

REQUEST FOR PROPOSALS

TOWN OF GRANBY, COLORADO

Main Street Open for Business Grant: General Contractor

October 6, 2021

Information & Instructions to Proposers

A copy of the RFP and associated documentation may be obtained on the Town of Granby's website at www.townofgranby.com. This project and any subsequent addenda will be posted to the Town's website.

Background

Founded in 1905, the Town of Granby is the central "hub" for Grand County. It is home to an elementary school and the only middle school and high school for the East Grand School District. It also serves as a service center with the local grocery store, multiple automotive supply stores, a variety of automotive repair businesses, a lumber supply store, and hardware store. There are also several retail business stores, hair salons, and restaurants that line Granby's main street.

Aside from hosting vital businesses for local life, Granby and the surrounding area offer a vast array of outdoor recreational avocations. Within Town limits are two golf courses, Granby Ranch Ski Resort, mountain biking trails, and an upscale RV resort. The surrounding area is full of outdoor recreational activities that draw tourists and locals alike: Winter Park Ski Resort, the YMCA, various five star guest ranches, four lakes that are great for fishing and boating, Rocky Mountain National Park, natural hot springs, and access to thousands of acres of public land.

The Town of Granby is growing rapidly (up 11.5% compared to the county growth of 5.9% according to the 2020 census). Multiple developers have taken interest in the area; Royal Oak in particular has invested in multiple Main Street properties. Given the recent growth, the Town expects both housing and commercial development to continue in along the Agate corridor in the near future by a variety of developers. With that, the Town applied for the Main Street Open for Business Grant to help fund large scale façade and energy efficiency improvements for the older buildings and businesses in the downtown district.

Considerations to keep in mind: Time is of the essence. As a state grant, this funding is contingent on the work being completed and paid for prior to the end of the state's fiscal year, June 30, 2022. If the work is not completed by the deadline, the grant funds may be at risk of being returned to the state. Any unfinished projects would then be at the full cost of the property / business owner.

*Information from the 2020 Census Bureau via the Colorado State Demographer's August 2021 reports and from the 2019 American Census Data Estimate.

Project Goals

The Town of Granby is seeking a qualified, bondable, and insured general contractor to work in collaboration with Town Staff and Destination Granby to complete the work as approved by the Main Street Open for Business Grant. There are 11 businesses in Granby’s downtown district who have been awarded funds to improve their façade and energy efficiency.

Time is of the essence. All the below projects must be completed and paid for by June 30, 2022. The Town will work directly with the general contractor to ensure that deadlines will be met. In the event that the Town has concerns about the timing of project completion the town reserves the right to work with other contractors to ensure on time completion.

Scope of Services

The general contractor’s scope of work shall consist of the following specific projects. Deviations, modifications, or additions to the below scope of work may be proposed so long as they enhance the process and are approved by the property/business owner and Town. Any additional costs not covered by the approved grant amount must be covered by the property / business owner.

Project Expenses from Grant, Town, and Businesses			Cannot exceed \$901,358	
List of Businesses-Buildings	Scope of Work approved per building	Total Estimated Cost	80% State Funds Awarded	Other Funds (10% Town / 10% Property Owner)
	Replace front door and all windows for energy efficiency			
À la mode salon and spa LLC	80 E Agate Avenue 100 East Agate	Exterior Paint New Sign		
Simple Coffee	Avenue	New Exterior Siding New Roof		
Drive By Pie / Showboat Catering	54 First Street	Paint Exterior Two Awnings New Sign		
Two Pines Supply	150 E Agate Ave	HVAC Replacement Outdoor back patio / pergola		
The Bowerbird's Den	295 E Agate Ave	HVAC Replacement New Sign New Façade		
Lina's Pizza	358 East Agate Ave	Exterior Paint New Sign New Façade to include energy efficient		
MK Ivy Plaza	377. E. Agate. Ave	windows and doors New Sign		

		Replace front door and all windows for energy efficiency			
Fabric Nook	387 E. Agate Ave.	New Roof Exterior Paint New Façade to include new energy efficient doors & windows New Lighted Sign			
Mid Town Cafe	420 E Agate	Covered walkway to covered back patio			
Mountain Family Center	480 E Agate, Suite 1C	New Sign			
Kopy Kat	461 E. Main Street	ADA compliant ramp and loading dock			
Totals			\$901,358.00	\$721,086.40	\$180,271.60

