# REQUEST FOR PROPOSAL

**FOR**

**ST PETER CATHOLIC CHURCH**

**55 N. JEFFERSON ST.**

**MONUMENT, COLORADO 80132**

**July 17, 2018**

**PRECONSTRUCTION SERVICES**

**FOR**

**COST ESTIMATING SCHEMATIC DESIGN DRAWINGS**

**ONLY**

**PROPOSAL DUE DATE**
**JULY 25, 2018 @ 2:00 PM to St. Peter Catholic Church**

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# SECTION 1
# PROPOSAL INSTRUCTIONS & INFORMATION

### 1.1 Introduction

St. Peter Catholic Church (Parish) is soliciting competitive sealed proposals from professional firms that are interested in, and capable of, providing preconstruction services to provide cost estimating for schematic design only of the existing Chapel and addition located in Monument, Colorado.

### 1.2 Issuing Office

The RFP is issued by and for the Parish. Respondents must submit all offers in person or mail to the parish office, at the address listed below.

Ashley Fritz, Owner Representative
St. Peter Catholic Church
55 N. Jefferson St.
Monument, CO 80132
Phone: (719) 306-3718 email: fritzae@gmail.com

In order to ensure consideration, one original and five (5) copies must be submitted and marked "St. Peter Chapel Schematic Design Proposal". Emailed or faxed proposals will not be accepted.

All questions regarding this, or any other, requirement of this document shall be submitted in writing by email to George Cruz, Construction Manager, at: gcruz@diocs.org

### 1.3 Contract Administrator

All communications concerning the contract must be directed to Janis Balentine, Director of Properties, 228 North Cascade Avenue, Colorado Springs, CO 80903 at 719-866-6466 or jbalentine@diocs.org

### 1.4 Incurring Costs

The Parish is not liable for any costs incurred by prospective firms prior to the signing of a contract.

### 1.5 Purpose of Request of Proposal

The Parish is soliciting competitive sealed proposals from professional firms that are interest in, and capable of, providing preconstruction services necessary to provide the cost estimating for schematic design for the existing chapel and addition located in Monument, Colorado.

### 1.6 Due/Opening Dates

The cutoff time for the receipt of proposals is 2:00 PM MDT on July 25, 2018 to St. Peter Catholic Church. Proposals received after the deadline stated herein will not be considered. All information contained in the proposals shall be treated as confidential to avoid the disclosure of any contents prejudicial to competing architectural firms.

### 1.7 Withdrawal of Proposals

At any time prior to the scheduled closing time for the receipt of proposals, any firm may withdraw its proposal, either in person or by written request.

### 1.8 Rejection of Proposals

The Parish reserves the right to reject any and all proposals and waive any minor informality and irregularity judged to be in the best interest of the Parish.

### 1.9 Examination of Proposals

Proposing firms shall thoroughly examine and be familiar with the terms and conditions contained herein. The failure or omission of any firm to receive or examine any form instrument, addendum, or other document shall in no way relieve that firm from any obligation with respect to its submitted proposal. The submission of a proposal shall be taken as *prima facie* evidence of compliance with this section.

### 1.10 Parish Representative for Project (Owner's Representative)

Following the signing of a contract, all communications concerning the project must be directed to Ashley Fritz by email: fritzae@gmail.com, owner's representative for St. Peter Catholic Church.

### 1.11 Disclosure of Proposals Contents

All Proposals and other material submitted as a part thereof become the property of the Parish and may be returned only at the Parish's option. Information contained in the proposals will not be disclosed to third parties during the evaluation process. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a "Notice of Award" is issued. Trade secrets and other proprietary data contained in a proposal will be held confidential at the request of the general contractor's firm.

### 1.12 Compliance with Laws and Regulations

It shall be a condition of all submitted proposals that all potential engineers and contractors will fully and completely comply will all applicable Federal, State, County, and Municipal laws, orders, ordinances, regulations or resolutions.

# SECTION 2
# METHOD OF GENERAL CONTRACTOR SELECTION

### 2.1 Competitive Range Determination/Interviews

The Parish may conduct interviews with eligible firms who submit proposals determined to be reasonably eligible for award. However, the Parish reserves the right to evaluate proposals and award a contract without discussion with firms (except clarifications). Therefore, each firm's initial proposal should contain its best terms from a cost or price and technical standpoint. Questions may be asked of the firms to better understand their proposals.

### 2.2 Right to Negotiate

After the Parish's completion of the evaluation process, including interviews, the Parish may elect to initiate contract negotiations with one or more of the selected firms. The option of whether or not to initiate contract negotiations rests solely with the Parish.

### 2.3 Failure to Negotiate

If a selected firm fails to provide the information required to begin negotiations in a timely manner, fails to negotiate in good faith, indicates it cannot perform the contract within the budgeted funds available for the project or the Project Schedule (see Section 7.E), or the firm and the Parish simply cannot come to terms, then the Parish may terminate negotiations with the selected firm and commence negotiations with another.

### 2.4 Award of Contract

The Parish shall award a contract to the responsible and responsive firm whose proposal is determined to provide the best overall value to the Parish as to the most favorable in terms of apparent ability to perform the required services efficiently and effectively.

### 2.5 Notice to Proceed

A "Notice to Proceed" shall be issued within thirty (30) days of the execution of the contract by all parties. If the Parish fails to issue a Notice to Proceed within that time limit, then the architect may terminate the contract without further liability on the part of either party. Any notice of termination must be tendered in writing to the Parish. Additionally, the parties may mutually agree that the time to issue the Notice may be extended. If the architect fails to execute the contract in a timely manner, fails to provide all necessary certificates of insurance in a timely manner, or otherwise fails to meet any condition precedent to the issuance of a Notice to Proceed, then the Parish may terminate the contract without liability to the Parish.

