



**Request for Proposal  
RFP-4863-21-DH**

**Professional Architectural/Engineering  
Services for Renovations of  
Stoker Stadium & Suplizio Field**

**RESPONSES DUE:**

March 4, 2021 prior to 3:00 PM

**Accepting Electronic Responses Only**

**Responses Only Submitted Through the Rocky Mountain E-Purchasing System  
(RMEPS)**

**<https://www.rockymountainbidsystem.com/default.asp>**

(Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline. 800-835-4603)

**IMPORTANT NOTICE:**

Due to the recent developments with increased COVID-19 cases in Mesa County, public in-person bid openings are temporarily being suspended. Bid openings will still take place on their designated date and time virtually, and bid tabulations will still be posted for public view/access. Once the crisis has passed, public in-person bid openings will resume as normal. Attached is the virtual link and information to attend the bid opening. Public may addend through the link, or via phone.

**PURCHASING REPRESENTATIVE:**

Duane Hoff Jr., Senior Buyer

**[duaneh@gjcity.org](mailto:duaneh@gjcity.org)**

970-244-1545

This solicitation has been developed specifically for a Request for Proposal intended to solicit competitive responses for this solicitation, and may not be the same as previous City of Grand Junction solicitations. All offerors are urged to thoroughly review this solicitation prior to submitting. Submittal by **FAX, EMAIL or HARD COPY IS NOT ACCEPTABLE** for this solicitation.

# **REQUEST FOR PROPOSAL**

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## REQUEST FOR PROPOSAL

### **SECTION 1.0: ADMINISTRATIVE INFORMATION & CONDITIONS FOR SUBMITTAL**

- 1.1 **Issuing Office:** This Request for Proposal (RFP) is issued by the City of Grand Junction. All contact regarding this RFP is directed to:

**RFP QUESTIONS:**

Duane Hoff Jr., Senior Buyer  
[duaneh@gjcity.org](mailto:duaneh@gjcity.org)

The City would like to remind all Contractors, Sub-Contractors, Vendors, Suppliers, Manufacturers, Service Providers, etc. that (with the exception of Pre-Bid or Site Visit Meetings) all questions, inquiries, comments, or communication pertaining to any formal solicitation (whether process, specifications, scope, etc.) must be directed (in writing) to the Purchasing Agent assigned to the project, or Purchasing Division. Direct communication with the City assigned Project Managers/Engineers is not appropriate for public procurement, and may result in disqualification.

- 1.2 **Purpose:** The purpose of this RFP is to obtain proposals from qualified professional design/engineering firms to provide Professional Architectural/Engineering Services for Renovations of Stoker Stadium & Suplizio Field.
- 1.3 **The Owner:** The Owner is the City of Grand Junction, Colorado and is referred to throughout this Solicitation. The term Owner means the Owner or his authorized representative.
- 1.4 **Mandatory Site Visit Meeting:** Prospective offerors are required to attend a mandatory site visit meeting on February 10, 2021 at 2:00 pm. Meeting location shall begin at Stoker Stadium Ticket Office located in the parking lot on the south side of Suplizio Field at 998 N 12th St, Grand Junction, CO. The purpose of this visit will be to tour the project site, in order to inspect and to clarify the contents of this Request for Proposal (RFP).
- 1.5 **Compliance:** All participating Offerors, by their signature hereunder, shall agree to comply with all conditions, requirements, and instructions of this RFP as stated or implied herein. Should the Owner omit anything from this packet which is necessary to the clear understanding of the requirements, or should it appear that various instructions are in conflict, the Offeror(s) shall secure instructions from the Purchasing Division prior to the date and time of the submittal deadline shown in this RFP.
- 1.6 **Submission:** Please refer to section 5.0 for what is to be included. **Each proposal shall be submitted in electronic format only, and only through the Rocky Mountain E-Purchasing website (<https://www.rockymountainbidsystem.com/default.asp>).** *This site offers both “free” and “paying” registration options that allow for full access of the Owner’s documents and for electronic submission of proposals. (Note: “free” registration may take up to 24 hours to process. Please Plan accordingly.)* Please view our “**Electronic Vendor Registration Guide**” at <http://www.gjcity.org/business-and-economic-development/bids/> for details. For proper comparison and evaluation, the City requests that

proposals be formatted as directed in Section 5.0 "Preparation and Submittal of Proposals." Submittals received that fail to follow this format may be ruled non-responsive. (Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline. **800-835-4603**).

Please join Solicitation Opening, RFP-4863-21-DH, Professional Architectural/Engineering Services for Renovations of Stoker Stadium & Suplizio Field on GoToConnect from your computer using the Chrome browser.  
<https://my.jive.com/meet/427290221>

You can also dial in using your phone.

US: (571) 317-3116

Access Code: 427-290-221

- 1.7 Altering Proposals:** Any alterations made prior to opening date and time must be initialed by the signer of the proposal, guaranteeing authenticity. Proposals cannot be altered or amended after submission deadline.
- 1.8 Withdrawal of Proposal:** A proposal must be firm and valid for award and may not be withdrawn or canceled by the Offeror for sixty (60) days following the submittal deadline date, and only prior to award. The Offeror so agrees upon submittal of their proposal. After award this statement is not applicable.
- 1.9 Acceptance of Proposal Content:** The contents of the proposal of the successful Offeror shall become contractual obligations if acquisition action ensues. Failure of the successful Offeror to accept these obligations in a contract shall result in cancellation of the award and such vendor shall be removed from future solicitations.
- 1.10 Addenda:** All questions shall be submitted in writing to the appropriate person as shown in Section 1.1. Any interpretations, corrections and changes to this RFP or extensions to the opening/receipt date shall be made by a written Addendum to the RFP by the City Purchasing Division. Sole authority to authorize addenda shall be vested in the City of Grand Junction Purchasing Representative. Addenda will be issued electronically through the Rocky Mountain E-Purchasing website at [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com). Offerors shall acknowledge receipt of all addenda in their proposal.
- 1.11 Exceptions and Substitutions:** All proposals meeting the intent of this RFP shall be considered for award. Offerors taking exception to the specifications shall do so at their own risk. The Owner reserves the right to accept or reject any or all substitutions or alternatives. When offering substitutions and/or alternatives, Offeror must state these exceptions in the section pertaining to that area. Exception/substitution, if accepted, must meet or exceed the stated intent and/or specifications. The absence of such a list shall indicate that the Offeror has not taken exceptions, and if awarded a contract, shall hold the Offeror responsible to perform in strict accordance with the specifications or scope of services contained herein.

