

**REQUEST FOR PROPOSAL
CITY OF LOUISVILLE, COLORADO
Library Plaza Improvements**

INTRODUCTION

The City of Louisville is accepting proposals from qualified contractors ("Contractor") to design and execute improvements to the Louisville Public Library Plaza.

The Louisville Public Library strives to inform, involve, and inspire those we serve. The Library is an inclusive and accessible space with staff who celebrate the diversity of our community. The goal of this project is to create an outdoor community space that:

- welcomes all,
- inspires gathering,
- encourages interaction,
- supports "alone-together" work and study,
- fosters a connection with native plants and,
- Celebrates public art.

Improvements will include a shade solution, additional seating, public art, containers with native plants, and enough open space for limited Library programming. Please review the following pages for complete information on the request for proposal process and details.

NOTICE IS HEREBY GIVEN, proposals should be prepared and submitted using the provided forms which addresses the needs outlined herein. Proposals will be accepted until **4:00 PM on March 22nd 2022**. Late proposals will not be accepted. Proposals shall be submitted via email or in a sealed envelope and labeled COL Library Plaza Improvements. Sealed proposals shall be delivered to:

Library Plaza Improvements
Louisville Public Library
951 Spruce St.
Louisville CO 80027

Email Proposals by the deadline to:

kfrey@louisvilleco.gov

SCOPE OF WORK

PURPOSE: The Louisville Public Library's Plaza is an underutilized amenity in the heart of historic downtown Louisville. It is ideally situated on a busy downtown corner to invite passers-by to stop and linger and to entice Library users to take their studying and visiting outdoors. The issue? The Plaza in its current state is like a desert. There is no shade for most of the day and, in all but the coldest months, it is just too uncomfortably hot to spend any time there. A solid shade solution is critical to the success of this space. We envision a lush, colorful, magnetic space where Library patrons can spill out and downtown visitors can join in. The space will be flexible, appropriate for everything from small events to casual conversation, quiet study and people watching. This project will expand the usable area of the library, provide a high quality downtown amenity and create a unique experience for patrons, residents and visitors.

The Scope of Work shall include but is not limited to the following:

- Awarded Contractor will prepare and deliver design documents for Library Plaza improvements based on the above-stated goals.
- Provide preliminary construction plan, schedule, and expected timeline with anticipated completion date.
- Provide an estimated budget for the final project.
- Prepare annual operations and maintenance cost estimates.
- Coordinate, oversee and conduct design and construction work.
 - The Contractor will be responsible for developing construction documents and obtaining the necessary permits for construction. Permit Fees will be waived.
 - The City requests that the contractor present the final Plaza Improvements plan at a Library Board of Trustees meeting.

Concrete Stain, design and engineering fees if applicable, shade and seating options, screens and steel work, planters, plants, soil, furnishings and dog cabana.

TIMELINE

The City reserves the right to modify the proposal submittal and acceptance timeline at any time at its sole discretion.

Bid Submittal and Acceptance:

Release of RFP to select proposers	March 1 2022
Mandatory pre-proposal conference	March 10 th 2022 @ 9:00am
Inquiry deadline	March 15 th 2022 @ 4:00pm
Response to Inquiry, pre-qualification submittals	March 17 th 2022 @ 4:00pm
Proposals due deadline	March 22 nd 2022 @ 4:00pm
Completion of Project target date	June 2022

Proposals will only be accepted from Contractors who are pre-qualified by the City of Louisville and who are recorded as attending the mandatory pre-proposal conference.

MANDATORY PRE-PROPOSAL CONFERENCE

A mandatory pre-proposal conference and job walkthrough with representatives of prospective Contractors will be held at 9:00 a.m. at the Louisville Public Library 951 Spruce St, Louisville, Colorado, on **March 10th 2022**. Representatives of the City will be present to discuss the proposal documents and scope of work.

PREQUALIFICATION OF CONTRACTORS

Contractors wishing to be considered must submit a pre-qualification package, which demonstrates that their experience and service equals or exceeds the minimum requirements. Evidence of qualifications must be submitted with their Proposal.

Prospective Contractors must request the "Contractor's Pre-qualification Statement" form for this submittal. In addition to the information requested on the form, prospective Contractors should meet the following minimum qualifications:

- Contractor should have experience with similar facilities
- Contractor must provide at least three references for exterior improvements at facilities in Colorado.
- Minimum Insurance Requirements: If awarded, the Contractor must provide proof of insurance as required in the agreement.

The City reserves the right to waive any and all informalities and qualification requirements and the right to reject any and all proposals.

CONTRACT & REQUIRED DOCUMENTS

A sample copy of the Agreement and exhibits is included with the proposal documents. The following documents must be submitted with the proposal:

1. Schedule of Subcontractors
2. Anti-Collusion Affidavit
3. Certification of EEO Compliance
4. Contractor's Pre-Contract Certification Regarding Employing Illegal Aliens

SUBMITTAL REQUIREMENTS

No Proposal may be withdrawn within a period of sixty (60) days after the proposal deadline.

The City of Louisville reserves the right to award the contract by sections to reject any or all proposals, and to waive any informalities and irregularities therein.

Submit one (1) original and two (2) copies of the completed proposals, if submitted as a hard copy. To reduce waste, please submit all proposals double sided and without binders.

In addition to the written submittal, the City reserves the right to request an interview with some or all of the proposers.

All costs incurred in preparing for, printing, and delivering a submittal, along with any costs associated with travel or time spent in interviews or negotiation with the City are solely the responsibility of the submitter. The City is not liable for any costs incurred prior to issuance of a legally executed contract and/or purchase order.

All submittals become the property of the City, a matter of public record, and will not be returned. Proprietary Information included in submittals must be clearly identified and will be protected if possible. Unit pricing and total cost information will not be considered proprietary.

INQUIRIES

Prospective submitters may make written inquiries by e-mail before the inquiry deadline concerning this Request for Proposal. Inquiries will also be accepted at the onsite meeting. An addendum will be released to all known prospective proposers with any required clarifications or revisions to this request or the associated construction documents the day after the Inquiry Deadline. Prospective proposers are advised to contact Mr. Frey prior to the inquiry deadline to ensure they are included in any addendum posting.

Inquires may be emailed to:

Kevin Frey – Facilities Manager

Email address: kfrey@louisvilleco.gov

SELECTION CRITERIA

Proposals will only be accepted for Contractors who are pre-qualified and attended the mandatory pre-proposal conference. Proposals that are considered competitive will be evaluated by an evaluation team.

Evaluation of competitive proposals will be based on the following:

1. Total cost analysis over a three year period. The lowest qualified proposal will receive the total points. The cost difference between the other proposals and the lowest will be converted to a percentage and that percentage will be subtracted from total points to arrive at the points for the other proposals.
2. Submittal Documents and thoroughness of proposal
3. References for services at similar facilities. Please provide references for at least three former design build exterior improvement installations.
4. Proposed Schedule
5. Other selection factors within the RFP or the City's purchasing policies or that the City determines are relevant to consideration of the best interests of the City

The evaluation team will consist of City of Louisville staff.

This request for proposals is not an offer of a contract. The provisions in this RFP and any purchasing policies or procedures of the City are solely for the fiscal responsibility of the City and confer no rights, duties or entitlements to any party submitting proposals. The City reserves the right to select the proposal that is most advantageous to the City, even if it is not the least expensive.