



Request for Proposal RFP-3715-13-DH

Website Development for Grand Junction Housing Authority

RESPONSES DUE:

August 13, 2013 Prior to 3:00 p.m.

Accepting Electronic Responses Only

Responses Only Submitted Through the Rocky Mountain E-Purchasing System

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

PURCHASING REPRESENTATIVE:

Duane Hoff Jr.

Senior Buyer

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/Mesa County solicitations. All offerors are urged to thoroughly review this solicitation prior to submitting. Submittal by **FAX 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 (City) on behalf of Grand Junction Housing Authority. All contact regarding this RFP is directed to:
- RFP Questions:**
Duane Hoff Jr.
duaneh@gjcity.org
- 1.2 **Purpose:** The City of Grand Junction, on behalf of the Grand Junction Housing Authority is requesting proposals for website development.
- 1.3 **The Owner:** The Owner is the City of Grand Junction and/or Mesa County and/or Grand Junction Housing Authority, Colorado and is referred to throughout this Solicitation. The term Owner means the Owner or his authorized representative.
- 1.4 **Compliance:** All participating Offerors 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 Offerors shall secure instructions from the Purchasing Division prior to the date and time of the submittal deadline shown in this RFP.
- 1.5 **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.** 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.
- 1.6 **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.
- 1.7 **Withdrawal of Proposal:** A proposal must be firm and valid for award and may not be withdrawn or canceled by the Offeror prior to the sixty-first (61st) day 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.
- 1.8 **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.

- 1.9 Exclusion:** No oral, telegraphic, or telephonic proposals shall be considered.
- 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 City's website at www.gjcity.org by selecting the Bids link. 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 work 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 placed in a separate envelope 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 Purchasing Manager. 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 City of Grand Junction upon receipt and shall only be returned to the proposer at the City's option. Selection or rejection of the proposal shall not affect this right. The City 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 section 1.12 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
- Be able to pass a background check conducted by 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 City to the extent allowable in the Open Records Act.

1.16 Sales Tax: City of Grand Junction/Mesa County is, by statute, exempt from the State Sales Tax and Federal Excise Tax; therefore, all fees shall not include taxes.

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 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 City'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 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 either the City or the County.

2.3 Assignment: The Contractor 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 City/Mesa County.

2.4 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.

2.5 Confidentiality: All information disclosed by the Owner to the Contractor for the purpose of the work to be done or information that comes to the attention of the Contractor during the course of performing such work is to be kept strictly confidential.

2.6 Conflict of Interest: No public official and/or Owner employee shall have interest in any contract resulting from this RFP.

2.7 Contract: This Request for Proposal, submitted documents, and any negotiations, when properly accepted by the City of Grand Junction/Mesa County, shall constitute a contract equally binding between the Owner and Contractor. Any and all verbal communications and/or commitments made during the negotiation process that are deemed agreeable to both the Owner and selected Offeror shall be submitted in written form and made part of any resulting contract. No different or additional terms shall become a part of this Contract with the exception of an Amendment.

A sample Contract Document can be found on the City's website, http://www.gjcity.org/Purchasing_Information.aspx and scroll to the bottom of the page. Click on "Contract Documents".

2.8 Project Manager/Administrator: The Project Manager/Administrator, on behalf of the Owner, shall render decisions in a timely manner pertaining to the work proposed or performed by the Contractor. The project manager/administrator shall be responsible for approval and/or acceptance of any related performance of the Scope of Services.

2.9 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.

2.10 Employment Discrimination: During the performance of any services per agreement with the City/Mesa County, the Contractor, by submitting a Proposal, agrees to the following conditions:

The Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, or national origin except when such condition is a legitimate occupational qualification reasonably necessary for the normal operations of the Contractor. The Contractor agrees to post in conspicuous places, visible to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, shall state that such Contractor is an Equal Opportunity Employer.

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.

2.11 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 workers 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).