- 1.12 Confidential Material:** All materials submitted in response to this RFP shall ultimately become public record and shall be subject to inspection after contract award. **“Proprietary or Confidential Information”** is defined as any information that is not generally known to competitors and which provides a competitive advantage. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information clearly identified with the words **“Confidential Disclosure”** and uploaded as a separate document shall establish a confidential, proprietary relationship. Any material to be treated as confidential or proprietary in nature must include a justification for the request. The request shall be reviewed and either approved or denied by the Owner. If denied, the proposer shall have the opportunity to withdraw its entire proposal, or to remove the confidential or proprietary restrictions. Neither cost nor pricing information nor the total proposal shall be considered confidential or proprietary.
- 1.13 Response Material Ownership:** All proposals become the property of the Owner upon receipt and shall only be returned to the proposer at the Owner’s option. Selection or rejection of the proposal shall not affect this right. The Owner shall have the right to use all ideas or adaptations of the ideas contained in any proposal received in response to this RFP, subject to limitations outlined in the entitled “Confidential Material”. Disqualification of a proposal does not eliminate this right.
- 1.14 Minimal Standards for Responsible Prospective Offerors:** A prospective Offeror must affirmably demonstrate their responsibility. A prospective Offeror must meet the following requirements.
- Have adequate financial resources, or the ability to obtain such resources as required.
  - Be able to comply with the required or proposed completion schedule.
  - Have a satisfactory record of performance.
  - Have a satisfactory record of integrity and ethics.
  - Be otherwise qualified and eligible to receive an award and enter into a contract with the Owner.
- 1.15 Open Records:** Proposals shall be received and publicly acknowledged at the location, date, and time stated herein. Offerors, their representatives and interested persons may be present. Proposals shall be received and acknowledged only so as to avoid disclosure of process. However, all proposals shall be open for public inspection after the contract is awarded. Trade secrets and confidential information contained in the proposal so identified by offer as such shall be treated as confidential by the Owner to the extent allowable in the Open Records Act.
- 1.16 Sales Tax:** The Owner is, by statute, exempt from the State Sales Tax and Federal Excise Tax; therefore, all fees shall not include taxes.
- 1.17 Public Opening:** Proposals shall be opened in a virtual meeting ~~in the City Hall Auditorium, 250 North 5<sup>th</sup> Street, Grand Junction, CO, 81501,~~ immediately following the proposal deadline. Offerors, their representatives and interested persons may be present. Only the names and locations on the proposing firms will be disclosed.

## SECTION 2.0: GENERAL CONTRACT TERMS AND CONDITIONS

- 2.1. Acceptance of RFP Terms:** A proposal submitted in response to this RFP shall constitute a binding offer. Acknowledgment of this condition shall be indicated on the Letter of Interest or Cover Letter by the autographic signature of the Offeror or an officer of the Offeror legally authorized to execute contractual obligations. A submission in response to the RFP acknowledges acceptance by the Offeror of all terms and conditions including compensation, as set forth herein. An Offeror shall identify clearly and thoroughly any variations between its proposal and the Owner's RFP requirements. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP.
- 2.2. Execution, Correlation, Intent, and Interpretations:** The Contract Documents shall be signed by the Owner and Firm. By executing the contract, the Firm represents that they have familiarized themselves with the local conditions under which the Services is to be performed, and correlated their observations with the requirements of the Contract Documents. The Contract Documents are complementary, and what is required by any one, shall be as binding as if required by all. The intention of the documents is to include all labor, materials, equipment, services and other items necessary for the proper execution and completion of the scope of services as defined in the technical specifications and drawings contained herein. All drawings, specifications and copies furnished by the Owner are, and shall remain, Owner property. They are not to be used on any other project.
- 2.3. Permits, Fees, & Notices:** The Firm shall secure and pay for all permits, governmental fees and licenses necessary for the proper execution and completion of the services. The Firm shall give all notices and comply with all laws, ordinances, rules, regulations and orders of any public authority bearing on the performance of the services. If the Firm observes that any of the Contract Documents are at variance in any respect, he shall promptly notify the Owner in writing, and any necessary changes shall be adjusted by approximate modification. If the Firm performs any services knowing it to be contrary to such laws, ordinances, rules and regulations, and without such notice to the Owner, he shall assume full responsibility and shall bear all costs attributable.
- 2.4. Responsibility for those Performing the Services:** The Firm shall be responsible to the Owner for the acts and omissions of all his employees and all other persons performing any of the services under a contract with the Firm.
- 2.5. Payment & Completion:** The Contract Sum is stated in the Contract and is the total amount payable by the Owner to the Firm for the performance of the services under the Contract Documents. Upon receipt of written notice that the services is ready for final inspection and acceptance and upon receipt of application for payment, the Owner's Project Manager will promptly make such inspection and, when they find the services acceptable under the Contract Documents and the Contract fully performed, the Owner shall make payment in the manner provided in the Contract Documents. Partial payments will be based upon estimates, prepared by the Firm, of the value of services performed and materials placed in accordance with the Contract Documents. The services performed by Firm shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms in the same or similar type of services in the applicable community. The services and services to be performed by

Firm hereunder shall be done in compliance with applicable laws, ordinances, rules and regulations.

- 2.6. Protection of Persons & Property:** The Firm shall comply with all applicable laws, ordinances, rules, regulations and orders of any public authority having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss. Firm shall erect and maintain, as required by existing safeguards for safety and protection, and all reasonable precautions, including posting danger signs or other warnings against hazards promulgating safety regulations and notifying owners and users of adjacent utilities. When or where any direct or indirect damage or injury is done to public or private property by or on account of any act, omission, neglect, or misconduct by the Firm in the execution of the services, or in consequence of the non-execution thereof by the Firm, they shall restore, at their own expense, such property to a condition similar or equal to that existing before such damage or injury was done, by repairing, rebuilding, or otherwise restoring as may be directed, or it shall make good such damage or injury in an acceptable manner.
- 2.7. Changes in the Services:** The Owner, without invalidating the contract, may order changes in the services within the general scope of the contract consisting of additions, deletions or other revisions. All such changes in the services shall be authorized by Change Order/Amendment and shall be executed under the applicable conditions of the contract documents. A Change Order/Amendment is a written order to the Firm signed by the Owner issued after the execution of the contract, authorizing a change in the services or an adjustment in the contract sum or the contract time.
- 2.8. Minor Changes in the Services:** The Owner shall have authority to order minor changes in the services not involving an adjustment in the contract sum or an extension of the contract time and not inconsistent with the intent of the contract documents.
- 2.9. Uncovering & Correction of Services:** The Firm shall promptly correct all services found by the Owner as defective or as failing to conform to the contract documents. The Firm shall bear all costs of correcting such rejected services, including the cost of the Owner's additional services thereby made necessary. The Owner shall give such notice promptly after discover of condition. All such defective or non-conforming services under the above paragraphs shall be removed from the site where necessary and the services shall be corrected to comply with the contract documents without cost to the Owner.
- 2.10. Acceptance Not Waiver:** The Owner's acceptance or approval of any services furnished hereunder shall not in any way relieve the proposer of their present responsibility to maintain the high quality, integrity and timeliness of his services. The Owner's approval or acceptance of, or payment for, any services shall not be construed as a future waiver of any rights under this Contract, or of any cause of action arising out of performance under this Contract.
- 2.11. Change Order/Amendment:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All amendments to the contract shall be made in writing by the Owner.
- 2.12. Assignment:** The Offeror shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written approval from the Owner.

