



Statement of Qualifications SOQ-5651-25-DD

Architect and Engineer Services for The Terminal Project

RESPONSES DUE:

May 12, 2025, Prior to 2:00 P.M.

Accepting Electronic Responses Only

Through the Rocky Mountain E-Purchasing System (RMEPS)

www.bidnetdirect.com/colorado

(Purchasing Agent 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)

PURCHASING Agent:

Dolly Daniels, Senior Buyer

dollyd@gjcity.org

970-256-4048

NOTE: All City solicitation openings will continue to be held virtually.

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Section 1.0: Administrative Information & Conditions for Submittal

This project is funded in part by federal funds from the State and Local Fiscal Recovery Fund (SLFRF), authorized under the American Rescue Plan Act (ARPA).

- 1.1 A.D.A Document Compliance Requirements:** All work documents, and/or bid/proposal documents submitted, as a result of this Solicitation must comply with all applicable provisions of §§24-85-101, C.R.S., et seq., and the Accessibility Standards for Individuals with a Disability, as established by the Office Of Information Technology according to Section §24-85-103 (2.5), C.R.S. and 3) all State of Colorado technology standards related to technology accessibility and with Level A.A. of the most current version of the Web Content Accessibility Guidelines (WCAG), incorporated in the State of Colorado technology standards.
- 1.2 Required Review:** The Offeror is responsible for thoroughly reviewing all solicitation documentation to gain a comprehensive understanding of the scope, specifications, project requirements, and all associated rules, regulations, laws, conditions, instructions and procurement policies related to the solicitation process and the Project or Work outlined in the Statement of Qualifications (SOQ).
- 1.3 Issuing Office:** This Statement of Qualifications (SOQ) is issued by the City of Grand Junction, Colorado (hereafter “City”). The Purchasing Agent responsible for this procurement is:

Dolly Daniels
dollyd@gjcity.org

With the exception of Pre-Bid or Site Visit Meeting(s) all questions, inquiries, comments, or communication pertaining to this Solicitation (whether process, specifications, scope, etc.) must be directed (in writing) to the Purchasing Agent. Other communication may result in disqualification.

- 1.4 The Owner:** The City is the “Owner” which will act by and through its authorized representative(s); “Owner” or “City” may be used interchangeable throughout this Solicitation.
- 1.5 Purpose:** The Owner is requesting qualifications from qualified, experienced Architect and Engineering Firms for the completion of design of the Terminal Project. This Solicitation may be the first of a two-phase process. The goal of the first phase, Statement of Qualifications (SOQ), is to determine a “short list” of Offerors, based on relevant experience and product solutions. The goal of the second phase, Request for Proposal (RFP), is to select a project proposal inclusive of a dollar amount.
- 1.6 Controlling Authority:** The 2024 version of the City [Procurement Policy](#) applies to this Solicitation.
- 1.7 Compliance:** All participating Offerors, by submitting a proposal, commit to adhere to all terms and conditions, requirements, and instructions in this SOQ as stated or implied herein or modified by addenda. Should the Owner omit anything necessary to understand the

requirements clearly, or should it appear that various instructions conflict, the Offeror(s) shall secure instructions from the Purchasing Agent before the submittal deadline.

- 1.8 Submission:** See section 5.0 of this Solicitation for Preparation and Submittal Terms. Proposals shall be formatted as directed in Section 5. To participate in the solicitation opening, please utilize the following information and link:

Solicitation Opening Architect and Engineer Services for The Terminal Project
SOQ-5651-25-DD

May 20, 2025, 2:00 – 2:30 PM (America/Denver)

Please join my meeting from your computer, tablet or smartphone. <https://meet.goto.com/156298213>

You can also dial in using your phone.

Access Code: 156-298-213

United States: **+1 (646) 749-3122**

Join from a video-conferencing room or system.

Meeting ID: 156-298-213

Dial in or type: 67.217.95.2 or inroomlink.goto.com

Or dial directly: 156298213@67.217.95.2 or 67.217.95.2##156298213

Get the app now and be ready when your first meeting starts:

<https://meet.goto.com/install>

- 1.9 Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion:** The Offeror certifies, by submission of this qualification or acceptance of this Contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this Proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Offeror or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal.

