



**COLORADO
MOUNTAIN COLLEGE**

REQUEST FOR PROPOSAL

#1119-25P

General Contractor for Mini-College Remodel

Buyer:

CMC Purchasing Department
802 Grand Avenue / Glenwood Springs, CO 81601 / bids@coloradomtn.edu

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Section I: Introduction

Colorado Mountain College (“CMC”) is a statutory local college district established in 1965. The district covers 7,500 square miles in all or part of nine counties. CMC offers 7 academic pathways with more than 130 programs with combinations of degrees, certificates, minors and specialties.

The long-standing investment from our communities allows us to keep our quality high, our tuition affordable and our access wide open. Eleven world-class mountain locations in central Colorado enable big-school opportunities in small, personal settings. Our unusually strong local partnerships create rich experiences for real-world learning and careers. The result? Proven student success that makes Colorado Mountain College a choice that’s uniquely smart. For additional information about CMC, please go to www.coloradomtn.edu.

CMC reserves the right to make multiple awards resulting from this RFP or to award no contract at all.

CMC uses the Rocky Mountain E-Purchasing System (“BidNet”) to post solicitations and any supporting or additional information, including Addenda, Bid Sheet, and awards. Proposals must be submitted prior to close on BidNet. CMC cannot accept a response that did not come through the right channel on time. Visit <http://www.bidnetdirect.com/colorado> for help with customer service or other questions. Please make sure to leave time for unexpected technical or other trouble. You are encouraged to submit a day early. Sometimes submittals take longer to load than expected; if you run out of time before you are finished with your entire upload CMC will not be presented with the response.

The only exception to the use of BidNet is that all questions from potential bidders must be submitted to bids@coloradomtn.edu. Those questions will then be responded to by addendum posted to BidNet.

Please do not directly contact any member of CMC’s staff or faculty, or any member of the Selection Committee other than the Buyer listed in this document regarding this proposal. Any attempt to do so will result in your firm’s disqualification at the discretion of the Assistant Vice President of Business Services.

▶ SCOPE OF PROJECT

Colorado Mountain College’s Glenwood Center Campus located at 1402 Blake Ave., Glenwood Springs, CO is requesting quotes from qualified firms and/or individuals to remodel a portion of the ground level floor of the Glenwood Center including HVAC and finish work.

▶ SPECIFICATIONS

- The remodel encompasses 3030 sq. ft. and includes some removal and addition of non-structural interior partitions.
- The main programmatic purpose of the remodel is to add a classroom to the existing early childhood education center on the main level, which is currently a single classroom.
- After this renovation, it will be a two-classroom education center with a third flexible space with laundry and storage.
- The new classroom includes two bathrooms for children.

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- The renovation also includes some reorganization of existing small offices and a skylight. The skylight is replacing an older skylight, which was original to the building, but removed at some point in the history of the building, date uncertain.
- Construction Documents are provided.

▶ **TIMELINE**

Construction to begin May 23, 2025 with completion by August 8, 2025.

▶ **PROPOSAL CONTENT**

The information provided herein is intended to assist Bidders with a proper response to this RFP. CMC believes that this RFP provides interested Bidders with sufficient information to submit proposals that meet minimum requirements. However, the RFP is not intended to limit a proposal's content or to exclude any relevant or essential data. Bidders are encouraged to include additional information that will substantiate their service capabilities, product quality, and commitment to support your product or service. Any exceptions or alternate offerings to this request must be communicated. CMC reserves the sole right to determine what is considered to be "equivalent" or "equal". CMC also reserves the right to request samples for testing and evaluation.

Additionally, CMC recognizes you as the expert in this industry and we appreciate ideas that may improve the design or implementation of our project. Please submit your bid to the specifications provided and include information or ideas you may have that CMC should consider to improve our project. Our selection committee will carefully review these ideas and we will contact you with questions.