- 2.13. Compliance with Laws:** Proposals must comply with all Federal, State, County and local laws governing or covering this type of service and the fulfillment of all ADA (Americans with Disabilities Act) requirements. Firm hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good standing, required by law.
- 2.14. Debarment/Suspension:** The Firm hereby certifies that the Firm is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Governmental department or agency.
- 2.15. Confidentiality:** All information disclosed by the Owner to the Offeror for the purpose of the services to be done or information that comes to the attention of the Offeror during the course of performing such services is to be kept strictly confidential.
- 2.16. Conflict of Interest:** No public official and/or Owner employee shall have interest in any contract resulting from this RFP.
- 2.17. Contract:** This Request for Proposal, submitted documents, and any negotiations, when properly accepted by the Owner, shall constitute a contract equally binding between the Owner and Offeror. The contract represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral, including the Proposal documents. The contract may be amended or modified with Change Orders, Field Orders, or Amendment.
- 2.18. Project Manager/Administrator:** The Project Manager, on behalf of the Owner, shall render decisions in a timely manner pertaining to the services proposed or performed by the Offeror. The Project Manager shall be responsible for approval and/or acceptance of any related performance of the Scope of Services.
- 2.19. Contract Termination:** This contract shall remain in effect until any of the following occurs: (1) contract expires; (2) completion of services; (3) acceptance of services or, (4) for convenience terminated by either party with a written *Notice of Cancellation* stating therein the reasons for such cancellation and the effective date of cancellation at least thirty days past notification.
- 2.20. Employment Discrimination:** During the performance of any services per agreement with the Owner, the Offeror, by submitting a Proposal, agrees to the following conditions:
- 2.20.1. The Offeror shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, disability, citizenship status, marital status, veteran status, sexual orientation, national origin, or any legally protected status except when such condition is a legitimate occupational qualification reasonably necessary for the normal operations of the Offeror. The Offeror agrees to post in conspicuous places, visible to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.



- 2.20.2. The Offeror, in all solicitations or advertisements for employees placed by or on behalf of the Offeror, shall state that such Offeror is an Equal Opportunity Employer.
- 2.20.3. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

- 2.21. Immigration Reform and Control Act of 1986 and Immigration Compliance:** The Offeror certifies that it does not and will not during the performance of the contract employ illegal alien services or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986 and/or the immigration compliance requirements of State of Colorado C.R.S. § 8-17.5-101, *et.seq.* (House Bill 06-1343).
- 2.22. Ethics:** The Offeror shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, official, or agent of the Owner.
- 2.23. Failure to Deliver:** In the event of failure of the Offeror to deliver services in accordance with the contract terms and conditions, the Owner, after due oral or written notice, may procure the services from other sources and hold the Offeror responsible for any costs resulting in additional purchase and administrative services. This remedy shall be in addition to any other remedies that the Owner may have.
- 2.24. Failure to Enforce:** Failure by the Owner at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the Owner to enforce any provision at any time in accordance with its terms.
- 2.25. Force Majeure:** The Offeror shall not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, riots, rebellions, and acts of God beyond the control of the Offeror, unless otherwise specified in the contract.
- 2.26. Indemnification:** Offeror shall defend, indemnify and save harmless the Owner and all its officers, employees, insurers, and self-insurance pool, from and against all liability, suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the Offeror, or of any Offeror's agent, employee, sub-contractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Offeror shall pay any judgment with cost which may be obtained against the Owner growing out of such injury or damages.
- 2.27. Independent Firm:** The Offeror shall be legally considered an Independent Firm and neither the Firm nor its employees shall, under any circumstances, be considered servants or agents of the Owner. The Owner shall be at no time legally responsible for any negligence or other wrongdoing by the Firm, its servants, or agents. The Owner shall not withhold from the contract payments to the Firm any federal or state unemployment taxes, federal or state income taxes, Social Security Tax or any other amounts for benefits to the Firm. Further, the Owner shall not provide to the Firm any insurance coverage or other benefits, including Workers' Compensation, normally provided by the Owner for its employees.

- 2.28. Nonconforming Terms and Conditions:** A proposal that includes terms and conditions that do not conform to the terms and conditions of this Request for Proposal is subject to rejection as non-responsive. The Owner reserves the right to permit the Offeror to withdraw nonconforming terms and conditions from its proposal prior to a determination by the Owner of non-responsiveness based on the submission of nonconforming terms and conditions.
- 2.29. Ownership:** All plans, prints, designs, concepts, etc., shall become the property of the Owner.
- 2.30. Oral Statements:** No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this document and/or resulting agreement. All modifications to this request and any agreement must be made in writing by the Owner.
- 2.31. Patents/Copyrights:** The Offeror agrees to protect the Owner from any claims involving infringements of patents and/or copyrights. In no event shall the Owner be liable to the Offeror for any/all suits arising on the grounds of patent(s)/copyright(s) infringement. Patent/copyright infringement shall null and void any agreement resulting from response to this RFP.
- 2.32. Venue:** Any agreement as a result of responding to this RFP shall be deemed to have been made in, and shall be construed and interpreted in accordance with, the laws of the City of Grand Junction, Mesa County, Colorado.
- 2.33. Expenses:** Expenses incurred in preparation, submission and presentation of this RFP are the responsibility of the company and cannot be charged to the Owner.
- 2.34. Sovereign Immunity:** The Owner specifically reserves its right to sovereign immunity pursuant to Colorado State Law as a defense to any action arising in conjunction to this agreement.
- 2.35. Public Funds/Non-Appropriation of Funds:** Funds for payment have been provided through the Owner's budget approved by the City Council/Board of County Commissioners for the stated fiscal year only. State of Colorado statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the stated Owner's fiscal year shall be subject to budget approval. Any contract will be subject to and must contain a governmental non-appropriation of funds clause.
- 2.36. Collusion Clause:** Each Offeror by submitting a proposal certifies that it is not party to any collusive action or any action that may be in violation of the Sherman Antitrust Act. Any and all proposals shall be rejected if there is evidence or reason for believing that collusion exists among the proposers. The Owner may or may not, at the discretion of the Owner Purchasing Representative, accept future proposals for the same service or commodities for participants in such collusion.
- 2.37. Gratuities:** The Firm certifies and agrees that no gratuities or kickbacks were paid in connection with this contract, nor were any fees, commissions, gifts or other considerations

made contingent upon the award of this contract. If the Firm breaches or violates this warranty, the Owner may, at their discretion, terminate this contract without liability to the Owner.