Offerors are encouraged to submit accessible electronic documents in accordance with WCAG 2.1 AA standards, as applicable to materials shared electronically.

All contractors and subcontractors participating in this federally funded project must provide verification of active registration in the federal System for Award Management (SAM.gov). This verification confirms that the contractor is not suspended or debarred from receiving federal funds.

A SAM.gov entity registration printout must be included with the proposal submission. The printout must be dated within 30 days of the proposal due date.

Contractors and subcontractors must ensure their SAM registration is active and up to date at the time of submission and maintained throughout the duration of the contract and/or project. If your registration is expired or inactive, it must be renewed prior to submittal.

Instructions for obtaining a SAM.gov printout are included with this solicitation. For more information or to check your status, visit: <https://sam.gov/SAM/>

- 1.10 Altering Submittals:** Any alterations made prior to opening date and time must be initialed by the signer of the submittal, guaranteeing authenticity. Submittals cannot be altered or amended after submission deadline.
- 1.11 Modification and/or Withdrawal of Submittal:** Submittals may be modified or withdrawn in writing by the Bidder, duly executing and submitting to the place where Submittals are to be submitted at any time prior to the Solicitation Opening.
- 1.12 Acceptance of Submittal Content:** The contents of the submittal of the successful Offeror shall become contractual obligations. Failure of the successful Offeror to accept these obligations in a Contract shall result in cancellation of the award and such Offeror shall be removed from future solicitations.
- 1.13 Exclusion:** No oral, telegraphic, or telephonic submittals shall be considered.
- 1.14 Addenda & Interpretations:** If it becomes necessary to revise any part of this SOQ, a written addendum will be posted electronically on the City's website at <https://www.gjcity.org/501/Purchasing-Bids>. Addenda will also be issued electronically through BidNet at www.bidnetdirect.com/colorado. Offeror(s) shall acknowledge receipt of all addenda in its response.
- 1.15 Exceptions and Substitutions:** All submittals meeting the intent of this SOQ shall be considered for award. Offerors taking exception to the specifications/scope of Work/scope of Services shall do so at its own risk. The Owner reserves the right to accept or reject any or all substitutions or alternatives. When offering substitutions and/or alternatives, the 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/scope of Work/scope of Services. 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/scope of Work/scope of Services contained herein.
- 1.16 Confidential Material:** All materials submitted in response to this SOQ 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**" 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 Agent. If denied, the Offeror shall have the opportunity to withdraw its entire submittal, or to remove the confidential or proprietary restrictions. Neither cost nor pricing information nor the total proposal shall be considered confidential or proprietary.
- 1.17 Response Material Ownership:** All submittals become the property of the Owner upon receipt and shall only be returned to the Offeror at the Owner's option. Selection or rejection of the submittal shall not affect this right. The Owner shall have the right to use all ideas or adaptations of the ideas contained in any submittal received in response to this SOQ, subject to limitations outlined in the section entitled "Confidential Material". Disqualification of a submittal does not eliminate this right.

1.18 Minimal Standards for Responsible Prospective Offerors: A prospective Offeror must affirmably demonstrate its 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.

1.19 Open Records: Submittals shall be received and publicly acknowledged at the location, date, and time stated herein. Offerors, its representatives and interested persons may be present. Submittals shall be received and acknowledged only so as to avoid disclosure of process. However, all submittals shall be open for public inspection after the Contract is awarded. Trade secrets and confidential information contained in the submittal so identified by Offeror as such shall be treated as confidential by the Owner to the extent allowable in the Open Records Act.

Section 2.0: General Contract Terms and Conditions

2.1 Acceptance of SOQ Terms: An Offeror's submittal in response to this SOQ shall constitute a binding offer. Acknowledgment of this condition shall be indicated on the Letter of Interest or Cover Letter by the signature of the Offeror or an officer of the Offeror legally authorized to execute contractual obligations. A submission in response to the SOQ 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 submittal and the Owner's SOQ 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 SOQ.

Federal Requirements: This project is funded in whole or in part by federal dollars under the SLFRF program. The resulting contract will include the mandatory federal provisions outlined in Exhibit A and is subject to all applicable requirements of 2 CFR Part 200.