- 2.12 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.
- 2.13 Failure to Deliver:** In the event of failure of the Contractor 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 Contractor 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.
- 2.14 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.
- 2.15 Force Majeure:** The Contractor 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 Contractor, unless otherwise specified in the contract.
- 2.16 Indemnification:** Contractor shall defend, indemnify and save harmless the City of Grand Junction/Mesa County, State of Colorado, 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 Contractor, or of any Contractor's agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Contractor shall pay any judgment with cost which may be obtained against the Owner growing out of such injury or damages.
- 2.17 Independent Contractor:** The Contractor shall be legally considered an Independent Contractor and neither the Contractor 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 Contractor, its servants, or agents. The Owner shall not withhold from the contract payments to the Contractor any federal or state unemployment taxes, federal or state income taxes, Social Security Tax or any other amounts for benefits to the Contractor. Further, the Owner shall not provide to the Contractor any insurance coverage or other benefits, including Workers' Compensation, normally provided by the Owner for its employees.
- 2.18 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.
- 2.19 Ownership:** All plans, prints, designs, concepts, etc., shall become the property of the Owner.

- 2.20 Patents/Copyrights:** The Contractor agrees to protect the Owner from any claims involving infringements of patents and/or copyrights. In no event shall the Owner be liable to a Contractor 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.
- 2.21 Remedies:** The Contractor and Owner agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.
- 2.22 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, Mesa County, Colorado.
- 2.23 Public Funds/Non-appropriation:** Funds for payment have been provided through the City of Grand Junction/Mesa County 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 City of Grand Junction/Mesa County fiscal year shall be subject to budget approval. Any contract will be subject to and must contain a governmental non-appropriation of funds clause.
- 2.24 Non-collusion:** Neither the said Offeror nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other offeror, firm or person to submit a collusive or sham proposals in connection with the contract for which the attached proposal has been submitted. The price or prices quoted in response are fair and proper and are not tainted by a collusion, conspiracy, connivance, or unlawful agreement on the part of the vendor or any of its agents, representatives, owners, employees, or parties in interest.
- 2.25 Gratuities:** The proposer certifies and agrees that no gratuities, kickbacks or contingency fees 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 proposer breaches or violates this warranty, the Owner may, at their discretion, terminate this contract without liability to the Owner.
- 2.26 Cooperative Purchasing:** Purchases as a result of this solicitation are primarily for the City of Grand Junction/Mesa County. 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 City of Grand Junction/Mesa County. It does not include quantities for any other jurisdiction. The City of Grand Junction/Mesa County will be responsible only for the award for our jurisdictions. 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 City of Grand Junction/Mesa County 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.

- 2.27 Safety Warranty:** Offeror also warrants that the services performed shall conform to the standards declared by the US Department of Labor under the Occupational Safety and Health Act of 1970.
- 2.28 OSHA Standards:** All Offerors agree and warrant that services performed in response to this invitation shall conform to the standards declared by the US Department of Labor under the Occupational Safety and Health Act of 1970 (OSHA). In the event the services do not conform to OSHA Standards, the Owner may require the services to be redone at no additional expense to the Owner.
- 2.29 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.
- 2.30 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.
- 2.31 Default:** The Owner reserves the right to terminate the contract immediately in the event the Offeror 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.
- 2.32 Multiple Offers:** Proposers must determine for themselves which product to offer. 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.
- 2.33 Public Disclosure Record:** If the bidder has knowledge of their employee(s) or sub-Bidders having an immediate family relationship with a Owner employee or elected official, the bidder 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 Bidder 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 Bidder pursuant to this Section. Such insurance

shall be in addition to any other insurance requirements imposed by this Contract or by law. The Bidder 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.