Please upload your submittal to BidNet in one single PDF file (this may require you to convert files and then combine them into the one PDF file) , including the following in this order:

- 1) Name, title, and contact information of the official representative submitting your proposal.
- 2) Legal company name, address, phone, and email.
- 3) RFP number and name as it appears on this document.
- 4) Number of years in business and brief description of your company's experience and qualifications. Please include resumes of professionals that you expect to have primary responsibility if you win this award if possible.
- 5) Your bid on provided Bid Sheet.
- 6) Other information or supporting documentation that you think our selection committee would benefit from reviewing in the decision process. Please submit as little as possible but as much as necessary.
- 7) Minimum of three references for work completed within the last three (3) years that is same or similar in nature. Preference is that at least one (1) reference is a public entity client. All references shall include name, title, address, telephone number, and e-mail address for the contact.
- 8) Insurance certificate (For evidence of sample coverage only. Final compliant certificate to be collected from successful bidder.).
- 9) If this RFP is for the acquisition or development of websites, web applications, software with a user interface, or electronic documents, please confirm in your proposal that your product/service conforms to the guidelines for accessibility as set forth in Web Content

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Accessibility Guidelines (WCAG) 2.1 (minimum Level AA conformance), or more recent version, and describe how this compliance has been verified. In addition, if applicable, provide an Accessibility Conformance Report, using the latest version of the [Voluntary Product Accessibility Template\(link is external\)](#) (VPAT®) published by the Information Technology Industry Council, documenting compliance with the WCAG guidelines. The document should include a written description of the compatibility of the product/service with commonly used assistive technology products (e.g., JAWS, NVDA, ZoomText, MAGic, Dragon NaturallySpeaking) and a description of the process used to evaluate such compatibility.

Section II: Timeline

- a. **JOB WALKTHROUGH.** There will be a **mandatory** walkthrough. See timeline below. Please note: The walkthrough will gather at the Glenwood Center lobby and depart promptly as scheduled. Any contractor not present when the initial group leaves may not join the walkthrough.
- b. **TIMELINE MODIFICATION.** CMC reserves the right to modify this timeline at any time. Any changes will be posted to BidNet as soon as the information is available. All times are Mountain.

TIMELINE	DATE	TIME
Issue date	JANUARY 24, 2025	4:00 p.m.
Mandatory Pre-Proposal Walkthrough	JANUARY 30, 2025	11:00 a.m.
Questions and Clarifications Due (send to bids@coloradomtn.edu)	FEBRUARY 6, 2025	2:00 p.m.
Questions Answered	FEBRUARY 13, 2025	4:00 p.m.
Request for Proposals (RFP) Due http://www.bidnetdirect.com/colorado	FEBRUARY 20, 2025	2:00 p.m.
Short List of Vendors Announced http://www.bidnetdirect.com/colorado and https://coloradomtn.edu/contact-departments/purchasing/bids-rfp-rfi-rfq/	TBD	4:00 p.m.
Candidate Interview (if necessary – save the date)	TBD	TBD
Target Award Date (Subject to Change) http://www.bidnetdirect.com/colorado and https://coloradomtn.edu/contact-departments/purchasing/bids-rfp-rfi-rfq/	MARCH 3, 2025	4:00 p.m.

Section III: Instructions to Bidders

- a. Bidders are encouraged to attend all job walkthroughs. Walkthroughs that are mandatory must have your firm name on the official sign-in sheet distributed at the walkthrough to be eligible to bid. This process is expected to be competitive with numerous vendors participating. CMC endeavors to provide a uniform distribution of information to vendors and conduct a fair selection process. We ask that you please follow these instructions carefully. Any submittal that does not meet the requirements set forth in this document and any addenda will not be considered by the Selection Committee.

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- b. Bidders should carefully read the information contained herein, and in any addenda, and submit a complete proposal to all requirements and questions as directed.
- c. Questions regarding this RFP should be submitted via email to bids@coloradomtn.edu. CMC will attempt to answer all relevant questions submitted to this email address prior to the question deadline in the timeline above. All such addenda issued by CMC prior to the time that proposals are received shall be considered part of the RFP. It shall be the Bidder's responsibility to view all documents posted at BidNet. Inquiries seeking information that is already available from BidNet. Only those inquiries that CMC replies to which are made by formal written addenda shall be binding. CMC shall not be bound by any oral changes, clarifications, or representations made by CMC employees unless they are provided in a written addendum to this RFP.
- d. Once you've uploaded your response to BidNet per the instructions in this document the RFP will be governed by the established timeline. CMC staff cannot see who or how many responses have been submitted to BidNet prior to the closing date so we are unable to confirm receipt. However, you may assume your upload was successful if BidNet accepts the document.
- e. Along with your RFP submit a certificate of liability insurance per the attached requirements for evidence only. If your proposal is successful and a contract awarded, a compliant certificate of insurance will be required with all endorsements at that time.
- f. CMC makes no guarantee that an award will be made as a result of this RFP, and reserves the right to accept or reject any or all proposals, waive any formalities or technical inconsistencies, or delete any item/requirements from this RFP or resulting contract when deemed to be in CMC's best interest.
- g. Representations made within the proposal will be binding on Bidder. Failure to comply with the requirements contained in this RFP will result in the rejection of your proposal.
- h. Bidder recognizes and understands that any costs incurred by the Bidder from submitting a response to this RFP are the responsibility of the bidder.

Section IV: Selection Criteria

The Selection Committee for this project will evaluate proposals to identify the best value for CMC and all proposals shall be evaluated based on the requirements set forth in this RFP, which may include, but is not necessarily limited to, the consideration of such factors or criteria as: inspection, testing, references, quality, price, workmanship, delivery, functionality, and suitability for a particular purpose. Prior to the award of a contract, the Purchasing Department may contact a Bidder to: clarify any patent or latent ambiguities in a Proposal; or, to clarify that a Bidder clearly understands the requirements of this RFP and that a submitted Proposal conforms to the requirements of this RFP.

Specifically, the Selection Committee may select the successful Bidder based on the following criteria in no order of importance:

- a. Overall quality of response and services/products proposed
- b. Company qualifications, experience and demonstration of technical and management competence
- c. Pricing

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- d. Warranties
- e. References and reputation
- f. Environmental policy and “Green” initiatives, if applicable
- g. Service capability including evaluation of past performance and number and scope of any conditions included in the proposal

Note: Criteria may be modified in subsequent addenda. CMC is not bound to accept the lowest priced proposal if that proposal is not the best value for CMC in the sole discretion of the CMC Selection Committee. Submission of a proposal indicates Bidder’s acceptance of the evaluation technique and recognition that some subjective judgments must be made by CMC during the selection process.

Section V: RFP Terms & Conditions

▶ SUBMITTAL INSTRUCTIONS.

All submittals must adhere to the instructions provided above to be considered by the Selection Committee.

▶ PROPRIETARY INFORMATION.

It is understood that CMC is a public institution and, as such, is subject to the Colorado Open Records Act, CRS §§ 24-72-101 et. seq. (“CORA”). Any information uploaded to BidNet or otherwise submitted to CMC will become a public record and subject to inspection following the final selection of a bidder and the award of a contract. Bid tabulations and results will be posted to BidNet and the CMC external website. Except as otherwise agreed prior to the award or finalization of any vendor transaction, College shall provide upon request by any third party all information pertaining to such transaction which must be disclosed pursuant to CORA, and CMC’s obligations under CORA supersede its obligations under any agreement, contract, purchase order or negotiated transaction. If you object to the disclosure of any confidential or privileged information as such is defined in CORA, any such pages must be marked confidential and submitted as outlined herein. If you fail to mark the documents confidential and fail to include the explanation, any objection to the release of any information will be deemed waived by the College. Please note that your objection will be considered but is not binding on the College. The College is required to make a determination under CORA, and may only withhold documents that are confidential under the law. If the College releases documents marked as confidential in compliance with CORA, the Bidder waives any claims for liability or damages.

