

**REQUEST FOR PROPOSALS**  
**FOR**  
**GENERAL CONTRACTOR/CONSTRUCTION MANAGER**



**Elbert County Library District  
dba Pines & Plains Libraries and the  
Pines & Plains Libraries Foundation  
651 W. Beverly Street  
Elizabeth, Colorado 80107**

## **Introduction:**

Elbert County Library District, dba Pines & Plains Libraries (P&PL), and the Pines & Plains Libraries Foundation, invites qualified general contractors to submit a response to a Request for Proposal (RFP) for preconstruction, construction, and post construction services. P&PL is seeking a skilled, professional, and dedicated firm for an upcoming library project that includes renovation of unfinished warehouse space into attached library space and specific improvements for the Elizabeth Library in Elizabeth, CO. An architect has not yet been chosen for this addition. However, preliminary designs have been drafted for the purpose of procuring estimates. Our expectation is that the chosen firm(s) will collaborate with architects during the design development phase, procurement phase, construction and post-construction phases. All inquiries and questions should be made in writing to Tim Miller, P&PL Director, at [simla@pplibraries.org](mailto:simla@pplibraries.org), no later than 3:00pm Friday, December 29th, 2018 Proposal Deadline is: Monday, December 31<sup>st</sup>, 2018.

## **Project:**

Pines & Plains Libraries are soliciting proposals from qualified general contractor firms to act as construction manager/general contractor for the development of 750 to 1000 square feet of “warehouse” space into finished additional library space and specific improvements in the Elizabeth Library building located in Elizabeth, CO. The contract format for the project will be the AIA a133- Construction Manager as Constructor with Guaranteed Maximum Price.

## **Background**

Pines & Plains Libraries purchased the Elizabeth Library facility at 651 Beverly St. in 2009. In 2011, P&PL developed 5225 square feet of space into the current library and administration offices. The facility was originally created as an industrial storage space, and 7775 square feet of the building still remain as a “warehouse” to be developed and connected with the existing library. The total budget for the development of an additional 750 to 1000 square feet of space is \$55,000, to be provided by the Pines & Plains Libraries Foundation.

## **Scope of services**

The selected firm will work with the P&PL Board of Trustees and P&PL Foundation Board of Directors, as well as the design team during the DD and CD phases of document production and will provide a constructability review and construction cost check estimate at completion of the DD phase. The selected firm will make an appointment for a walk through of the property with the Library Director. The selected firm will bid the project and will, if applicable, select subcontractors with the experience and manpower to deliver a high quality project on time and on budget. During the construction phase, the selected firm will provide competent on site daily supervision along with competent project management and administrative support to maintain quality, schedule, and budget expectations of Library Trustees and P&PL Foundation Board of Directors.

## **Proposal Requirements and Format**

Proposal to include a cover letter containing the following:

- Acknowledgement of the contents and requirements of the RFP
- Outline of all proposed fees for the project
- Outline of experience building in remote rural communities
- Financial statements will be kept confidential and may be sent as a separate document.
- Proposal to include informational certificate of insurance.
- Proposal to include 2 client letters of reference.

### **Selection Process**

Upon receipt of proposals from respondents, the P&PL Board of Trustees and Foundation Board of Directors will review the proposals in detail and identify those firms that appear to be most qualified to provide services for the project. The Boards will then choose a contractor. The decision will be final.

### **Project Timeline**

- Release the RFP on 11/23/2018.
- Proposal deadline 12/31/2018.
- Review of proposals completed by 01/31/2019.
- Contact of winning bid by 02/15/2019.
- Acquire an architect to draft the addition by 03/01/2019.
- Draft addition/special improvements by 03/31/2019.
- Begin site plan amendment process with the Town of Elizabeth by 04/15/2019.
- Complete site plan process by 07/31/2019.
- Begin construction by 09/01/2019.
- Opening of new addition by 12/31/2019.

### **Additional Information**

- Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondent's sole responsibility.
- All responses, inquiries or correspondence relating to this RFP will become the property of the Library when received.
- Pines & Plains Libraries and the Foundation have the discretion and reserve the right to reject any and all responses received with respect to this Request for Proposal and to cancel the process at any time prior to entering into a formal agreement.
- The Library reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Proposal.
- In addition to evaluating the Respondent's proposal as submitted, the Library may make such reasonable investigations and evaluations as deemed proper and necessary to determine the ability of the Respondent to perform the services/furnish the goods.