



OPEN SPACE & TRAILS DEPARTMENT

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0037 Peak One Drive, SCR 1005
Frisco, Colorado 80443

REQUEST FOR PROPOSALS

for

Removal of a Residential Structure on Summit County Open Space Property

August 24, 2010

Proposals Due: September 15, 2010 by 12:00 p.m.

Introduction

Summit County Government is soliciting bids from qualified contractors for the removal of a residential structure located on Summit County Open Space property. The property is located at 40500 Highway 9, approximately fifteen (15) miles north of the Town of Silverthorne. The emphasis of this project is to remove the existing structure from the open space property, while salvaging as much material as possible. Bids should take into account the value of salvaged materials, which will become the sole property of the contractor, from the total cost of the project. The removal of the structure should begin as soon as the contract is awarded, and completed by November 30, 2010.

Copies of the request are available at www.co.summit.co.us under 'Request for Proposals' or by request at Summit County Open Space and Trails Department. Contact Katherine King for additional project information at 970-668-4061.

A mandatory pre-bid meeting will be held at the subject property, 40500 Highway 9, Silverthorne CO, on Tuesday, September 7th at 2 pm.

Background

The Summit County Open Space and Trails Department purchased the Ottoborgo property in 2009. The property was acquired to protect and enhance the scenic corridors and rural character of the Lower Blue Basin, particularly from the Blue River Inlet at Green Mountain Reservoir to the northern end of Summit County. The area is also an important wildlife corridor for deer and elk. The goal of this project is to remove the house on the property to enhance the open space values of the parcel.

Scope of Services

Contractor shall furnish all expertise, labor, supervision, services, equipment, tools, supplies, licenses, transportation, and incidentals necessary to perform the removal of the house and burial of foundation on Summit County property. Contractor will also remove the guardrail along the driveway and cap the septic tank. Work shall be completed as set forth in a contract for this project to be negotiated with Summit County Government based upon the contractor's written proposal.

Project Timing

Summit County Government is currently soliciting proposals to complete this work prior to November 30, 2010. Proposals should provide a specific timeline to complete these services.

Indemnification and Insurance. Contractor shall indemnify and hold harmless the County from and against all claims, damages, losses, and expenses arising out of or resulting from acts or omissions of the contractor or otherwise arising out of the performance of services by the contractor. During the period of the contract, the contractor shall maintain in effect a Motor Vehicle liability insurance coverage of \$100,000 (bodily injury per person), \$300,000 (each accident) and \$50,000 (property damage). In addition, the contractor shall maintain liability insurance in the minimum amounts of \$150,000 per person and \$600,000 per occurrence, and such policy shall name the County as an additional insured.

Proposal Format

Costs for accomplishing tasks outlined in this request for proposals shall be broken down to allow the County to effectively evaluate each proposal. The County is not set on any method of removal, and will entertain a variety of scenarios. The house must be removed in its entirety, while the foundation and subfloor may be left in place and covered with road base and gravel (on-site) and topsoil (brought in from off-site). The County would like to see as much of the housing materials, wiring, appliances, etc. salvaged as possible. The salvaged materials will be considered the sole property of the contractor, and the value of these materials should be taken into consideration when submitting an estimate for the project.

Contractor will also remove the guardrail along the driveway and cap the septic tank. As a separate bid item, the Contractor should submit the cost of ripping and seeding approximately 2,500 feet of gravel driveway.

The contractor should provide a schedule of tasks for consideration, including an estimated date of completion, which should be no later than November 30, 2010.

Refinements and Improvements

Applicants should feel free during the proposal submission process to provide any suggestions or comments that might be advantageous for the County to consider in terms of any efficiencies, issues, processes, or products. The County is not set in any single scenario, but efficiency of resources and minimizing impacts are critical in completing this work.

The following pages contain the RFP instructions and owners requirements.

Part I - ADMINISTRATIVE INFORMATION

A. Standard Terms and Conditions of Request for Proposal

1. Summit County reserves the right to reject any and all proposals, to consider alternatives, to waive irregularities and to re-solicit proposals.
2. Summit County reserves the right to conduct such investigations of, and discussions with, contractors who have submitted proposals or other entities as it deems necessary to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
3. All proposals submitted must be valid for a minimum period of ninety (90) days after the date of the proposal opening. Each contractor must submit with the proposal a list of all subcontractors, independent contractors or subconsultants employed or proposed to be employed by the contractor in the performance of the contract.
4. Summit County reserves the right to select the most responsible and responsive proposal which it finds to be within the best interests of Summit County.
5. Summit County makes no guarantees to any contractor until such time as Summit County

approves the negotiated contract.

B. Issuing Officer

This request for proposing is issued by the Summit County Open Space and Trails Department. For questions, please contact Katherine King at katherinek@co.summit.co.us or (970) 668-4061.

C. Purpose

This RFP provides prospective contractors with sufficient information to prepare and submit proposals for consideration by the County. To be considered responsive, each proposal must provide for completion of the tasks outlined in the RFP.

D. Scope

This RFP contains the instructions governing the proposals to be submitted and the materials to be included therein. These are mandatory requirements that must be met to be eligible for consideration.