Bidder shall procure and maintain and, if applicable, shall cause any Subcontractor of the Bidder 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 Bidder 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 insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this Contract, and Employers' Liability insurance with minimum limits of:

FIVE HUNDRED THOUSAND DOLLARS (\$500,000) each accident,
FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease - policy limit, and
FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease - each employee

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

FIVE HUNDRED THOUSAND DOLLARS (\$500,000) each occurrence and
FIVE HUNDRED THOUSAND DOLLARS (\$500,000) per job aggregate.

The policy shall be applicable to all premises and 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 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:

FIVE HUNDRED THOUSAND DOLLARS (\$500,000) each occurrence and
FIVE HUNDRED THOUSAND DOLLARS (\$500,000) aggregate

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

FIVE HUNDRED THOUSAND DOLLARS (\$500,000) per claim

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

With respect to each of Bidder's owned, hired, or non-owned vehicles assigned to be used in performance of the Work. The policy shall contain a severability of interests provision. The policies required by paragraphs (a), (b), (c), and (d) above shall be endorsed to include the City and/or County, and the City's and/or County'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 Bidder. No additional insured endorsement to any required policy shall contain any exclusion for bodily injury or property damage arising from completed operations. The Bidder shall be solely responsible for any deductible losses under any policy required above.

SECTION 4.0: SCOPE OF SERVICES

4.1. Scope of Services:

A. INFORMATION ARCHITECTURE

Site Navigation

GJHA's goal is to present simplified navigation tools to direct users to information. The foundation of the website should be designed for GJHA's target audience: applicants, residents and those seeking to do business with GJHA. Additionally, the website should serve as a resource for GJHA employees, city officials and advocates. Processes such as applying for assistance should be clear, and easy to access in just a few clicks.

Interface Design

The Interface Design shall facilitate each user's interaction with site functionality and ensure that user interaction is consistent throughout the site. More interactive content based on user's need is required to guide users to the appropriate content.

Accessibility

The Interface Design shall incorporate accessibility standards for persons with disabilities including standards published by the Worldwide Web Consortium (W3C) for Web Content Accessibility Guidelines (WCAG). At a minimum, the website design shall:

1. Support common screen readers;
2. Provide headers for columns and rows in tables that contain data;
3. Include the most current Internet Symbol of Accessibility icon to link users to information on Accessible Services from the homepage; and
4. Use high contrast between background and text.

In addition the website shall support different languages as described in GJHA's Limited English Proficiency Policy. Important content must be easily accessible in Spanish.

The website must meet Section 508 of the US Rehabilitation Act of 1973 guidelines for government technology accessibility.

B. FUNCTIONALITY

Content Management System

At a minimum, the proposed CMS shall:

- Allow page customization by internal site administrators to design and alter templates, pages and content.
- Provide user-friendly interface that supports non-technical users while enabling technical users to edit code, change layouts and integrate new applications.
- Allow users to author and integrate content from various documents sources and file types.
- Support version control and edit tracking functionality.
- Support rules based workflow for content approval and publication.
- Allow system administrators to archive all types (documents, video, images, etc.) of content.

Digital Publications

The website shall enhance GJHA's ability to easily integrate web-based publications. These are some of the publications GJHA will be publishing online:

- Newsletters
- Press Releases
- Plans and Reports
- Program Forms

Visualization Data

The website shall express themes through a more graphic design and significantly reduce and reorganize text. GJHA would like to prioritize visual representation of demographic information, financial reports, and general program processes.

Application Portal

The website shall have an improved structure for potential applicants to apply for housing. This will include detailed information about GJHA policies and procedures. In addition, GJHA will be exploring options for

online submission of applications that will directly link to its administrative software.

Client/Tenant Portal

The website shall have a one-stop portal for clients/tenants resources such as forms, GJHA policies and procedures and newsletters. In addition, GJHA will be exploring options for online submission of rental payments that will directly link to its administrative software.

Customer Feedback/Contact Feature

The website shall enhance user experience by including brief customer satisfaction surveys and an improved 'Contact Us' feature.

Calendar of Events

The website shall include a complete revamp of the 'Calendar of Events' feature. A more interactive interface shall be added with links to relevant content.

