



REQUEST FOR PROPOSAL (RFP 22-MABC01)
Monument Academy Building Corporation
Construction Management, Inspections and Materials Testing
For Monument Academy Recirculation Project

Local Providers encouraged to bid!!!

NOTICE IS HEREBY GIVEN that Monument Academy Building Corporation (MABC) is seeking proposals from Construction Management Service Providers for an Owner's Representative to manage the Monument Academy Recirculation Plan construction project. Engineering drawings have already been completed and are attached.

Submissions will be received by Marc Brocklehurst at Monument Academy, at the email address or physical address identified below, until **3:00 p.m. on May 16th, 2022**, at which time the receiving period will close. Any submission received after the time and date specified above will be returned unopened. MABC is not responsible for the U.S. Mail or private carriers or messengers regarding delivery by the specified time.

RFP TIMETABLE

NOTE: THE DATES SHOWN IN ITALICS ARE APPROXIMATE, ARE NOT BINDING AND ARE SUBJECT TO CHANGE.

RFP NOTICE ADVERTISED	April 20 th , 2022
PRE-PROPOSAL CONFERENCE	10:00 AM, April 28 th , 2022
FINAL RFP QUESTIONS DUE	3:00PM, May 3 rd , 2022
PROPOSAL DUE DATE	3:00 PM, May 16th, 2022
<i>PROPOSAL REVIEW</i>	<i>Week of May 16th</i>
<i>CLARIFICATIONS / INTERVIEWS</i>	<i>Week of May 16th</i>
<i>RECOMMENDATION OF AWARD</i>	<i>Week of May 23rd</i>
<i>ESTIMATED NOTICE TO PROCEED</i>	<i>Week of May 23rd</i>

A voluntary pre-proposal conference will take place at Monument Academy, 1150 Village Ridge Point, Monument, Colorado 80132, in person per the RFP Timetable. This meeting is not mandatory but highly encouraged to get familiarized with the facility and constraints.

PART 1. GENERAL INFORMATION

1.1 DEFINITIONS:

For the purpose of the Request for Proposal (RFP), the respondent shall mean contractors, consultants, respondents, organizations, firms, or other persons submitting a response to this Request for Proposal.

1.2 CONTRACT AWARDS:

MABC anticipates awarding a single bid to the sole respondent chosen.

The respondent understands that this RFP does not constitute an agreement or a contract with MABC. An official contract is not binding until a properly approved purchase order is released to the bidder.



MABC reserves the right to reject any or all proposals, to waive any informality, to waive any or all non-substantial irregularities in items received whenever such rejection is in the best interest of MABC, to solicit and advertise for other qualifications, or to accept the proposal which best serves the interest of MABC.

A mutually agreeable construction management agreement in a form customary for the industry will form the basis of the contract between the successful respondent(s) and MABC.

The term of the contract will be from date of award through project completion. Any contract awarded between MABC and the successful firm will consist of a Firm-Fixed Price Contract signed by parties, this RFP and any addendums, the submitted proposal, negotiations, the resulting Purchasing Order, and original certificates of insurance.

1.3 DEVELOPMENT COSTS:

Neither MABC nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to the RFP. Respondents should prepare their submittals simply and economically, providing a straightforward and concise description of the respondent's ability to meet the requirements of the RFP.

1.4 INQUIRIES:

Respondents may submit written inquiries for interpretations of this RFP to:

Name: Marc Brocklehurst

Phone: 719-481-1950 x1705

Email: MBrocklehurst@monumentacademy.net

Final written inquiries will be received per the RFP Timetable. All technical questions need to be submitted by email. As appropriate, questions submitted in writing shall be answered and published in addendum(s) on the Monument Academy website at:

<https://www.monumentacademy.net/contact-us/requests-for-proposal/>

Respondents finding fault in the specifications contained in this RFP should notify the contact named above by the final questions due date and time listed above. The individual listed above is the only representative with authority to provide any information, clarification, or interpretation regarding the plans, specifications, and any other contract documents or requirements. Respondents shall acknowledge all addendums with their proposal.

1.5 RFP SUBMISSION AND WITHDRAWAL:

MABC will receive proposals at the following email address or physical address:

finance@monumentacademy.net

or

Monument Academy

1150 Village Ridge Pt

Monument, Colorado 80132

Attn: Marc Brocklehurst

To facilitate processing, please include **"Proposal for MABC Recirc. Plan West Campus."** in the subject line or marked on the outside of an envelope in the lower left-hand corner.

The envelope shall also include the respondent's return address in the upper left-hand corner.



Respondents and authorized representatives must provide a letter of withdrawal if a withdrawal is desired prior to the bid deadline.

Proposals, once opened, become the property of MABC and will not be returned to the respondent. Proposals, once opened, are subject to the provisions of applicable State Statute.