To avoid disclosure of trade secrets, privileged information, or confidential commercial, financial, geological, or geophysical data (“Confidential Information”), the Bidder must clearly mark all Confidential Information as such and provide a written, detailed justification with its proposal of the protected nature of the Confidential Information under CORA. This justification must address, at a minimum, the specific competitive harm that may result from any disclosure, the intrinsic value of the Confidential Information to the Bidder, and any safeguards used to protect the Confidential Information from disclosure. By submitting a proposal, the firm agrees to hold the College harmless from any claim arising from the release of Confidential Information not clearly marked as such by the Bidder or lacking written, detailed justification as supported by CORA.

A blanket statement, or an attempt to render the entire proposal as Confidential Information, will not be sufficient to meet the requirements above and the proposal will be disclosed if requested through CORA by a third party.

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▶ **BINDING EFFECT OF SUBMITTED PROPOSALS.**

Unless otherwise specified, all timely submitted Proposals shall be binding upon the submitting Bidder for a period of not less than sixty (60) calendar days following the Proposal due date. The CMC Purchasing Department may request a Bidder to extend this period of time if necessary, to complete the solicitation and contract award process.

▶ **REJECTION OF PROPOSALS OR CANCELLATION OF REQUEST FOR PROPOSALS.**

CMC reserves the right to reject, in whole or in part, any timely submitted Proposal that fails to comply with the material terms and conditions of this RFP; or, is otherwise not in the best interests of CMC or fair competition. CMC reserves the right to cancel this RFP, in whole or in part, at any time, if it is in the best interest of CMC or fair competition.

▶ **WITHDRAW OF PROPOSAL AND ERRORS.**

You may withdraw your proposal in writing at any time prior to the date and time set for award. If a Bidder claims that it has made an error in its Proposal, then clear and convincing written proof of that error must be submitted to the CMC Purchasing Department before that Proposal may be withdrawn. Any error in a Proposal that is not withdrawn prior to the award of a contract shall not relieve the submitting Bidder from any obligation to provide the goods or services to be acquired through this RFP at the prices stated in its Proposal.

▶ **DISCUSSIONS/NEGOTIATIONS.**

CMC reserves the right to contact any Bidder for clarification of information submitted; CMC reserves the right to conduct discussions with Bidders, to accept or not accept revisions of Proposals, and to negotiate any point in the proposal or the subsequent contract at the sole discretion of the Director of Purchasing & Contracts.

▶ **AWARD.**

Awards shall be made to any or all responsible Bidders whose submittals are determined to be advantageous to CMC based on the evaluation factors described above. Price, although a consideration, will not be the sole determining factor. After discussions have been held and any optional pre-award presentations made, the Selection Committee may request all Bidders in the competitive range to make a "Best and Final Offer". If such are requested by the Selection Committee, then the date will be set in writing by the CMC Purchasing Department for submission. Offers in the competitive range will not, however, be allowed to make comprehensive Proposal revisions (i.e. a complete rewrite will not be allowed).

▶ **PRE-AWARD PRESENTATIONS.**

The College reserves the right to require presentations from the highest-ranking Bidders, in which they may be asked to provide additional information and answer questions from the Selection Committee.

▶ **CONTRACT.**

The successful Bidder is expected to enter into a standard contract with CMC that includes standard terms and conditions. CMC may choose to add additional terms to this contract. The contract shall be construed in accordance with the laws of the State of Colorado. In the event any dispute arises hereunder, the venue for any legal proceedings shall be in Garfield County, Colorado, and vendor hereby submits and agrees to the jurisdiction of the courts therein. Additionally, this RFP and the winning Proposal will become attachments to that agreement or be incorporated by reference. If the selected Bidder makes exception or requests changes to this RFP or the standard agreement after the

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deadline to submit Proposals has passed, and that request results in protracted contract negotiations and probable delay in the commencement of work, then CMC reserves the right to cease contract negotiations and exercise its right to offer the contract to the next highest ranked Bidder.

▶ **INDEMNIFICATION.**

Successful Bidders shall indemnify and save CMC harmless from any and all claims, demands, suits, and actions which may arise from errors or omissions caused by the Bidder in conjunction with its contractual obligations including, but not limited to, obligations for the preparation of any and all documents required by CMC in conjunction therewith, and shall defend all suits, in the name of CMC when applicable, and shall pay all costs and judgments which may issue thereon.

▶ **INSURANCE.**

Successful Bidders shall have their insurance company send the CMC Department of Risk Management a certificate of liability insurance compliant with the insurance requirements attached hereto.

▶ **PAYMENT AND PERFORMANCE BOND.**

CMC requires payment and performance bonds for all construction projects greater than \$50,000. Please price the bonds separately when you submit your response.

▶ **WORKERS WITHOUT AUTHORIZATION.**

By submitting a proposal, a Bidder certifies pursuant to C.R.S. § 8-17.5-102(1) that, at the time of proposal submission, it does not knowingly employ or contract with a worker without authorization and that the contractor has participated or attempted to participate in the Basic Pilot Program that is administered by the United States Department of Homeland Security in order to verify that it does not employ any worker without authorization.

▶ **LIMITATION OF MULTIPLE-FISCAL YEAR OBLIGATIONS.**

All financial obligations of CMC under a contract resulting from this proposal subsequent to the fiscal year in which signed are contingent upon funds for this purpose being appropriated, budgeted, and otherwise made available by the CMC Board of Trustees. This contract shall not be deemed to create any multiple-fiscal year direct or indirect debt or other financial obligation whatsoever for purposes of Section 20(4) (b) of the State Constitution (Amendment 1).

▶ **EXCEPTIONS TO RFP.**

Each Proposal submitted in response to this RFP shall list any deviation(s), exception(s), or variation(s) to or from: the terms and conditions of this RFP, the terms and conditions of any attachment(s) to this RFP, the terms and conditions of any addendum to this RFP, and, the terms and conditions of the proposed contract. The section of a Proposal containing any such deviation(s), exception(s), or variation(s) shall be clearly labeled "Exceptions to RFP". The failure of a Bidder to note a deviation, make an exception, or list a variation to the terms and conditions of this RFP, any attachment(s) or addenda to this RFP, or the terms and conditions of the proposed contract shall be deemed an express waiver by that Proposer of such deviation, exception, or variation.

▶ **CONTRACT PRODUCTS – OWNERSHIP RIGHTS.**

All products, written or otherwise, produced as a result of any contract awarded under this RFP shall be the sole property of CMC unless otherwise agreed to in writing by the parties. Any exceptions must be outlined in detail. Unsupported exceptions to this requirement may serve as cause to reject a

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Proposal. The purchase of licenses for use of a Bidder's software shall not be interpreted to mean the purchase of the actual application or software. Ownership of the specific application and software selected under a RFP shall remain with the selected bidder.

Section VI: Warranties, Representations and Acknowledgements of Bidder

- a. By submitting a proposal, Bidder acknowledges and agrees that (1) this RFP is a solicitation for proposal and is not a contract or an offer to contract and (2) the submission of a proposal by Bidder in response to this RFP will not create a contract between CMC and Bidder.
- b. By submitting a proposal, Bidder offers and agrees to furnish to CMC the products and/or services described in its proposal, at the prices quoted in the proposal, and to comply with all terms, conditions, and requirements set forth in the RFP documents and contained herein.
- c. By submitting a proposal, Bidder represents and warrants that (1) Bidder is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions, and requirements of the RFP; (2) Bidder has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFP; (3) Bidder is aware of, is fully informed about, and is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances; (4) Bidder understands the requirements and specifications set forth in this RFP and the terms and conditions set forth; and (5) all statements, information, and representations prepared and submitted in response to this RFP are current, complete, true, and accurate. Bidder acknowledges that CMC will rely on such statements, information, and representations in selecting the successful Bidder. If selected by CMC as the successful Bidder, Bidder will notify CMC immediately of any material change in any matters with regard to which Bidder has made a statement or representation or provided information.
- d. By submitting a proposal, Bidder agrees to be in compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.