2.2 Execution, Correlation, Intent, and Interpretations: Owner will provide the Contract. By executing the Contract, the Offeror represents that it has familiarized itself with the local conditions under which the Work/Services is to be performed and correlated its observations with the requirements of the Contract Documents. The Contract Documents are complementary, and what is required by anyone, shall be as binding as if required by all. The intention of the documents is to include all labor, materials, equipment, and other items necessary for the proper execution and completion of the scope of work/scope of services as defined in the technical specifications and/or drawings contained herein. All drawings, specifications, and scopes copies furnished by the Owner are, and shall remain, Owner property. They are not to be used on any other project, and with the exception of one Contract set for each party to the Contract, are to be returned to the Owner on request at the completion of the Work/Services.

2.3 Permits, Fees, & Notices: The Offeror shall secure and pay for all permits, governmental fees, and licenses necessary for the proper execution and completion of the Services. The Offeror 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 Offeror observes that any of the Contract Documents are at variance in any respect, it shall promptly notify the Owner in writing, and any necessary changes shall be adjusted by approximate modification. If the Offeror performs any services knowing it to be contrary to such laws, ordinances, rules, and regulations, and without such notice to the Owner, it shall assume full responsibility and shall bear all costs attributable.

- 2.4 Responsibility for Those Performing the Work:** The Offeror shall be responsible to the Owner for the acts and omissions of all its employees and all other persons performing any of the Work under a Contract with the Offeror.
- 2.5 Changes in the Work:** The Owner, without invalidating the Contract, may order changes in the Work 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 Offeror signed by the Purchasing Agent and issued after the execution of the Contract, authorizing a change in the Services or an adjustment in the Contract sum or the Contract time.
- 2.6 Minor Changes in the Work:** 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.
- 2.7 Uncovering & Correction of Work:** The Offeror shall promptly correct all Work found by the Owner as defective or as failing to conform to the Contract Documents. The Offeror shall bear all costs of correcting such rejected Work, including the cost of the Owner's additional Work thereby made necessary. The Owner shall give such notice promptly after discovery of non-conforming Work. All such non-conforming Work under the above paragraphs shall be corrected to comply with the Contract Documents without cost to the Owner.
- 2.8 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 Purchasing Agent.
- 2.9 Assignment:** The Offeror shall not sell, assign, transfer or convey any Contract resulting from this SOQ, in whole or in part, without the prior written approval from the Owner.
- 2.10 Compliance with Laws:** Submittals must comply with all Federal, State, County and local laws governing or covering this type of Work and the fulfillment of all ADA (Americans with Disabilities Act) requirements.
- 2.11 Confidentiality:** All information disclosed by the Owner to the Offeror for the purpose of the Work to be done or information that comes to the attention of the Offeror during the course of performing such Work is to be kept strictly confidential.
- 2.12 Conflict of Interest:** No public official and/or Owner employee shall have interest in any Contract resulting from this SOQ.
- 2.13 Contract:** This Statement of Qualifications, 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 submittal documents. The Contract may be amended or modified with Change Orders, Field Orders, or Addendums.

2.14 Project Manager: The Project Manager, on behalf of the Owner, shall render decisions in a timely manner pertaining to the Work 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 Work.

2.15 Contract Termination: This Contract shall remain in effect until any of the following occurs: (1) Contract expires; (2) completion of Work; (3) acceptance of Work 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 (30) days past notification.

2.16 Employment Discrimination: During the performance of any Work per agreement with the Owner, the Offeror, by submitting a Proposal, agrees to the following conditions:

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.

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.

Notices, advertisements, and solicitations placed in accordance with federal law, rules, or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

2.17 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 workers without authorization or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986 and/or the immigration compliance requirements of the State of Colorado.

2.18 Expenses: Expenses incurred by prospective Offerors in preparation, submission and presentation of this SOQ are the responsibility of the Offeror and cannot be charged to the Owner.

2.19 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.

2.20 Failure to Deliver: In the event of failure of the Offeror to deliver Work in accordance with the Contract terms and conditions, the Owner, after due oral or written notice, may procure the Work 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.