1.6 INSURANCE:

The respondent, if awarded the contract, shall maintain insurance coverage reflecting the minimum amounts and conditions as required by MABC.

The successful respondent will be required to provide original certificates for Professional Liability, Comprehensive General Liability, Automobile Liability, any specialized liability required by the nature of the work, prior to commencing work, at its own expense, **naming Monument Academy Building Corporation as additional insured** along with an original Workers' Compensation certificate, both with a 30-day cancellation notice, and maintain such coverage for the duration of the proposal award/contract.

PART 2. STATEMENT OF DESIRED PRODUCT and SCOPE OF WORK

Monument Academy (MA) is working with El Paso County to develop a Recirculation Plan for its West Campus located at 1150 Village Ridge Pt., Monument, CO 80132. The goal of the plan is to relocate the MA carline traffic from Highway 105 and surrounding neighborhood roads, onto Monument Academy property. The plan includes construction of a road around the back side of the school during the first phase and the addition of a road at the front side of the school property during phase two.

MA is seeking an Owner's Representative to provide construction management, inspections and materials testing for the construction of this project. Please refer to the attachments for the submission requirements, project scope of work, and engineering plans and specifications.

PART 3. SUBMISSION REQUIREMENTS

The following items must be included in the proposal in the order listed herein:

- A. Each Addendum acknowledgement signed for each addendum issued. The Addendum content does not need to be attached, just the acknowledgement page.
- B. INSURANCE: For proposal purposes, proposers must submit specimen copies of certificates of insurance for professional and general liability and workers' compensation.
- C. PROJECT PLAN: Project Plan shall be printed on both sides of the paper, divided into appropriate sections, and information submitted shall be comprehensive, concise and easily found. The following information must be included in the Project Plan, *in the order listed*:
 1. Cover Letter: Include the following elements of information in the letter as a minimum:
 - RFP number and project name.
 - Statement that the firm is qualified to perform the work.
 - Certification statement that the information and data submitted is true and complete to the best knowledge of the individual signing the letter.
 - Name, telephone number, e-mail address, and fax number of the individual to contact regarding the submittal.
 - The signature of an authorized principal, partner, or officer of the firm.
 - *Maximum of one page in length (excluding the reservations, conditions, constraints or exceptions)*



2. State any reservations, conditions, constraints or exceptions to the any items addressed in this document. If none, please state none. Separate page(s) may be included as required. If separate page(s) are included, an "Exceptions" section must be included and clearly marked in the proposal.
3. Ability of the Company to meet or exceed the requirements defined in the RFP (requested information may be combined as applicable):
 - a. Company history, stability, and financial standing:
 - Provide a brief description of your firm including location(s), office locations, size of firm, and financial stability (annual public reports or private financial statements shall be included in an appendix or under separate cover; private financial information will be kept confidential).
 - Summarize/list the Company's applicable qualifications and/or certifications. MABC may request proof of the listed certifications prior to performing work.
 - *Maximum of one page in length.*
 - b. Describe/summarize the Company's relevant experience. Include a maximum of 3 relevant projects with similar services, timelines and/or magnitudes, as applicable.
 - Generally describe project scope and timeline, services provided, and cost of services.
 - Specifically identify key personnel and/or subconsultants involved in the similar projects and their roles and responsibilities.
 - *Maximum of two pages in length.*
 - c. References:
 - Provide 3 minimum, 5 maximum references where your firm provided similar services.
 - Provide: Firm names, contact names and titles, phone numbers, and email addresses
 - Summarize type of service(s) provided and past performance.
 - *Maximum of two pages in length*
4. Ability of the Company's Key Personnel to meet or exceed the requirements defined in the RFP:
 - a. Describe number and nature of professional staff available for this project.
 - b. Provide current and projected workload of Key Personnel
 - c. Describe/summarize Key Personnel's relevant experience. Include relevant projects with similar services, timelines and/or magnitudes, as applicable. (This may include experience with a different Company.)
 - Generally describe project scope and key personnel's role in the project.
 - Provide documentation regarding the anticipated pre-approved Third-Party Inspector(s)
 - d. Provide a list of subconsultants that will be used for the proposed work and describe the scope of work that will provided by each subconsultant. If no subconsultants will be used, state such.
 - Describe/summarize each subconsultant's relevant experience. Include a maximum of 3 relevant projects with similar services, timelines and/or magnitudes, as applicable.
 - Generally describe project scope and services provided.
 - Specifically identify key personnel involved in the similar project.



