendar days prior to the submission deadline. Any requests received after this deadline will not be considered. All requests received prior to the deadline will be responded to by James DePue in the form of an addendum addressed to all prospective respondents.

Direct contact with City elected officials or City staff (with the exception of the City Manager) during the selection process, except when and in the manner expressly authorized by the Request for Proposal documents, is strictly prohibited and may render the submittal as non-compliant. Violation of this requirement is grounds for disqualification from the process.

XVI. EXHIBITS

- a. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following exhibits included and incorporated into this RFP:
 - i. Exhibit A: Bid Submittal

II. EXHIBITS

EXHIBIT A: BID SUBMITTAL FORM

Bidder: [Please provide name, address, phone number and contact name of bidding entity]

Email address for receiving notices:

For the work described in RFP 112-2021, the below singed Contractor proposed the amounts shown below. The Contract/Purchase Order will be awarded to the responsible bidder whose submittal, conforming to the Request for Proposals, will be most advantageous to the City of Wray, price and other factors considered.

The City of Wray reserves the right to reject any or all proposals, to waive any informalities or irregularities therein, and to negotiate other terms in the proposals.

ITEM	NOT TO EXCEED PRICE
Flooring a. Replace carpet in current lounge and office with tile or polished concrete floor. b. Install tile or polished concrete flooring in the newly converted office space.	
Renovation of current office and lounge c. Remove wall paneling and ceiling, replace with finished drywall in current office and lounge area. d. Paint in current office and lounge space Expansion/conversion of current storage space to office space a. Frame wall and finish of existing sliding door. b. Install window in new wall where existing sliding door is currently. c. Install insulation. d. Install framed walls, drywall, texture and paint. e. Complete finish work as necessary	
Electric a. Install electric outlets and lighting in newly converted office space.	
HVAC a. Install high efficiency heating and cooling equipment in newly converted office space	
TOTAL	

Estimated start date based on notice to proceed by December 15, 2021: _____

Estimated time to complete work start date: _____ Weeks

Materials Vendor(s) : The City intends to utilize local businesses for materials whenever possible.

Additional Information:

Bidder: [Indicate correct name of bidding entity]

By:

[Signature]:

[Printed name]:

(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest:

[Signature] _____

[Printed name] _____

Title: _____

Submittal Date:
