

Coalition for the Upper South Platte (CUSP)
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Project Manager:

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Location: **Cheyenne Creek – multiple addresses**

RFP Contents:

Project Overview and Timeline
Site Description and Overall Prescription
Maps
Bid Submittal Requirement
Contractor Selection Criteria
Contractor Expectations
Appendices

Project Overview: Flood recovery and bank stabilization project on Cheyenne Creek. The work will occur on several properties along Cheyenne road, pursuant to plans prepared by Matrix Design Group. The project includes post-flooding work:

- Undermined stone walls that need shored up.
- Undermined bridge abutment that needs shored up (private property)
- City bridge over Cheyenne creek at Stratton that needs shored up.
- Accountability closeout on site meeting is required of the contractor.
- This stretch of wall does **not** have historic protection.

Project Timeline: This exigent project must be completed by the end of business on **August 30, 2014**. No extensions will be provided.

Site Description: this site spans several private property owners. The owners would all like to be present when work is being implemented. Keep in mind that you work for CUSP, not the homeowner. The city bridge does not have equipment access points.

Project Management: This project will be required to meet CUSP standards, as described herein. CUSP representatives will certify work before final payment and closure of contract. The CUSP project manager may specify specific on the spot work on a case-by-case basis that may override the above prescription.

Maps: Proposed site plan will be used during the Show Me Tour. Please see the attached set of plans

Bid Submittal Requirements:

As Part of the bid proposal, please include the following:

- 1) Contractor contact information
- 2) Proposal summary – narrative discussing points mentioned below:

Pertinent Dates

July 25, 2014 – RFP Released

**July 30, 2014 10:00AM – Show Me Tour
(meet at 1305 West Cheyenne Rd.)**

August 4, 2014 5:00PM – Bids Due

**Aug 6, 2014 5:00PM – Awarded
contractor will be notified**

Aug 30, 2014 – Project complete by date

- a. Familiarity with project scope
- b. Pertinent work experience (particularly if you have done grouting work in stream channel)
- c. Past client references (please include contact names, addresses, phone numbers, and email addresses)
- d. Price – itemized budget

3) Documentation of liability insurance, as described in Appendix 1

Note: Complete and timely submittal of all required proposal documents is required for proposal to be considered.

Pre-Bid Site Visit: Due to the nature of this project a site visit will be necessary before a bid can be completed. Access to the private property for a “Show Me Tour” has been scheduled for **July 30, 2014 at 10:00 am.**

Bids must be emailed, faxed, or delivered by hand by August 4, 2014 by 5:00 pm.

Contractor Selection Procedure and Criteria:

Bids for the project described herein will be evaluated on the following basis:

- 1) Contractors familiarity with the project scope and work
- 2) Track record of delivering successful projects that are similar in scope (references)
- 3) Project manager’s confidence in the contractor’s ability to implement the proposed work effectively and with high quality outcomes (combination of experience and references)
- 4) Contractor implementation strategy
- 5) Cost

Bids will be weighed against these criteria, as opposed to simply accepting the lowest bid. Cost is only one factor that will be considered in awarding the contract for this project; however, cost is important. In the event that all bid proposals exceed CUSP’s project budget, we will use other criteria in selecting a contractor who is willing to downscale the project scope to fit CUSP’s budget. ***CUSP retains all rights to refuse any and all bids for any reason.***

The chosen contractor will be notified by August 6, 2014 by 8:00 am, and may start work upon execution of contract and provision of insurance documents.

Contractor Expectations:

The chosen contractor is expected to:

- 1) Carry liability insurance as required in the Bid Submittal Requirements (above) and as described in Appendix 1, and sign Indemnification Waiver (Appendix 2), provide a duns and Bradstreet identification #, complete a W-9, and provide other provisions as legally required under Federal and CO law.
- 2) Work with CUSP to finalize a Project Implementation Plan prior to project implementation
- 3) Keep and submit work logs
- 4) Implement project according the Project Implementation Plan and complete the project within the allotted timeframe and budget
- 5) Communicate any problems with project promptly to the Project Manager