# SECTION 3
# STANDARD CONTRACT INFORMATION

### 3.1 Contract Documents

Contract Documents are composed of diocesan modified PRECONSTRUCTION SERVICE AGREEMENT. Owner will not further modify contract language.

### 3.2 Insurance

The successful Architectural Firm, at its sole cost and expense, shall carry and maintain in full force and effect at all times during the term of this contract the insurance requirements stated in the, PRECONSTRUCTION SERVICE AGREEMENT.

### 3.3 Fee Proposal

For completing and submitting with this proposal, please provide a fixed fee proposal, based on the contents of this RFP, and broken down by discipline.

Provide a not-to-exceed estimate of reimbursable expenses as well as your proposed mark-up on all reimbursable expenses.

Provide a summary of billing rates for additional services for each member of the Design Team.

### 3.4 Pending Litigation

Please list all pending or past legal action (lawsuits, claims or liens) or arbitration proceedings your firm and your Contact Office have been involved in during the past five (5) years involving an Owner, Contractor or Consultant.

### 3.6 Additional Attachments

PRECONSTRUCTION SERVICE AGREEMENT (DRAFT)
IDG Schematic Design Drawings (Progress Set)

# SECTION 4
# PROPOSALS

**4.1 Proposals**

The Parish is interested in receiving proposals from qualified General Contractor firms licensed in the State of Colorado to perform construction services for providing cost estimating. To be considered, each firm must submit a complete response to the Request for Proposal (RFP), using the format provided herein. An official authorized to bind the proposer to its provisions must sign the proposal in ink.

**4.2 Acceptance of Proposal Content**

The contents of this RFP and the proposal will become contractual obligations, if a contract ensues. Failure of the selected contractor to accept these obligations may result in cancellation of the award.

4.2.1 The Parish desires to ensure that the services procured through this RFP are of the highest quality. With this objective in mind, proposers are required to demonstrate that they possess and implement appropriate quality management systems that result in customer satisfaction and continuous improvement.

4.2.2 Each proposal must demonstrate a complete understanding of the processes used within the respective organization to ensure quality control. Graphical demonstrations that outline quality control, and other management processes, within the organization and how they relate with sub-consultants and the Parish are acceptable.

## IMPORTANT DATES FOR THIS RFP

| | |
|---|---|
| Solicitation of Proposal | July 17, 2018 |
| Proposal Due Date | July 25, 2018 @ 2:00 PM |
| Contract Negotiations and Award | July 26, 2018 |

# SECTION 5
# PROPOSAL FORMAT AND CONTENT

**The Parish discourages overly lengthy and costly proposals. However, in order for the Parish to evaluate proposals fairly and completely, firms should follow the format set forth herein and provide all requested information.**

### 5.1 Introduction

Proposals must include a cover letter stating the complete legal name and type of legal entity (e.g., corporation) of the firm submitting the Proposal, the mailing address, the telephone number, the facsimile number, and the name of the person the Parish should contact regarding the Proposal and their email address. Each Proposal must affirmatively state that the firm will comply with all provisions of the RFP and any attachments thereto. The cover letter must bear the signature of the person having actual authority to make the Proposal on behalf of the firm.

### 5.2 Understanding of the Project

Firms must provide a comprehensive narrative statement that illustrates their understanding of the requirements of the project and the project schedule.

### 5.3 Experience and Qualifications

Each proposal must include a completed and attached AIA Document B305 – 1986 Contractor's Qualification Statement. Proposal must include a personnel roster that identifies each person who will actually work on the project and a resume of each person listed. A list of your major professional engineers for the project must also be included with your proposal.

### 5.4 References

Each proposal must include a list of architect's projects that were successfully completed by the firm within the last five (5) years. Please include the project names, location address, and project size, description of the project, completion date, final project cost, and contact information of the owner.

### 5.5 Evaluation Criteria

All proposals shall be reviewed to determine if they are responsive to the requirements of the RFP.

### 5.6 Presentations

Proposers may be required to make presentation at an interview with the Parish.

### 5.7 Other

Each Proposal shall contain a proposed schedule for the completion of the project in accordance with the Project Schedule (see Section 7.E) and evidence that all necessary Certificates of Insurance can be provided.

# SECTION 6
# WORK STATEMENT

The Parish is seeking proposals from qualified General Contractor firms to perform preconstruction services to provide cost estimating for schematic design services of the existing Chapel and addition located in Monument, Colorado.

**6.1 Existing Conditions**

a. The Chapel was originally built in 1911 with an addition added in 2004.
b. The property is identified as Commercial property.
c. The current zoning is General Business District (B) and is currently unoccupied.
d. The existing building and addition is wood construction on slab on grade, and not fire-sprinkled. Construction Type: V- N.
    i. The existing footprint total 3,247 sq. ft.
    ii. Existing Chapel 1,212 sq. ft.
    iii. Existing Addition 2,035 sq. ft. (to be demolished).
e. Total parking provided: 2 parking spaces, with shared parking with church and city adjacent parking lots.
f. The existing roofing is asphalt shingles.

**6.2 Schematic Design (refer to the attached proposed progress drawings):**

a. Main Level Floor Plan 07.16.18
b. Upper Level Floor Plan 07.16.18
c. Exterior Perspectives (3 total) 07.13.18

# SECTION 7
# SERVICES TO BE PROVIDED BY THE PARISH

**A. Material Testing**
Shall be provided by Owner.

**B. Asbestos Abatement**
Shall be provided by Owner.

**C. Security System Upgrades.**
Shall be provided by Owner.

**D. Sacramental Furnishings.**
Shall be provided by Owner.

**E. Project Schedule for completion of Preconstruction Services for Schematic Design Cost Estimating. Due August 14th at 3:00 pm to St. Peter Church.**