- 2.38. Performance of the Contract:** The Owner reserves the right to enforce the performance of the contract in any manner prescribed by law or deemed to be in the best interest of the Owner in the event of breach or default of resulting contract award.
- 2.39. Benefit Claims:** The Owner shall not provide to the Offeror any insurance coverage or other benefits, including Worker's Compensation, normally provided by the Owner for its employees.
- 2.40. Default:** The Owner reserves the right to terminate the contract in the event the Firm fails to meet delivery or completion schedules, or otherwise perform in accordance with the accepted proposal. Breach of contract or default authorizes the Owner to purchase like services elsewhere and charge the full increase in cost to the defaulting Offeror.
- 2.41. Multiple Offers:** If said proposer chooses to submit more than one offer, THE ALTERNATE OFFER must be clearly marked "Alternate Proposal". The Owner reserves the right to make award in the best interest of the Owner.
- 2.42. Cooperative Purchasing:** Purchases as a result of this solicitation are primarily for the Owner. Other governmental entities may be extended the opportunity to utilize the resultant contract award with the agreement of the successful provider and the participating agencies. All participating entities will be required to abide by the specifications, terms, conditions and pricings established in this Proposal. The quantities furnished in this proposal document are for only the Owner. It does not include quantities for any other jurisdiction. The Owner will be responsible only for the award for our jurisdiction. Other participating entities will place their own awards on their respective Purchase Orders through their purchasing office or use their purchasing card for purchase/payment as authorized or agreed upon between the provider and the individual entity. The Owner accepts no liability for payment of orders placed by other participating jurisdictions that choose to piggy-back on our solicitation. Orders placed by participating jurisdictions under the terms of this solicitation will indicate their specific delivery and invoicing instructions.
- 2.43. Definitions:**
- 2.43.1. "Offeror" and/or "Proposer" refers to the person or persons legally authorized by the Consultant to make an offer and/or submit a response (fee) proposal in response to the Owner's RFP.
  - 2.43.2. The term "Services" includes all labor, materials, equipment, and/or services necessary to produce the requirements of the Contract Documents.
  - 2.43.3. "Firm" is the person, organization, firm or consultant identified as such in the Agreement and is referred to throughout the Contract Documents. The term Firm means the Firm or his authorized representative. The Firm shall carefully study and compare the General Contract Conditions of the Contract, Specification and Drawings, Scope of Services, Addenda and Modifications and shall at once report to the Owner any error, inconsistency or omission he may discover. Firm shall not be liable to the Owner for any damage resulting from such errors,

inconsistencies or omissions. The Firm shall not commence services without clarifying Drawings, Specifications, or Interpretations.

2.43.4. "Sub-Contractor is a person or organization who has a direct contract with the Firm to perform any of the services at the site. The term Sub-Contractor is referred to throughout the contract documents and means a Sub-Contractor or his authorized representative.

**2.44. Public Disclosure Record:** If the Proposer has knowledge of their employee(s) or sub-proposers having an immediate family relationship with an Owner employee or elected official, the proposer must provide the Purchasing Representative with the name(s) of these individuals. These individuals are required to file an acceptable "Public Disclosure Record", a statement of financial interest, before conducting business with the Owner.

### SECTION 3.0: INSURANCE REQUIREMENTS

**3.1 Insurance Requirements:** The selected Firm agrees to procure and maintain, at its own cost, policy(s) of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by the Firm pursuant to this Section. Such insurance shall be in addition to any other insurance requirements imposed by this Contract or by law. The Firm shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to this Section by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

Firm shall procure and maintain and, if applicable, shall cause any Sub-Contractor of the Firm to procure and maintain insurance coverage listed below. Such coverage shall be procured and maintained with forms and insurers acceptable to The Owner. All coverage shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by the Firm pursuant to this Section. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Minimum coverage limits shall be as indicated below unless specified otherwise in the Special Conditions:

(a) Worker Compensation: Firm shall comply with all State of Colorado Regulations concerning Workers' Compensation insurance coverage.

(b) General Liability insurance with minimum combined single limits of:

ONE MILLION DOLLARS (\$1,000,000) each occurrence and  
ONE MILLION DOLLARS (\$1,000,000) per job aggregate.

The policy shall be applicable to all premises, products and completed operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall include coverage for explosion, collapse, and underground (XCU) hazards. The policy shall contain a severability of interests provision.

(c) Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than:

ONE MILLION DOLLARS (\$1,000,000) each occurrence and  
ONE MILLION DOLLARS (\$1,000,000) aggregate

(d) Professional Liability & Errors and Omissions Insurance policy with a minimum of:

FIVE MILLION DOLLARS (\$5,000,000) per claim

This policy shall provide coverage to protect the Firm against liability incurred as a result of the professional services performed as a result of responding to this Solicitation.

With respect to each of Consultant's owned, hired, or non-owned vehicles assigned to be used in performance of the Services. The policy shall contain a severability of interests provision.

- 3.2** Additional Insured Endorsement: The policies required by paragraphs (b), and (c) above shall be endorsed to include the Owner and the Owner's officers and employees as additional insureds. Every policy required above shall be primary insurance, and any insurance carried by the Owner, its officers, or its employees, or carried by or provided through any insurance pool of the Owner, shall be excess and not contributory insurance to that provided by Firm. The Firm shall be solely responsible for any deductible losses under any policy required above.

## SECTION 4.0: SPECIFICATIONS/SCOPE OF SERVICES

### 4.1. General/Background:

The City of Grand Junction is seeking proposals from qualified consultants to provide architectural/engineering design, plans, specifications and cost estimate preparation, and pre-construction bid support services for renovations of Stoker Stadium & Suplizio Field.

In 2019, the Parks Improvement Advisory Board (PIAB) comprised of the City of Grand Junction, Mesa County, School District 51, Colorado Mesa University and Grand Junction Baseball, conducted a Master Plan process that identified improvements, repairs and renovation priorities at the Stadium.

**NOTE:** The intended project delivery method shall be CM/GC.

The budget for this project (including all related design and construction) is estimated at approximately \$8,000,000 to \$9,000,000, depending on grant approvals.

**Grants:** The City, in collaboration with the Grand Junction Baseball Committee, Colorado Mesa University and the other PIAB partners, plans to pursue a Department of Local Affairs (DOLA) grant in 2021. The City may pursue a \$200,000 due March 1, 2021 OR a \$1,000,000 grant due September 3, 2021 with an award decision in December of 2021. The grant should have a 50% match and the owner may not be under contract for construction for the elements described in the project application prior to execution of grant contract with DOLA. The A/E will be involved in advising the decision on what to apply for with this grant opportunity. A Federal Mineral Lease

District for Mesa County (FML) may also be pursued in the fall of 2021.