- o Provide documentation regarding the anticipated pre-approved Third-Party Inspector(s)
 - e. Summarize/list applicable qualifications, licenses, training and/or certifications of Key Personnel. MABC may request proof of the listed training, certifications, and/or licenses prior to performing work.
 - f. Resumes for Key Personnel may be included if additional information is deemed necessary. If included, resumes shall be located in an appendix and referenced in the proposal as applicable. *Maximum one (1) page per resume.*
 - g. *Excluding the brief resumes, the information provided in response to this item shall not exceed four (4) pages.*
 - h. *Requested information may be combined as applicable*
5. Understanding and approach:
- a. Acknowledge that proposer will provide all services described in the RFP. Elaborate and/or clarify as applicable
 - b. Provide a summary narrative describing the Company's understanding and approach for completing the proposed work as described in this RFP:
 - Describe available services and associated support/resources
 - Clearly identify the Company's and Key Personnel's responsibilities
 - Provide a clear understanding of each phase of the project and how they will be managed
 - Describe your unique approach to management of the project (i.e. budget, schedule, other)
 - Provide an overall estimated timeline to include key tasks and milestones for each phase
 - Address any other responses requested by this RFP
 - c. Provide a narrative and/or exhibits describing your innovative or unique approach to completing the project requirements and solving project issues (i.e. constraints with respect to design, utilities, environmental, roadway, drainage, phasing, other).
 - d. Include / attach subconsultant's proposal / scope of work / understanding (fees shall be separate).
 - e. Clearly describe / define / provide calculations for how the proposer is estimating the number of hours required per task for each person listed on the fee proposal. (Example: John Doe is estimated to provide observation for an average of 10 hours per day for 25 working days for a total of 250 hours.)
- D. FEE PROPOSAL: Fee/rate/cost schedule for services proposed must include the following at minimum:
- 1. Submit by task, labor category/title, associated rate and estimated hours per task. Include "all" anticipated labor categories/titles that may be used on the project. Number of hours per task per person shall correlate with the narrative requested above.
 - a. Include names of Key Personnel with their title, rate and hours.
 - b. In addition, submit a comprehensive rate sheet with labor categories / titles and associated billable rates for all positions that are forecasted to be working on this project. Specific names (other than those specified in the Fee Schedule) for each title are not required. The



final approved rate sheet will be included in the contract. A separate rate sheet from the schedule of services is anticipated.

2. Hourly rates, unit rates, and markups shall be a fixed rate and not a range.
3. Hourly rates, unit rates, and markups not included as part of the Consultant's original fee schedule will not be considered.
4. A multiplier on personnel rates for overtime/off-hours work or field work conducted using upgrade levels of personal protection (i.e. Level C, B, or A) will not be considered.
5. Non-labor expenses shall be listed at cost (no loading on non-labor).
6. Mileage will be paid at the approved Federal rate. This rate will be specified in the fee proposal and will be included in the contract.
7. List any additions in Miscellaneous Expenses – be specific.
8. Unit rates for Consultant owned equipment not listed will be accepted as long as the items are included as part of the Consultant's original fee schedule submitted in response to the RFP.
9. Attach subconsultant fee estimates
10. Total (not to exceed) project cost

Fees and rates must be good for the duration of the Project, to include both phases.

- E. Any other information bidder feels is appropriate to assist in selection.

PART 4. EVALUATION METHOD AND CRITERIA:

4.1 General: In coordination with El Paso County, MABC shall be the sole judge of its own best interest, the submission, and the resulting negotiated agreement. In all instances, MABC's decision will be final. MABC invites qualified Consultants to submit proposals for consideration. MABC's evaluation criteria will include, but not be limited to, consideration of the following:

- *Understanding and Approach.*
- *Total relevant experience of key personnel committed to project.*
- *Cost.*
- *Feedback from references.*

4.2 Selection: In coordination with El Paso County, MABC will evaluate and rank the proposals.

A proposal shall be disqualified and rejected by if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other proposer, County employee, or any competitor.

The Proposer is prohibited from submitting multiple proposals in a different form (i.e. as a prime Consultant and as a sub-consultant to another prime Consultant). Submittal of multiple proposals in different form may result in the disqualification of all Proposers associated with a multiple proposal.

Should any such prohibited action stated above in this section be detected any time during the term of the Contract, such action shall be considered a material breach and grounds for Contract termination.

4.3 Negotiations: MABC reserves the right to conduct pre-contract negotiations with any or all respondents. In coordination with El Paso County, MABC reserves the right to reject any or all bids, the right in its sole discretion to accept the bid which it considers most favorable to MABC's interest,



and the right to waive minor irregularities in the procedures. MABC further reserves the right to seek new proposals when such a procedure is in its best interest.

ATTACHMENTS:

1. Scope of Work
2. Recirculation Project Construction Plans
3. Recirculation Project Specifications
4. Drainage Memo
5. Geotechnical Report
6. List of Third-Party Inspectors