Colorado Mountain College Insurance Requirements

All vendors/companies/groups (herein referred to as “Vendor”) providing services to or doing business with Colorado Mountain College, a Local College District (“CMC”) must maintain the following types of insurance with minimum limits of liability as stated below for the duration of the contract. Please send these requirements to your insurance agent or broker and have them provide a compliant Certificate of Liability Insurance (preferably a standard Acord form) to CMC.

Certificates of Liability Insurance evidencing the coverage, limits and endorsements outlined below must be issued by the insurance agent or carrier at least (5) working days prior to contract execution or work commencing.

Note: Additional coverage may be required dependent upon the nature and scope of services provided and/or work performed. Requests for exceptions to these requirements must be discussed with and approved by CMC Risk Management prior to contract execution or work commencing.

Coverage

Minimum Limit

Commercial General Liability (CGL)

**\$1,000,000 Occurrence/\$2,000,000 aggregate
\$2,000,000 Products / Completed Operations aggregate**

The Vendor shall maintain CGL coverage for itself and all additional insureds for the duration of the services performed for CMC and maintain Completed Operations coverage required herein in full force and effect until the expiration of any applicable statutes of limitations. Colorado Mountain College, a Local College District and its affiliates shall be listed as an additional insured, including without limitation for Ongoing Operations and Products and Completed Operations. The insurance shall include a provision that such insurance afforded by the policy for the benefit of the additional insureds shall be primary and non-contributory to any insurance or self-insurance maintained by the additional insureds. In addition, a Waiver of Subrogation shall be issued in favor of CMC.

Automobile Liability

\$1,000,000 Combined Single Limit

If Vendor uses any type of motor vehicle to perform a service for CMC, Vendor shall provide Automobile Liability insurance covering the use, operation and maintenance of any automobiles, trucks, trailers or other vehicles owned, scheduled, hired or non-owned by vendor/company providing bodily injury, including death, and property damage coverage. Colorado Mountain College, a Local College District and its affiliates shall be listed as an additional insured. The insurance shall provide a provision that such insurance afforded by the policy for the benefit of the additional insureds shall be primary and non-contributory to any insurance maintained by the additional insureds. In addition, Waiver of Subrogation shall be issued in favor of CMC.

Workers’ Compensation

Statutory Limits (\$100,000/\$500,000/\$100,000)

Vendor shall maintain the coverage required by the state for Workers’ Compensation / Employer’s Liability insurance. The policy shall contain a Waiver of Subrogation in favor of CMC. If Vendor is not required by the state to carry Workers’ Compensation / Employer’s Liability insurance and officers have rejected coverage, Vendor is required to complete a Declaration of Independent Contractor Status form.

Additional Provisions

CMC requires insurance carriers be licensed to conduct business in the State of Colorado and a minimum A.M. Best Rating of A-.

Vendor shall require in all Vendor’s subcontracts, if any, the same limits and coverage required herein.

Each insurance policy shall state that CMC will receive thirty (30) days prior written notice of any cancellation, non-renewal, or material alteration of the Vendor’s insurance policies. Renewal certificates should be automatically sent to CMC.

Certificate Holder:

Colorado Mountain College, a Local College District
Risk Management Department
802 Grand Avenue
Glenwood Springs, CO 81601

Questions regarding CMC’s Insurance Requirements should be directed to:

RiskManagement@coloradomtn.edu