**Stoker Stadium:** Opening in 1949, Ralph Stoker Stadium is run by the City of Grand Junction and is the home of the Colorado Mesa University Mavericks football team and local high school football. Other activities held on the field include high school and college commencements, Special Olympics Summer Colorado State Games and the Western Colorado State Marching Band Festival.

The field has lights for the football teams to play night games in the early part of the hot, fall season in Grand Junction. The field is covered in the latest brand of field turf and is set up on a great draining system allowing for reduced maintenance.

In 2012, Stoker Stadium underwent an \$8.6 million renovation including TV ready lights, expanded seating area, new press box, luxury suite, concourse, restrooms, and concession stands.

**Suplizio Field:** Suplizio Field is owned by the City of Grand Junction and located in the northwest corner of Lincoln Park. It is currently home to the Grand Junction Rockies Pioneer League Baseball team, and also hosts the Colorado Mesa University Baseball team as well as the Junior College World Series each year beginning Memorial Day Weekend.

Built in 1949, the stadium has been expanded several times in the past decades. The most recent expansion included a four-story tower built in 2012 between the baseball field and the Stoker football field (this is referred to as the Tower).

The City seeks to hire an Architectural/Engineering firm or team to provide all services necessary to perform design, engineering, and collaboration with the future selected CM/GC.

Therefore, the City of Grand Junction Purchasing Department is requesting proposals from Architects/Engineers to provide design services, scope, specifications, prepare construction drawings, assist in development of bid documents, and collaborate with CM/GC. The design project calls for the following:

- Preliminary Design Review (FIR) with plans for review by City and stakeholders
- Final Design Review (FOR) with Construction Drawings, Standard and Project Specifications, and Probable Opinion of Construction Costs for review by City and stakeholders
- Preparation of construction plans and documents to be included in the Solicitation for Construction Documents published by the City. Assistance with bidding services includes aiding the City Project Manager in responding to questions and completing the addenda as part of the contractor selection process.

The following projects in the 2-4 year improvements phase of the improvement plan reflect the top two to three priorities from the perspective of each PIAB partner. The project list has yet to be finalized but examples of projects likely to be included are as follows:

- Enhanced Entry | Circulation | Seating - This includes the demo of the north bleachers and seat pans, reconstructing the north bleachers and seat pans behind home plate with 900 chair back seats and 3,000 bleacher seats, a camera platform and scorer's box, a renovation of the main entry to create an open plaza and a new ticketing and retail/display building.
- Stocker Stadium Ticketing, Infrastructure and Bleachers - Renovations involve replacing the water main under the field, building a new plaza/ticketing for the west entry, the demo of the west bleachers, and seat pans the reconstruction of the west bleachers and seat pans for 2,500 seats and relocation of light poles.
- Suplizio Field Outfield Replacement - The outfield quality is deteriorating, largely because of drainage issues and the proliferation of an invasive Poa species of grass, that is spreading throughout the outfield. This will replace the entire turf area of the outfield and install proper drainage infrastructure.
- Parking Lot and Site Improvements - With minimal changes to the curb, gutter and sidewalk, it is possible to expand the available parking from 415 to 500 spaces. Some light poles will need to be relocated.
- IT/Electrical/AV Infrastructure Upgrades - Many portions of the Stadium infrastructure are antiquated. These major upgrades will dramatically improve the function of the facility. This upgrades all IT at all ticketing locations and the Lincoln Tower Press Box, upgrades the electrical under the north bleachers, adds electrical in the endzones for VIP at Stoker, upgrades the sound system, adds audio-visual to camera platforms and plug-ins, and improves the audio-visual for the scoreboard and marquee.

The Master Plan document adopted by the Parks Improvement Advisory Board (PIAB) is included for reference. PIAB is comprised of the City of Grand Junction, Grand Junction Baseball (who organizes the annual JUCO tournament for the past 60 years), Colorado Mesa University (CMU), District 51 School District and Mesa County.

## 4.2. Special Conditions/Provisions:

**4.2.1 Mandatory Site Visit Meeting:** Prospective offerors are required to attend a mandatory site visit meeting on February 10, 2021 at 2:00 pm. Meeting location shall begin at Stoker Stadium Ticket Office located in the parking lot on the south side of Suplizio Field at 998 N 12th St, Grand Junction, CO. The purpose of this visit will be to tour the project site, in order to inspect and to clarify the contents of this Request for Proposal (RFP).

**4.2.2 Price/Fees:** Project pricing shall be all inclusive, to include, but not be limited to: labor, materials, equipment, travel, design, drawings, engineering work, shipping/freight, licenses, permits, fees, etc.

For pricing purposes for this solicitation process, Firms shall presume a total project budget (to include all related design and construction) of \$8,000,000. NOTE: If grants come to fruition, then an amendment to the contract will be made as needed. Provide a not to exceed

cost using Solicitation Response Form found in Section 7, accompanied by a complete list of costs breakdown.

All fees will be considered by the Owner to be negotiable.

**4.2.3 Codes:** The A/E shall ensure that project design, scope and specifications meet all Federal, State, County, and City Codes.

#### **4.3. Specifications/Scope of Services:**

**Architect/Engineer Responsibilities:** The scope of work shall include the following:

##### **Task 1 – Project Management and Coordination:**

**Project Initiation:** Develop and prepare a project schedule to meet the proposed construction time frame and assign tasks. The schedule shall show individual tasks and identify key milestone dates. The Architect/Engineer Project Manager (A/E PM) shall maintain and update the project schedule as the work proceeds. The A/E's PM will be assigned to this project for the duration of the work.

The schedule shall take into account all uses as the stadium and work towards minimizing interruption to the many events, seasons and leagues by the various users. Once the CM/GC is hired, the A/E will work collaboratively to coordinate the work of the sub-contractors in a way that minimizes cost while also minimizing interruption of normal seasonal activities. Some items may be postponed, rescheduled or held elsewhere while others require maximum facility availability such as the JUCO World Series. This will be a balance that will require regular communication and joint decision making between the owner, the A/E and the CM/GC.

As of January 2021, we know a general idea of what the seasons will look like, but as we continue to work through COVID-19 restrictions, we hope to have more information and detail. Here is a rough outline of the schedule of regular events in a non COVID year (2020 looked vastly different than most years).

