

REQUEST FOR PROPOSALS
January 22, 2010

TOWN OF SILVERTHORNE, COLORADO
RECREATION CENTER – LOCKER ROOM
PRODUCT/INSTALLATION

Project Description:

The Town of Silverthorne is looking for companies to bid on the replacement of lockers for the Men's and Family locker rooms in the Silverthorne Recreation Center. The locker rooms are fixed in design and have current lockers that will be removed in house prior to installation. A separate bid of removing the existing lockers and moved to the parking lot behind the Recreation Center for further use in the town, is being requested separately.

The locker rooms are adjacent to the aquatics area. We are requesting the lockers are constructed of a material to withstand the aquatics environment. Colors or patterns will need to be present along with a sample of your product. Please note that steel lockers will not be considered in this request.

We are requesting that a presentation be scheduled with staff with samples of the products. Staff needs to physically view the product samples.

I. OWNERS REQUIREMENTS, CONDITIONS AND CRITERIA

Project Schedule

It is the intent of the Town to have both locker rooms completed during our annual two week shutdown from May 3 through May 16, 2010.

Selection

The purpose of this RFP is to select a company to install new lockers. The selection process will be based on the requirements listed in the RFP. The selection committee (Consisting of Town staff members) will choose the proposal deemed best for the needs of the Town, with consideration to costs, timing, layout, and experience.

Insurance and bonding

The firm chosen for this project will be required to provide adequate insurance and bonding for the work prior to signing a contract with the Town. Colorado Revised Statutes require bonding for any contract over \$50,000 in value. Note any added costs in proposal directly related to providing bonds or insurance.

If the project cost is over \$50,000 please include any bonding costs. If the project is under \$50,000, bonding is not required.

Submittals

Teams or firms interested in submitting proposals are requested to submit 4 copies of their proposals in a bound 8-1/2 by 11 format to:

Town of Silverthorne
P.O. Box 1309, 601 Center Circle
Silverthorne, CO 80498
Scott Quandt
Building Maintenance Coordinator

Proposals shall be received by mail or in person by 5 pm February 12, 2010.

It is the Town's intent to award this project at the February 24th Council meeting.

Inquiries and questions

Any questions or inquiries should be directed to Mr. Quandt **by email only** by February 3, 2010. Written responses will be sent out by email only to all interested parties by February 5, 2010. Questions must be submitted via email to sequandt@silverthorne.org. Verbal questions will not be considered. Consider only written responses to written questions in preparation of your proposals.

Site Visit

Interested parties should schedule a site visit. Contact Scott Quandt at 970-262-7378 or Paul Kulik at 970-262-7380 to schedule. Drawings are supplied for the two different locker rooms. We will not verify the drawings are precise, since these are 15 years old and the lockers have been replaced prior to this RFP.

All parties proposing on this project, must field verify conditions and dimensions prior to submitting.

II SUBMITTAL REQUIREMENTS

Title Page with the following information:

Firm Name(s) (include both design and construction firms, if different.)
Address
Date of submittal
Firm contact and phone number, along with fax number and firm website.
Location of firm's main office and satellite offices, if any
Email addresses for firm and key personnel.

Approach to the project

Demonstrate an understanding of how you foresee this project proceeding including a narrative outlining the firm or team's approach to the project. Include conceptual drawings of how you envision this project layout. Be specific in size and number of lockers to be installed as well as a recommended layout of the different lockers.

Experience

Provide a list of all projects completed by the firm over the past five years similar in type, size, and scope to this project. The list should include a description of the project, project duration, design (total \$ and % of construction cost) and construction costs. Include a specific contact person at each project familiar with your work with whom we might speak. This must be someone working at the place you contracted with to design or build the project.

List any other names the firm has been known by during the past 5 years.

Cost

Provide costs for installation and product separately. Include this information for any options submitted.

Provide a separate cost of the removal of existing lockers. This removal work may or may not be awarded. Removal cost to include stockpiling old lockers behind the Recreation Center for re-use by the town.

Budget Management

Provide a budget. Describe the procedure the team will follow with the Town as Owner to insure the project is properly and adequately managed during construction and to insure the project is completed on time and within budget. Be exceedingly specific.

Schedule

Describe the schedule required for completion of the locker installation. The building schedules that will affect your time frames are:

- Two weeks of complete pool closure from the beginning of removal
- Control and containment of construction area during facility's operations

Availability for Work

Provide a list of the projects that you are currently working on and your anticipated projects for the coming 6 months. Describe the availability of your team for this project in meeting our projected schedule.