E. Scheduling

Bids must be submitted to the Summit County Open Space and Trails Department by September 15, 2010 no later than 12:00 p.m. MST. The proposal should outline the schedule for completion of this project. Applicants are encouraged to discuss scheduling constraints with the County, as we are aware flexibility in scheduling of tasks may be necessary.

A mandatory pre-bid meeting will be held on-site at 40500 Highway 9, on September 7, 2010 at 2:00 pm. All firms interested in submitting a bid must attend the pre-bid meeting. Please contact the Open Space and Trails department for directions or other information.

F. Inquiries

Prospective applicants are welcome to make inquiries concerning the RFP to obtain clarification of the any requirements or schedule a site visit to the properties. Direct all inquiries to:

Katherine King
Summit County Open Space and Trails Department
katherinek@co.summit.co.us
P.O. Box 5660
0037 Peak One Drive
Frisco, CO 80443
(970) 668-4061

G. Submittal

Two (2) copies of the proposal shall be submitted with the following information on the outside envelope:

1. Contractor's company name
2. Contact name and phone number

H. Late Proposals

Late proposals cannot be accepted. It is the responsibility of each firm submitting a proposal to ensure that proposals arrive at the Summit County Commons by 12:00 p.m. on September 15, 2010.

I. Proprietary Information

Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself.

J. Response Material Ownership

All materials submitted regarding this RFP become the property of the County and will only be returned at the County's option. Responses may be viewed by any person at the proposal opening time and after final selection has been made. The County has the right to use any or all of the material outlined in the Proprietary Information above. Disqualification of a contractor does not eliminate this right.

K. Incurring Costs

The County is not liable for any costs incurred by those who have submitted proposals prior to issuance of a signed contract.

L. Acceptance of Proposal Content

The contents from the selected firm will become contractual obligations if a subsequent agreement is reached. Failure of the successful contractor to accept these obligations may result in cancellation of the award and such contractor may be removed from future solicitations.

M. Acceptance Time

The County intends to make a proposal selection within 7 days after the closing date for receipt of proposals.

P. Budget

A complete budget must be included in the proposals, including a "Not-to-Exceed" figure and contractor's hourly billing rates and a break down of project related expenses for each task. **Costs should be broken down for the individual tasks in this RFP to the greatest extent practical.**

Q. Specific Interest in Summit County

The proposing firm shall include as part of the proposal, a disclosure, in writing, of any specific interest or affiliation with or in any land within Summit County, which could be directly benefited or could be served or prejudiced by Summit County Government's pursuance of this project.

PART II – PROPOSAL CONTENT

The proposal submitted must clearly address the requirements outlined in the RFP. Any concerns that the contractor may have about meeting these requirements shall be specifically identified in the proposal. The contractor must insure that all proposed work meets with all applicable State and Federal requirements.

Scope of Work

Provide an outline of the firm's understanding of the project. Summarize the basic approach to providing the services, and any recommendations on improving efficiencies in the process.

Qualifications

Contractor shall furnish a summary of experience on similar projects and be prepared to provide examples. Include a brief description of past and current projects. Each summary shall include a brief project description and name, address and phone number of a local contact person involved in the project. The statement of qualifications should also provide a summary of your firm's ability to successfully complete the requirements of this RFP. The statement of qualification shall be brief but shall include at a minimum the following:

1. Description of similar projects
2. Capabilities (including equipment) and staff

PART 3 – PROPOSAL EVALUATION AND SELECTION

The County intends to engage the most qualified firm available for this assignment while minimizing the costs to the County for the forestry activities. Responsiveness to the RFP will be a principle basis for

evaluation. Proposals shall provide a straightforward and concise presentation adequate to satisfy the requirements of the RFP. The firm's proposal should address all aspects of the RFP and clearly express the firm's understanding of the County's specific requirements, indicating the contractor's qualifications to conduct this project in a thorough and efficient manner.

The following criteria shall be considered in evaluating the proposals:

- a. Costs for proposed work;
- b. The reputation, experience and efficiency of the contractor;
- c. The ability of the contractor to perform the contract or provide the goods and services within the time specified;
- d. The comparative quality of the services bid;
- e. The contractor's performance under previous contracts;
- f. The ability of the contractor to salvage/recycle as much material from the site as possible;
- g. The number and scope of conditions attached to the proposal;
- h. The contractor's interest in the project, as well as their understanding of the project scope and the specific requirements of Summit County;
- i. The contractor's schedule of completion;
- j. The application of all of the above criteria to any subconsultants, subcontractors or products to be utilized by the contractor;
- k. General qualifications of the firm and the qualifications of the assigned staff; and
- l. Interview evaluation.

Summit County reserves the right to conduct such investigations of, and discussions with contractors or other entities as it deems necessary to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.

Selection of a contractor will be made based on qualifications, experience, competence, payment terms and fees for services, without emphasis on any one factor to the exclusion of the others. Contract negotiations will take place with the most qualified firm. If a contract cannot be negotiated, the negotiations will be terminated in writing and negotiations will begin with the next most qualified firm.