**January** - Hospitality Events

**Mid-February** - Colorado Mesa Baseball

**March** - Colorado Mesa Baseball, SD 51 Baseball, SD 51 Track

**May** - Colorado Mesa Baseball, RMAC Championship, NCAA Regional Tournament, SD 51 Baseball, Graduations, Grand Junction Rockies Baseball

**Last week of May first week of June (beginning Memorial Day Weekend)** - JUCO Tournament

**June** - Grand Junction Rockies Baseball, Special Olympics State Games

**July** - Grand Junction Rockies Baseball

**August** - Grand Junction Rockies Baseball, Colorado Mesa Football, SD 51 Football

**September** - Grand Junction Rockies Baseball Postseason, Colorado Mesa Football, SD 51 Football



**October** - Colorado Mesa Football, SD 51 Football

**November** - Colorado Mesa Football, SD 51 Football, football playoffs

**December** - Hospitality Events

**September through February** - No baseball

**December through March** - No football or Colorado Mesa Baseball - Games are on Friday, Saturday and Sunday

**SD 51 Baseball** - Games are typically 6:00 pm Monday through Friday and Saturday day games

**Grand Junction Rockies** - Games are at 6:00 or 6:30 pm daily during season  
SD 51 Track - Varsity Track meets are on Friday/Saturdays all day, middle school track meets Tuesday and Thursdays after 3:00 pm

**SD 51 Football** - Thursday and Friday, Saturday

**Colorado Mesa Football** - Saturday

**Work Task Coordination:** The A/E PM shall assign and coordinate all work tasks being accomplished, including those performed by sub-consultants, to ensure project work is completed on schedule. The A/E shall work collaboratively with the CM/GC (in conjunction with the Owner) throughout the process. The Owner expects that the A/E and CM/GC work as a team to produce design documents that consider constructability and placed an importance on value engineering where possible.

The A/E shall provide construction administration services in conjunction with the CM/GC, including participation in periodic on-site meetings, submittal reviews, construction inspection services, and any other necessary item to ensure proper construction of the project. Construction administration may include daily observation during critical construction periods and periodic observations during less important periods of construction. CM/GC shall have overall responsibility for budgeting and construction estimating. A/E shall work with CM/GC on feasibility of systems, document completeness and acceptability, and alternatives for bidding.

**CM/GC Selection Assistance.** The A/E shall provide assistance in the recruitment of the CM/GC. The A/E shall work with the Owner to assist in preparation of a Request for Proposal (RFP) for the selection of a qualified CM/GC. The A/E shall attend all necessary pre-bid meetings (and any other meetings required) for the CM/GC, assist and provide all necessary answers, clarifications, and additional documents for addendums.

After the CMGC is selected, the A/E shall meet with the Owner and partners at the 35%, 65% and 90% design phases to ensure that the design meets the goals of the project and that sufficient design progress is being achieved.

**Project Team Coordination:** The City PM and the A/E PM shall maintain ongoing communication about the project on a frequent and regular basis. Each PM shall provide the other with:

- Written synopsis of their respective contacts (both telephone or in person) with others
- Copies of pertinent written communications, including electronic (email) correspondence
- Early identification of potential problems

**Progress Meetings:** The City and A/E shall meet, either in person or by conference calls (Zoom or similar video) at regularly scheduled Project Working Group Meetings held at approximate two-week intervals throughout the project. Meetings shall include A/E PM, City PM, CM/GC, and other stakeholders as identified and required during the design and construction progress. The Project Working Group meetings shall be used to coordinate the work effort and resolve any outstanding issues or problems. The Meetings shall focus on the following topics:

- Activities completed since last meeting
- Problems encountered or anticipated
- Late activities or activities slipping behind schedule
- Solutions for unresolved or newly identified problems
- Schedule of upcoming activities
- Information on items required, or comments from stake holders.

The A/E PM shall prepare a written summary report of the general discussion held, including all action items assigned.

**Reporting Requirements:** The A/E PM shall provide the following on a routine basis:

- Bi-weekly status reports (percent of design components complete) and monthly billings.

**Agency Coordination and Permit Acquisition:** The A/E shall coordinate with all local, state, and federal regulatory agencies to determine and obtain any required permits for the selected design alternative prior to construction. The Consultant shall initiate communication with Local, State, and Federal agencies regarding the intent of the project and shall submit appropriate permit applications on behalf of the City. Permit/regulatory requirements may be used as an aid to select the recommended design alternative and shall therefore be summarized in the Structure Selection Report (Task 2).

Agency Coordination assumes up to 3 in-person meetings with regulatory agencies. The A/E shall include City PM (and when applicable, CM/CG) on all correspondence with regulatory agencies and must copy City PM on all email correspondence.

### **Task 2 – Preliminary Design Plans (FIR) and Structure Selection Report**

The A/E will prepare preliminary/conceptual design plans. Plan set will be at 30% complete level and will include, at a minimum the following:

- Any required surveying (to be provided by A/E)
- Plan, renovations layout based on Geotechnical Investigation (to be provided by

- City)
- Plans shall be no larger than 24 x 36
  - All design is to be coordinated with the City's PM (and when applicable, CM/GC)
  - A/E's Opinion of Probable Cost.

The Preliminary Design Plans will be delivered to the City in electronic format (PDF).

City Provided Materials: The City will provide the following:

- As-built drawings of existing facilities as available
- Existing Survey, Base mapping and existing plan files (upon award)
- Geotechnical Investigation Report
- 2019 Stadium Master Plan - The Stadium Master Plan Adopted by PIAB on January 6, 2019. The Master Plan has a concept level of design and it does not include mechanical, electrical or structural design. This was completed by Perkins & Will, which is owned by Perkins and Will and PIAB. Both have agreed to let the winning proposer use this master plan and design as a starting point to build off of.

### **Task 3: Final Design Plans and Project Specifications**

The A/E shall prepare final design plans, specifications, scope, etc. Prior to final design, A/E shall provide 90% design review plans to the City for comment. Review of the documents and plans will be completed by the City PM and CM/GC. Comments shall be incorporated into Final Design Plans and Specifications. Final Plans/Construction Documents shall be stamped by a professional engineer registered in the State of Colorado. These documents must comply with all applicable building codes, ADA regulations and any other federal, state or local agency that has jurisdiction over this project. All submittals shall be in a PDF format, with final electronic files (e.g. AutoCAD files) provided at the close of the design task. This task will also include responding to any comments from review by the stakeholder agencies involved in this project.

All final plans, construction documents, as-builts, and any and all other documents produced from this contract shall be provided to, and become the property of, the Owner.

90% design submittal shall include Engineers Opinion of Probable cost for the selected design alternative. The Final Design documents shall include Engineers Opinion of Probable Cost and a bid schedule that can be incorporated into the Advertisement for Construction Documents.

**Reproduction:** The Consultant will provide electronic copies of the final construction drawings and contract documents (PDF and DWG format).

**Authentication:** The A/E's Professional Engineer responsible for the project shall affix their stamp and signature to the final drawings, bid documents and design report.

#### **Task 4: Construction Phase Services**

Construction Phase: The City will provide onsite, full time inspection for the project. Resident engineering shall be provided by the A/E on an as-needed basis. A/E resident engineer shall also assist in reviewing and approving all shop drawings, materials submittals, etc. The selected A/E shall also complete as-built plans and assist the City PM with design change requests.