- 2.21 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.
- 2.22 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.
- 2.23 Indemnification:** Offeror shall defend, indemnify and save harmless the City, 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 Offeror, or of any Offeror's agent, employee, subcontractor 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.
- 2.24 Independent Contractor:** The Offeror 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.
- 2.25 Nonconforming Terms and Conditions:** A submittal that includes terms and conditions that do not conform to the terms and conditions of this Statement of Qualifications 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.
- 2.26 Ownership:** All plans, prints, designs, concepts, etc., shall become the property of the Owner.
- 2.27 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 City.
- 2.28 Patents/Copyrights:** The Offeror agrees to protect the City 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 SOQ.

- 2.29 Venue:** Any agreement as a result of responding to this SOQ 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.
- 2.30 Sovereign Immunity:** The Owner specifically reserves its right to sovereign immunity pursuant to Colorado State Law as a defense against any action arising in conjunction to this agreement.
- 2.31 Public Funds/Non-Appropriation of Funds:** Funds for payment have been provided through the Owner's budget, approved by the City Council 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.
- 2.32 Collusion Clause:** Each Offeror by submitting a proposal certifies that it is not party to any collusive action or any action that may violate applicable federal or state antitrust laws, rules, and/or regulations. Any proposal(s) shall be rejected if there is evidence or reason for believing that collusion exists among the Offerors. The Owner may or may not, at the discretion of the City Purchasing Agent, accept future proposals for the same service or commodities for participants in such collusion.
- 2.33 Gratuities:** The Offeror 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 Offeror breaches or violates this warranty, the Owner may, at its discretion, terminate this Contract without liability to the Owner.
- 2.34 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.
- 2.35 Benefit Claims:** The Owner shall not provide the Offeror with any insurance coverage or other benefits, including Worker's Compensation, normally provided by the Owner for its employees.
- 2.36 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.
- 2.37 Multiple Offers:** Offerors must determine for itself which method of Work to offer. If said Offeror chooses to submit more than one offer, THE ALTERNATE OFFER must be clearly marked "Alternate Submittal". The Owner reserves the right to make award in the best interest of the Owner.
- 2.38 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 Submittal. The quantities furnished in this submittal 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 its specific delivery and invoicing instructions.

2.39 Public Disclosure Record: If the Offeror has knowledge of its employee(s) or sub-Offerors having an immediate family relationship with an Owner employee or elected official, the Offeror must provide the Purchasing Agent 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.

2.40 Definitions:

2.40.1 "City" or "Owner" is the City of Grand Junction, Colorado, and is referred to throughout the Contract Documents.

2.40.2 "Consultant," "Developer," "Contractor" or "Firm" denotes the individual, partnership, Firm, organization, corporation, or entity explicitly designated as such within the proposal and consistently referenced within the Contract. The terminology encompasses the said entity itself, its authorized representative(s), or any agent duly appointed to act on behalf of the party for the execution of the contracted service(s).

2.40.3 "Deliverable" refers to any tangible or intangible work product, report, document, presentation, or other output produced by the Consultant as part of the Service(s). All deliverables must comply with the Americans with Disabilities Act (ADA) and HB21-1110, which mandates adherence to the provisions outlined in §§24-85-101, C.R.S., and subsequent sections, as well as the Accessibility Standards for Individuals with a Disability established by the Office of Information Technology under section §24-85-103(2.5), C.R.S. Additionally, all documents must align with the State of Colorado's technology standards related to accessibility, including Level A.A. conformity with the latest iteration of the Web Content Accessibility Guidelines (WCAG) as integrated within the State of Colorado's technology standards.

2.40.4 "Key Personnel" designates the crucial individual(s) from the Contractor essential for the successful execution and completion of the Project. The individual(s) will possess specialized skills, knowledge, or experience required for the Project's specific scope of work.

2.40.5 "Offeror" refers to the person(s) legally authorized by the Contractor to make an offer and/or submit a response fee proposal in response to the SOQ.

2.40.6 "Project" or "Work" refers to the endeavor outlined in this solicitation to create the product, service, or deliverables and outcome.