Financial Capability

Indicate the form of business such as corporation, partnership, joint venture, or sole proprietor.

Disclose any unpaid judgements in excess of \$100,000. Disclose any disputed or unadjudicated claims in excess of \$200,000.

State whether there are any lawsuits or potential claims or liabilities pending against any member of the team or the firm. Explain if there are any. Provide information on how many claims have been filed in the past 8 years.

State whether any member of the firm has ever filed for bankruptcy or corporate protection under applicable federal or state laws in the past ten years. Have any of the firm members been part of another firm, absorbed by the firm, for which bankruptcy protection was sought.

References

Provide a list of no more than 3 client references including the name of the company, the contact person, the address, and the phone number. Indicate the project or projects that were completed for each client reference.

Warranty

Provide information about the warranty to be provided for the lockers and installation.

III SELECTION CRITERIA FOR RFP

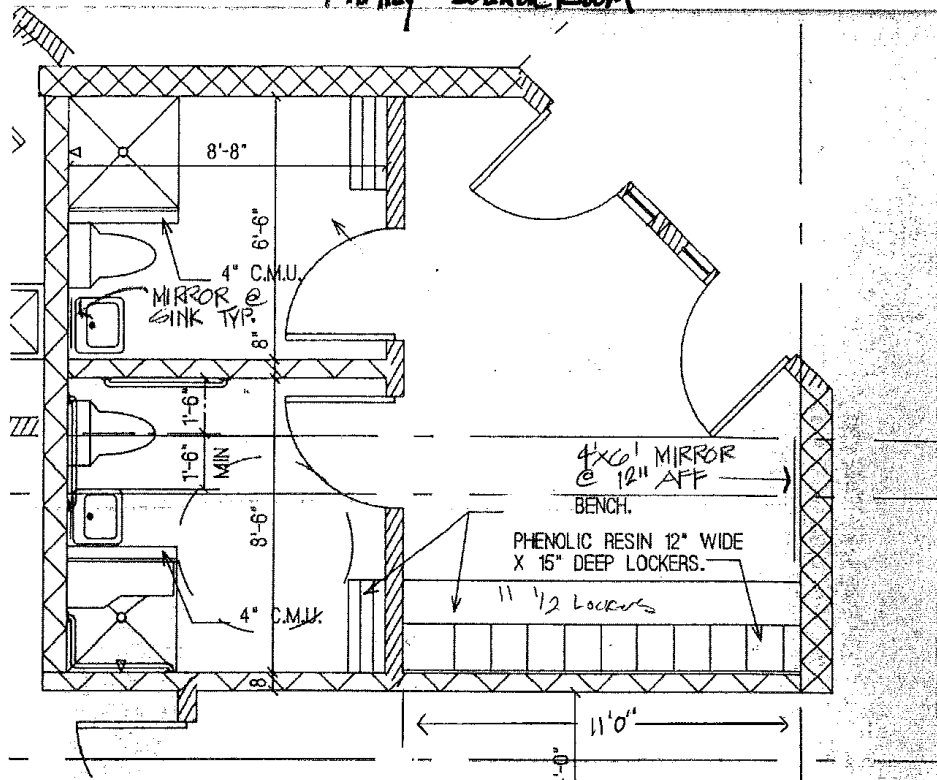
Be certain to address each of these specifically in some manner.

1. Product presented.
2. References on products from previous projects.
3. Conceptual layout for this project, as outlined in the proposals received.
4. Construction management plan, projected schedule, costs and quality control
5. Positive factors from references on installation.
6. Overall presentation of proposal
7. Proposed project costs.
8. Other factors as assessed by the selection committee.

Proposers are encouraged to make their proposals clear concise and to the point, addressing all information requested in a manner that the selection committee can easily review. Include all necessary information only; excess materials will detract from the overall impression of the proposal.

This is a Request for Proposals rather than a strict bidding situation and the Town reserves the right to reject any and all proposals. The Town may enter into a contract with the firm judged to provide the services in the Town's best interest.

FAMILY LOCKER ROOM



FAMILY ROOM CURRENT INVENTORY
 22 - 1/2 SIZE LOCKERS

MEN'S ROOM CURRENT INVENTORY
 126 - 1/2 SIZE LOCKERS
 26 - FULL SIZE LOCKERS