**In Addition:** The A/E firm awarded shall provide:

- In collaboration with City PM, and CM/GC, prepare all necessary plans, drawings, scope, and specifications for the construction renovations to include site and utility infrastructure, if required.
- Site/utility planning and design, if required.
- Building design and engineering.
- On-site inspection of engineered features.
- Assurance of specification compliance.
- Participate with the City, stakeholders, and the selected CM/GC to facilitate required public hearings. In addition, stakeholder meetings may be held throughout the process to ensure the stakeholder community is kept informed of the process.
- All construction drawings shall be stamped by a professional architect/engineer, registered in the State of Colorado.
- Assist the CM/GC in their development of their Bid, including attendance at the pre-bid meeting, answering contractor's questions, and reviewing Bid responses. This will ultimately result in the securing of a Guaranteed Maximum Price (GMP), which we intend to secure by August 2021 so that construction may begin in September 2021. **Please share thoughts on this timeline for design and provide any guidance that will maximize project success as described in section 5.0.**
- The A/E Firm awarded as a result of this RFP process will be required to fully collaborate with the City Project Manager, CM/GC, Parks Department, and stakeholders. They shall insure the final design and construction of the facility complies with the requirements of the Parks Department, and City of Grand Junction conditions, covenants and restrictions. The City shall require maximum collaboration by the A/E Firm and the CM/GC to insure value engineering through constructability assessments during the preconstruction phase as well as the construction phase of the project.
- All finalized drawings, plans, scope, specifications (both hard copy and electronic, to include CAD versions), shall become the property of the City.

**4.4. Attached Documents: Click Links**

1. [Project location map](#)
2. As-Built Drawings for Stoker Stadium and Suplizio Field:
  - [Pages from Lincoln Park Stadium Tower](#)
  - [2010 Lincoln Park Stadium Geotechnical Report](#)
  - [Suplizio Field Baseball Stands \(Home Base & Third Base Line\)](#)
  - [Suplizio Field Press Box](#)
  - [Stoker Stadium Football Stands \(West\)](#)
3. Geotechnical Report (to be provided in addendum)
4. [2019 Stadium Master Plan](#)

**4.5. RFP Tentative Time Schedule:**

- |   |                    |
|---|--------------------|
| • Request for Proposal available:                 | January 29, 2021   |
| • Mandatory Site Visit Meeting                    | February 10, 2021  |
| • Inquiry deadline, no questions after this date: | February 22, 2021  |
| • Addendum Posted:                                | February 24, 2021  |
| • Submittal deadline for proposals:               | March 4, 2021      |
| • Owner evaluation of proposals:                  | March 5 – 12, 2021 |
| • Interviews (if required)                        | March 18, 2021     |
| • Final selection:                                | March 19, 2021     |
| • City Council Approval                           | April 7, 2021      |
| • Contract execution:                             | April 8, 2021      |

**4.6. Questions Regarding Scope of Services:**

Duane Hoff Jr., Senior Buyer  
[duaneh@gjcity.org](mailto:duaneh@gjcity.org)

## SECTION 5.0: PREPARATION AND SUBMITTAL OF PROPOSALS

**Submission:** Each proposal shall be submitted in electronic format only, and only through the Rocky Mountain E-Purchasing website (<https://www.rockymountainbidsystem.com/default.asp>). This site offers both “free” and “paying” registration options that allow for full access of the Owner’s documents and for electronic submission of proposals. (Note: “free” registration may take up to 24 hours to process. Please Plan accordingly.) Please view our “**Electronic Vendor Registration Guide**” at <http://www.gjcity.org/BidOpenings.aspx> for details. (Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline **800-835-4603**). For proper comparison and evaluation, the City requests that proposals be formatted as directed in Section 5.0 “Preparation and Submittal of Proposals.” Offerors are required to indicate their interest in this Project, show their specific experience and address their capability to perform the Scope of Services in the Time Schedule as set forth herein. For proper comparison and evaluation, the Owner requires that proposals be formatted **A to F**:

- A. Cover Letter:** Cover letter shall be provided which explains the Firm’s interest in the project. The letter shall contain the name/address/phone number/email of the person who will serve as the firm’s principal contact person with Owner’s Contract Administrator and shall identify individual(s) who will be authorized to make presentations on behalf of the firm. The statement shall bear the signature of the person having proper authority to make formal commitments on behalf of the firm. By submitting a response to this solicitation the Firm agrees to all requirements herein.
- B. Qualifications/Experience/Credentials:** Proposers shall provide their qualifications for consideration as a contract provider to the City of Grand Junction and include prior experience in similar projects.
- C. Strategy and Implementation Plan:** Describe your (the firm’s) interpretation of the Owner’s objectives with regard to this RFP. Describe the proposed strategy and/or plan for achieving the objectives of this RFP, and the Stadium Master Plan, given the project budget. The Firm may utilize a written narrative or any other printed technique to demonstrate their ability to satisfy the Scope of Services. The narrative should describe a logical progression of tasks and efforts starting with the initial steps or tasks to be accomplished and continuing until all proposed tasks are fully described and the RFP objectives are accomplished. Include a **time schedule (as shown in Item F. below)** for completion of your firm’s implementation plan and an estimate of time commitments from Owner staff.

The proposer should show concisely their familiarity with and enthusiasm for the project. The proposer is expected to thoroughly review all data submitted and identify potential problems that may arise during design and construction.

A list of proposed design sub-consultants with the fees being charged by each sub-consultant. Please use form found here to list out your sub-consultants:

## USE OF SUBCONSULTANTS

Sub-consultant Name/City/State	Est. Value of Work	Work Tasks to be Assigned
<b>Total Value of Subcontracts</b>		

Also, please include a list or organizational chart for personnel to be assigned to the project. The office of each project team member should be identified. Detailed resumes should be attached to identify the experience and qualifications of the key, individual team members. The proposer shall describe the relevance of each key individual team member and the relevant sub-consultants and explain past relationships between the proposer (the legally responsible entity) and each sub-consultant. Also, please describe the general work to be completed by each member of the project team. Proposed rate sheet for the consultant and any sub-consultants. Include standard markup for reimbursable expenses (travel, lodging, consumable supplies, etc.), markup for sub-consultants, and standard per-diem rates. Costs to perform the above-described scope of work on a time & materials (T&M) not-to-exceed basis broken down by key tasks presented in Section 4.3 **Specifications/Scope of Services**

- D. **References:** A minimum of five (5) **references** that can attest to your experience in projects of similar scope and size. **Please also summarize the projects completed with these references including:** Client Name, Address, Contact Person, Telephone, Email Address, Project Dates, Project Description, Original Project Budget, Final Project Cost, Pictures, and Explanation of variation from original budget to final project cost.
  