2.40.7 "Work" includes all labor, materials, equipment, and/or professional skills necessary to produce the requirements of the Contract Documents.

2.40.8 "Subcontractor" is a person(s) or organization that has a direct contract with the Contractor to perform any of the Work. The term subcontractor is referred to throughout the Contract and means the subcontractor or its authorized representative.

Section 3.0: Insurance Requirements

3.1 Insurance Requirements: The selected Contractor 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 Contractor pursuant to this Section. Such insurance shall be in addition to any other insurance requirements imposed by this Contract or by law. The Contractor 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.

Contractor shall procure and maintain and, if applicable, shall cause any Subcontractor of the Contractor to procure and maintain insurance coverage listed below. Such coverage shall be procured and maintained with forms and insurers acceptable to The City. All coverage shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by the Contractor 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 and Employers' Liability: The Consultant shall comply with all State of Colorado Regulations concerning Workers' Compensation and other statutory insurances as required.

(b) General Liability with minimum combined single limits of:
ONE MILLION DOLLARS (\$1,000,000) per occurrence, and
TWO MILLION DOLLARS (\$2,000,000) aggregate.

The policy shall apply 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 contain a severability of interest provision.

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

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

Concerning each of the Consultant's owned, non-owned, and hired vehicles assigned to be used in the performance of the Services/Work.

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

ONE MILLION DOLLARS (\$1,000,000) per claim, and

TWO MILLION DOLLARS (\$2,000,000) aggregate

- 3.2 Additional Insured Endorsement:** The policies required by paragraphs (a), (d), and (e) above shall be endorsed to include the City, its elected and appointed Officials, employees, and volunteers as Additional Insureds. Every required policy above shall be primary insurance, and any insurance carried by the City, its officers, or its employees, or carried by or provided by any insurance pool of the City, shall be excess and not contributory insurance to that provided by the Contractor. The Contractor shall be solely responsible for any deductible losses under any policy required above.

Section 4.0: Scope of Services

- 4.1 Overview/Information:** *The Terminal* (“Project”) is the redevelopment of an old Greyhound Bus Station into a catalytic mixed use workforce and affordable housing development anchored by a cutting edge retail program complete with community serving arts facility (“Space To Create” or “S2C”) and Food and Beverage Program. The purposes of the project are multifold: to catalyze an area of downtown Grand Junction, provide much needed affordable housing downtown, and to provide an anchor, home, and accelerant for Grand Junction’s arts community.
- 4.2 Purpose:** The Owner is requesting qualifications from qualified, experienced Architect and Engineering Firms for the completion of design of the Terminal Project. This Solicitation is the standalone phase to select the complete architecture and engineering team to complete the project based on relevant experience and product solutions.

Pricing is not to be included with this SOQ submittal.

This procurement is being conducted in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200), as applicable under the State and Local Fiscal Recovery Fund (SLFRF) program.

Because this solicitation is for architectural and engineering (A/E) services, the competitive proposal method under 2 CFR § 200.320(b)(2) is being used. Per federal regulation, qualifications-based selection procedures apply, meaning price is not requested as part of this SOQ and will be negotiated with the most qualified firm.

- 4.3 Background:** Grand Junction’s Downtown Development Authority (“DDA”) purchased the site in 2021 and selected a development partner through RFQ process (“Development Partner”). In 2023, the project was awarded a S2C grant and Colorado Community Revitalization Grant. In 2024 the project was awarded Proposition 123 Equity Funding.

4.3.1 Design: The Project will include a 13,000 square foot ground plane, 106-multifamily rental apartments, and on- and off-site parking. Design must be practical and constructable in downtown Grand Junction while sensitive to local surroundings.

4.3.2 Qualifications:

- a. Project qualifications are requested for full service architecture firm and engineering subconsultants.