Request for Proposals/Business Opportunities Portal

The website shall have an improved structure and presentation of business contract opportunities. In addition, a tracking feature for firms downloading plans and specifications and RFP's must be created with a feature to archive past project advertisements.

Landlord Portal

A secure portal shall be created for landlords participating in GJHA's Housing Choice Voucher Program. This portal shall provide landlords with access to their accounts with GJHA, including the opportunity to receive electronic statements, submit requests for tenancy approval, etc.

C. TECHNICAL SUPPORT

The redesign team shall provide all necessary and appropriate on-site remote operational and maintenance support. In addition, any training pertaining to the new applications and interfaces shall be provided.

For a period of one (1) year following the final acceptance of all deliverables as set forth, the redesign team shall provide qualified technical support on all components of the revamped website.

4.2. Company Description: Provide a complete description of your company, as per the following:

-Provide a brief statement of the company's background demonstrating longevity and

financial stability.

-Provide details of all past or pending litigation, liens or claims filed against your company.

-Describe how your company measures customer satisfaction for customer service & support.

-Describe the seniority, tenure and background of the senior management team.

-Describe the company's commitment to research & development for website development and design. Identify the number of years your firm has been in business, as well as the number of years your firm has been doing business in Colorado.

-Provide a detailed list of accomplishments on a same and/or similar type of project.

4.3. Anticipated Schedule of Activities:

• Request for Proposals Available	July 19, 2013
• Last Day for Questions	July 31, 2013
• Addendum Posted	August 2, 2013
• Due Date for Proposals	August 13, 2013
• Review and Shortlist for Interviews/Demos	August 20, 2013
• Interviews/Demos (if required)	August 28 – 29, 2013
• Selected Firm Notified	September 3, 2013
• Administrative Approval by Owner	September 10, 2013

SECTION 5.0: PREPARATION AND SUBMITTAL OF PROPOSALS

5.1 **Submission:** *Each proposal shall be submitted in electronic format only, and only through the Rocky Mountain E-Purchasing website (<https://www.rockymountainbidssystem.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.* 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 requests that proposals be formatted **A** to **F**.

A. Cover Letter: A cover letter shall be provided which succinctly explains the Contractor's interest in the project. The letter shall contain the name/address/phone number/email address of the person who will serve as the principal contact person 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 Contractor 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/Mesa County and include prior experience in similar projects.
- C. Strategy and Implementation Plan:** Describe your proposed strategy and/or plan for the project, and your philosophy on how you intend to meet the needs of the Owner.
- D. References:** A minimum of five (5) **references** with names, addresses and telephone numbers that can attest to your experience in projects of similar scope and size.
- E. Website Examples:** Provide a minimum of five (5) website addresses, with company information included, that your firm has successfully developed and implemented.
- F. Company Description:** Provide a complete company description as per Section 4.2

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 Oral Interviews:** The Owner may invite the most qualified rated proposers to participate in oral interviews.
- 6.3 Intent:** Only respondents who meet the qualification criteria will be considered for selection. Therefore, it is imperative that the submitted proposal clearly indicate the firm's ability to provide the services described herein.

Submittal of evaluations will be done in accordance with the criteria and procedure defined herein. Companies considered for selection will be chosen on the basis of their apparent ability to best meet the overall expectations of the Owner. The Owner reserves the right to reject any and all submittals. The following parameters will be used to evaluate the submittals (in no particular order of priority):

- Responsiveness of submittal to the RFP
 - Understanding of the project and the objectives
 - Necessary resources
 - Experience
 - Strategy & Implementation Plan
 - Required skills
 - Demonstrated capability
 - References
 - Fees
- 6.4 Award:** Firms shall be ranked or disqualified based on the criteria listed in Section 6.3. The Owner reserves the right to consider all of the information submitted and/or oral presentations, if required, in selecting the project Contractor.

End RFP