- E. **Fee Proposal:** Provide an all-inclusive, not to exceed cost using Solicitation Response Form found in Section 7.0, accompanied by a complete list of costs breakdown. **The fee proposal shall include and comply with the following General Conditions.** The following General Conditions are considered to be included as part of the basic compensation for this project:

- ✓ Normal business expenses – payroll, consultants, materials, phone, postage, etc.
- ✓ Cost of insurance
- ✓ In-house computer time and service
- ✓ Word processing, accounting, and person-hour records
- ✓ Permits and license fees
- ✓ Mileage
- ✓ Travel fees, room and board, per diem
- ✓ Printing costs for all standard review, bidding, and as-constructed plans and other correspondence and contract documents
- ✓ Film and processing
- ✓ Overtime engineering and inspection
- ✓ Any additional survey work that may be required including materials, stakes, etc
- ✓ Additional required services

Any changes in the A/E or their sub consultants staff or fee structure shall be presented in writing to the owner for approval prior to initiating any changes or performing any work.

**F. Project Schedule:**

The key milestones for the Lincoln Park Stadium Renovation Schedule

The A/E should complete the following schedule as part of the proposal and include any other key dates needed. Also, if the A/E believes a certain date related to the CMGC is in need of revision, please indicate this in your proposal.

<u>Date</u>	<u>Schedule Item</u>
_____	Submit CMGC RFP/RFQ to Owner
_____	Owner Approves CMGC RFP/RFQ
_____	CMGC RFP/RFQ Due
_____	CMGC Notice-to-proceed issued by Owner
_____	Hold project meeting with Owner and CM/GC
_____	Submit 35% design set
_____	Meet with Owner to discuss review 35% design
_____	Submit 65% design set
_____	Meet with Owner and CMGC to discuss review 65% design
_____	Submit 100% design set
_____	Meet with Owner and CMGC to discuss review 100% design
_____	Submit Construction Documents for review
_____	Start Construction
_____	Completion Date Suplizio Field
_____	Completion Date Stocker Field
_____	Completion Date Entire Stadium

**G. Additional Data (optional):** Provide any additional information that will aid in evaluation of your qualifications with respect to this project.



## SECTION 6.0: EVALUATION CRITERIA AND FACTORS

- 6.1 Evaluation:** An evaluation team shall review all responses and select the proposal or proposals that best demonstrate the capability in all aspects to perform the scope of services and possess the integrity and reliability that will ensure good faith performance.
- 6.2 Intent:** Only respondents who meet the qualification criteria will be considered. Therefore, it is imperative that the submitted proposal clearly indicate the firm's ability to provide the services described herein.

Submittal evaluations will be done in accordance with the criteria and procedure defined herein. The Owner reserves the right to reject any and all portions of proposals and take into consideration past performance. The following parameters will be used to evaluate the submittals (**with weighted values**):

The following collective criteria shall be worth 90%

- **Responsiveness of Submittal to the RFP (10)**  
(Firm has submitted a proposal that is fully comprehensive, inclusive, and conforms in all respects to the Request for Proposals (RFP) and all of its requirements, including all forms and substance.)
- **Understanding of the Project and Objectives (30)**  
(Firm's ability to demonstrate a thorough understanding of the City's goals pertaining to this specific project.)
- **Experience (30)**  
(Firm's proven proficiency in the successful completion of similar projects.)
- **Strategy & Implementation Plan (20)**  
(Firm has provided a clear interpretation of the City's objectives in regard to the project, and a fully comprehensive plan to achieve successful completion. See Section 5.0 Item C. – Strategy and Implementation Plan for details.)

The following criteria shall be worth 10%

- \* **Fees (10)**

Owner also reserves the right to take into consideration past performance of previous awards/contracts with the Owner of any vendor, Firm, supplier, or service provider in determining final award(s).

The Owner will undertake negotiations with the top-rated firm and will not negotiate with lower rated firms unless negotiations with higher rated firms have been unsuccessful and terminated.

- 6.3 Oral Interviews:** The Owner reserves the right to invite the most qualified rated proposer(s) to participate in oral interviews, if needed.
- 6.4 Award:** Firms shall be ranked or disqualified based on the criteria listed in Section 6.2. The Owner reserves the right to consider all of the information submitted and/or oral presentations, if required, in selecting the project Firm.

**SECTION 7.0: SOLICITATION RESPONSE FORM**

**RFP-4863-21-DH Professional Architectural/Engineering Services for Renovations of Stoker Stadium & Suplizio Field**

*Offeror must submit entire Form completed, dated and signed.*

- 1) All inclusive, not to exceed cost to provide design/engineering services for the Professional Engineering Services for renovations of Stoker Stadium & Suplizio Field to include, but not limited to: labor, materials, equipment, travel, design, drawings, engineering work, shipping/freight, licenses, permits, fees, etc. per specifications:

**NOT TO EXCEED COST \$** \_\_\_\_\_

**WRITTEN:** \_\_\_\_\_ **dollars.**

**COMPENSATION SCHEDULE**

Please break down this not to exceed price into the following categories. Requests for payment for specific phases shall not exceed the scheduled amount prior to completion of that phase:

CMGC Selection	\$ _____
Design Development Phase	\$ _____
Construction Document Phase	\$ _____
Bidding Documents & Assistance	\$ _____
Construction Administration Phase	\$ _____
Total Contract Amount	\$ _____

-----  
*The Owner reserves the right to accept any portion of the services to be performed at its discretion*  
 -----

The undersigned has thoroughly examined the entire Request for Proposals and therefore submits the proposal and schedule of fees and services attached hereto.

This offer is firm and irrevocable for sixty (60) days after the time and date set for receipt of proposals.

The undersigned Offeror agrees to provide services and products in accordance with the terms and conditions contained in this Request for Proposal and as described in the Offeror’s proposal attached hereto; as accepted by the Owner.

Prices in the proposal have not knowingly been disclosed with another provider and will not be prior to award.

- Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- The individual signing this proposal certifies they are a legal agent of the offeror, authorized to represent the offeror and is legally responsible for the offer with regard to supporting documentation and prices provided.

- Direct purchases by the City of Grand Junction are tax exempt from Colorado Sales or Use Tax. Tax exempt No. 98-903544. The undersigned certifies that no Federal, State, County or Municipal tax will be added to the above quoted prices.
- City of Grand Junction payment terms shall be Net 30 days.
- Prompt payment discount of \_\_\_\_\_ percent of the net dollar will be offered to the Owner if the invoice is paid within \_\_\_\_\_ days after the receipt of the invoice.

RECEIPT OF ADDENDA: the undersigned Firm acknowledges receipt of Addenda to the Solicitation, Specifications, and other Contract Documents. State number of Addenda received: \_\_\_\_\_

It is the responsibility of the Proposer to ensure all Addenda have been received and acknowledged.

\_\_\_\_\_  
Company Name – (Typed or Printed)

\_\_\_\_\_  
Authorized Agent – (Typed or Printed)

\_\_\_\_\_  
Authorized Agent Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address of Offeror

\_\_\_\_\_  
E-mail Address of Agent

\_\_\_\_\_  
City, State, and Zip Code

\_\_\_\_\_  
Date