- b. Preference will be given to firms that highlight the following:
- Full service architecture firm overseeing architecture and engineering scopes of work
 - Experience working on affordable housing developments in Grand Junction
 - Working knowledge of downtown Grand Junction development and planning
 - Working knowledge of affordable housing development programs in Colorado including Proposition 123 and Strong Communities
 - Working knowledge of economic development and arts community development programs in Colorado including Community Revitalization Grant and Space To Create
 - Experience with HUD loan products
 - Experience with public-private partnerships
 - Working knowledge of Grand Junction Downtown Development Authority
 - Track record of designing and working with experienced consultants to produce an integrated building that incorporates the following components: Space to Create Facility, multi-concept Food and Beverage Program, Unified Project Identity Branding, and Urban Workforce Housing.
 - Ability to advance existing Schematic Design Set in allotted timeline

NOTE: The resulting contract will not be subject to Davis-Bacon Act prevailing wage requirements. Offerors are responsible for complying with all other applicable federal, state, and local labor regulations.

4.4 Attachments:

Exhibit A Contract Federal Provisions (All work products submitted under this contract must comply with applicable Colorado accessibility standards, including Web Content Accessibility Guidelines (WCAG) 2.1 AA. This includes electronic documents, reports, plans, and any materials intended for public distribution or shared through digital platforms).

The resulting contract shall incorporate the federal provisions outlined in Exhibit A of this SOQ, which include all applicable clauses required under 2 CFR Part 200, Appendix II. Offerors should be familiar with these provisions as a condition of participation. The provisions are included as Exhibit A Contract Federal Provisions

EXHIBIT B SAM.gov Verification Instructions

4.5 Tentative Calendar of Events:

Statement of Qualifications Available	April 22, 2025
Inquiry Deadline, No Questions After This Date	May 8, 2025
Addendum Issued, If Required	May 9, 2025
Submittal Deadline for Statement of Qualifications	May 12, 2025
Evaluation of Qualifications	May 19 - 23, 2025
Interviews (If Required)	Week of May 26, 2025
Final Selection for Receipt of RFP	May 30, 2025

4.6 Questions Regarding Scope of Services:

Dolly Daniels, Senior Buyer
dollyd@gjcity.org

Section 5.0: Submittal Requirements and Instructions

5.0 Submission: Each proposal shall be submitted in electronic format only, and only through the Rocky Mountain E-Purchasing website, www.bidnetdirect.com/colorado. The uploaded response shall be a single PDF document with all required information included. This site offers both “free” and “paying” registration options that allow for full access of the City’s documents and for electronic submission of proposals. (Note: “free” registration may take up to 24 hours to process. Please Plan accordingly.) (Purchasing Agent 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 the section titled “Administrative Requirements and Instructions”. 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**. Submittals received that fail to follow this format may be ruled non-responsive.

- A. Cover Letter:** A brief 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:** Offerors shall provide its qualifications for consideration as a contract provider to the Owner and include prior experience. Include background information and capabilities of Firm’s principals and the individual staff to be assigned to this project. For each key team member, submit a brief narrative of previous experience. Provide evidence of your experience and expertise with regard to this project.
- C. Development Plan Approach (Strategy and Implementation):** Describe the Firm’s interpretation of the Owner’s objectives with regard to this SOQ. Describe the proposed strategy and/or plan for achieving the objectives of this SOQ. 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 completed. Include a **time schedule** for completion, the proposed work, and an estimate of time commitments from Owner staff. Also include warranty and service plan information.
- D. References:** A minimum of three references inclusive of summaries and project descriptions of) projects completed within the last five (5) years similar in nature, scope, complexity, and size. Include project information, and reference names, telephone numbers and email addresses for each project.
For each reference, include:
 - (a) Client’s name and address
 - (b) Point of contact (name, telephone number, and email address)
 - (c) Dates of service

- (d) Original Budget and final project cost
- (e) Explanation of any variations from expected outcomes or discrepancies in the project scope or cost.

This information will allow the City to thoroughly evaluate the Firm's effectiveness, reliability, and transparency in providing similar services.

- E. Solicitation Response Form:** Offerors shall complete and submit the attached Solicitation Response Form with its proposal response.
- F. 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 consisting of Subject Matter Experts for the Downtown Development Authority shall review all responses and select 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 Offerors who meet the qualification criteria will be considered. Therefore, it is imperative that the submitted proposal clearly indicate the Contractor's ability to provide the Work described herein.

6.3 Evaluation Summary: Proposals will be prioritized based on the criteria and values described below. The City reserves the right to reject any, and all portions of proposals and take into consideration past performance of previous awards and contracts with the Owner of any Offeror, or service provider in determining a final award(s), if any.

Evaluation Criteria and Weighted Values will be worth One Hundred (100) %

- **Responsiveness of Submittal to the SOQ – Fifteen (15) %**
(Contractor has submitted a proposal that is fully comprehensive, inclusive, and conforms in all respects to the Statement of Qualifications (SOQ) and all its requirements, including all forms and substances).
- **Understanding of the Project and Objectives - Twenty (20) %**
(Contractor's ability to demonstrate a thorough understanding of the Owner's goals pertaining to this specific Project)
- **Qualifications, Experience, Credentials, Key Personnel – Twenty (20) %**
(Contractor's proven proficiency in the successful completion of similar Projects.)
- **Development Plan (Strategy & Implementation) Approach - Thirty (30) %**
(Contractor has provided a clear interpretation of the Owner's objectives regarding the Project, and a fully comprehensive plan to achieve successful completion. See Section 5.0 C Submittal Requirements and Instructions, Item C. – Development Plan Approach for details.)
- **References - Fifteen (15%)**
(Proof of performance in Projects of similar scope and size from previous clients)

6.4 Shortlisting Offerors: The City anticipates to follow the process below to shortlist proposals if a single candidate isn't initially identified and selected for award. The City reserves the right to modify this process if it is in the best interest of the City.

- All proposals will be reviewed for compliance with mandatory requirements as outlined in this SOQ. Proposals deemed non-responsive will be eliminated from consideration. The Purchasing Agent may contact Offerors for clarification of its proposal.

- Committee members will independently evaluate and score proposals and submit scores back to the Purchasing Agent. Scores will be entered into an Evaluation Matrix to assist in analyzing and prioritizing the responsive Proposals.

6.5 Interviews: Should the Owner deem it necessary to conduct interviews, only respondents who exhibit the requisite qualifications and experience for the project will be eligible to participate in interviews or presentations. The Owner reserves the right to invite the highest-rated Offeror(s) to engage in a virtual or in-person interview(s) as deemed necessary.

6.6 Award: Contractors shall be ranked or disqualified based on the criteria listed in Section 6.3. The Owner reserves the right to consider all the information submitted and/or oral presentations, if required, in selecting the Consultant.

Section 7.0: Solicitation Response Form
SOQ-5651-25-DD “Architect and Engineer Services for The Terminal Project”

Offeror must submit entire Form completed, dated and signed.

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 Statement of Qualifications 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 in accordance with the terms and conditions contained in this Statement of Qualifications 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.

- No attempt has been made nor will be to induce any other person or Contractor 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 regarding 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.
- Owner 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. The Owner reserves the right to consider any such discounts when determining the bid award that are no less than Net 10 days.

RECEIPT OF ADDENDA: the undersigned Contractor acknowledges receipt of Addenda to the Solicitation, Specifications, and other Contract Documents.

State number of Addenda received: _____.

It is the responsibility of the Offeror 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

The undersigned Proposer proposes to subcontract the following portion of Services:

<u>Name, address, city, and state of Subcontractor</u>	<u>Description of Service(s) to be performed</u>	<u>Est. Value & % of Service(s)</u>
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The undersigned Proposer acknowledges the right of the City to reject any Offers submitted and to waive informalities and irregularities therein in the City's sole discretion.

By submission of the Proposal, each Proposer certifies, and in the case of a joint Proposal each party thereto certifies as to its own organization that this Offer has been arrived at independently, without collusion, consultation, communication, or agreement as to any matter relating to this Proposal with any other Proposer or with any competitor.

Exhibit A, CONTRACT Federal Provisions

1. Applicability of Provisions.

- A.** The Contract or Purchase Order to which these Federal Provisions are attached has been funded, in whole or in part, with an Award of Federal funds. In the event of a conflict between the provisions of these Federal Provisions, the Special Provisions, the body of the Contract or Purchase Order, or any attachments or exhibits incorporated into and made a part of the Contract or Purchase Order, the provisions of these Federal Provisions shall control.

2. Compliance.

- A.** Contractor shall comply with all applicable provisions of the Transparency Act, all applicable provisions of the Uniform Guidance, and the regulations issued pursuant thereto, including but not limited to these federal Provisions. Any revisions to such provisions or regulations shall automatically become a part of these Federal Provisions, without the necessity of either party executing any further instrument. The State of Colorado may provide written notification to Contractor of such revisions, but such notice shall not be a condition precedent to the effectiveness of such revisions.

3. System for Award Management (SAM) and UNIQUE ENTITY ID Requirements.

- A.** SAM. Contractor shall maintain the currency of its information in SAM until the Contractor submits the final financial report required under the Award or receives final payment, whichever is later. Contractor shall review and update SAM information at least annually after the initial registration, and more frequently if required by changes in its information.
- B.** Unique Entity ID. Contractor shall provide its Unique Entity ID to its Recipient, and shall update Contractor's information at <http://www.sam.gov> at least annually after the initial registration, and more frequently if required by changes in Contractor's information.

4. Contract Provisions Required by Uniform Guidance Appendix II to Part 200.

- A. **Contracts for more than the simplified acquisition threshold**, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. The simplified acquisitions threshold is \$250,000
- B. **All contracts in excess of \$10,000 must address termination for cause and for convenience** by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- C. **Equal Employment Opportunity.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR Part 60, “Office of federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

D. NOT APPLICABLE - Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

- E. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).** Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- F. Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- G. Clean Air Act (42 U.S.C. 7401-7671q.) and the federal Water Pollution Control Act (33 U.S.C. 1251-1387),** as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

- H. Debarment and Suspension** (Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- I. Byrd Anti-Lobbying Amendment** (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- J. Prohibition on certain telecommunications and video surveillance services or equipment §2 CFR 200.216**
- i. Recipients and sub recipients are prohibited from obligating or expending loan or grant funds to:
 - a. Procure or obtain;
 - b. Extend or renew a contract to procure or obtain; or
 - c. Enter into a contract (or extend a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

- K. Contracts with small and minority businesses, women’s business enterprises, and labor surplus area firms. (2 CFR §200.321).** The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- L. Domestic preferences for procurements. (2 CFR §200.322)** As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.
- M. Procurement of recovered materials. (2 CFR §200.323)** A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

5. Termination for Convenience of the Government

- A.** Pursuant to §4.2 of these Federal Provisions, the State of Colorado may terminate this contract, in whole or in part, when it is in the Government’s interest. Solicitations and contracts shall include clauses as required by FAR 49.502 (2023). Termination for convenience of the government shall comply with the following provisions of the Federal Acquisition Regulations:
- i. For Fixed Price Contracts: FAR 52.249-2 (2023)
 - ii. For Contracts for Personal Services: FAR 52.249-12 (2023)

- iii. For Construction Contracts for Dismantling, Demolition, or Removal of Improvements: FAR 52.249-3 (2023)
- iv. For Educational and Other Nonprofit Institutions: FAR 52.249-5 (2023)

6. Event of Default.

- A. Failure to comply with these Federal Provisions shall constitute an event of default under the Contract and the State of Colorado may terminate the Contract upon 30 days prior written notice if the default remains uncured five calendar days following the termination of the 30 day notice period. This remedy will be in addition to any other remedy available to the State of Colorado under the Contract, at law or in equity.

Step-by-Step Instructions for SAM.gov Verification

1. Go to SAM.gov

- Visit <https://sam.gov/SAM/>

2. Search for Your Entity

- Click on "**Search Records**" in the top navigation bar.
- Enter your **Entity Name** or **Unique Entity ID (UEI)** in the search field.

3. Review Your Status

- Ensure your company is **ACTIVE** and **not listed under exclusions**.
- If any records show "Excluded" under **Entity Status**, you are ineligible to bid.

4. Take a Screenshot or Print to PDF

- If your entity is **Active and In Good Standing**, take a screenshot or save a **PDF printout** of the **SAM.gov entity record**.
- Click "**Print**" or "**Save as PDF**" to generate a copy.

5. Submit with Bid Proposal

- Include the **SAM.gov printout** as an attachment in your bid submission.
- Ensure the **Entity Name, UEI, Status, and Date of Verification** are clearly visible.