Proposal Delivery Instructions & Contact Information

Proposals shall contain the following information:

- A cover letter explaining the General Contractor’s interest in the project (must state that proposal is a firm offer valid through June 30, 2022 and include appropriate contact information.
- A narrative statement explaining understanding of the project (descriptions, scope, etc.) and specific experience and qualification that the General Contractor (GC) would provide.
- Breakdown of potential subcontractors that the GC will be using throughout the projects.
- Letter of commitment from the subcontractors, if available, stating that they understand the project deadlines and they will work with the General Contractor to complete the stated projects on time.
- Contact information for up to 3 professional references.
- A proposed work plan/scope for the project to include
 - Work tasks and deliverables
 - Schedule with milestones
- Cost estimate for completing each individual project, including fees and contingencies.
- Proof of liability and work comp insurance. One-million-dollar coverage is required.

All materials submitted in response to this RFP shall ultimately become public record and shall be subject to inspection after contract award. “Proprietary or Confidential” information is defined as any information that is not generally known to competitors and which provides a competitive advantage. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information clearly identified with the words “Confidential Disclosure” and placed in a separate envelope shall establish a confidential, proprietary relationship. Any material to be treated as confidential or proprietary in nature must include a justification for the request. Neither cost nor pricing information not the total proposal shall be considered confidential or proprietary.

All proposals shall include one (1) hardcopy submission and one (1) electronic submission (PDF format on a flash drive). Hardcopy submissions shall be received in a sealed envelope marked "MSOB Grant General Contractor" and addressed to:

Town of Granby

Attn: Ted Cherry, Town Manager

PO BOX 440

Granby, CO 80446

Direct questions to Ted Cherry at tcherry@townofgranby.com or via phone at 970-887-2501.

Submission deadline is November 3, 2021. Proposals received after the deadline will be placed in the file unopened and will not be considered.

It is a requirement of the grant that all work must be completed by June 30, 2022 or risk having to return the awarded funds to the state.

Evaluation Criteria & Timeline

The total budget shall not exceed the total amount as listed in the scope of work. The project completion deadline is a priority. Should the work not be able to be completed by June 30, 2022, the work shall not be started.

Town and Destination Granby Staff will evaluate each proposal based on the documentation requested herein, utilizing criteria which includes, but is not limited to, the following:

- Qualifications and previous related work of key personnel and/or sub-contractors
- Depth of relevant technical expertise
- Level of understanding of timeline for product delivery, weather, and other complications that could delay completion of projects
- Level of experience with municipalities or counties of similar size and/or government structure
- Quality of the sample materials and qualifications package submittal
- The proposal's responsiveness to the RFP
- Cost estimate in relation to service proposed

RFP Submittals Due	November 3, 2021
Consideration of Submittals	November 3 thru 5, 2021
Town Meeting for approval	November 9, 2021
Tender Contract for execution	November 10, 2021
Work to begin	November 11, 2021 or as arranged with Manager
Work to be completed & paid for	June 30, 2022

The Town of Granby will award the contract to the lowest responsive and responsible bidder. The Town reserves the right to determine the Respondent whose submission provides the best solution for the Town. The Respondent will need to enter into a contract for this project based upon the RFP. No

proposal shall constitute business terms of any eventual agreement except as expressly agreed by the Town.

The successful contractor will enter into a Town of Granby contract for the work.

The Town of Granby reserves the right to negotiate with selected consultant for future work on this project and reserves the right to alter any of the information contained in this Request.

The Town of Granby reserves the right to reject any and all proposals with or without cause and waive any irregularity, information or technicality in the proposals in the Town's best interest and is not obligated to award a contract based upon the lowest priced submission. All decisions related to this solicitation by the Town will be final. This solicitation in no way obligates the Town to award a contract.

The Town of Granby reserves the right to request clarification of information submitted and to request additional information of one or more Respondents. If terms cannot be mutually agreed upon, the Town reserves the right to enter into negotiations with one of the other qualified Respondents or individuals.

Expenses incurred in the preparation of submittals, presentations, and other incidental activities related to this solicitation, are solely the responsibility of the Respondent. The Town of Granby assumes no responsibility or liability for costs incurred by those responding to this RFP or in responding to any further requests for interviews, additional data, etc.

All data, documents, and other information provided to the Town of Granby by the Respondent in response to this RFP shall become the Town's property. The Town will own all deliverables and work product prepared in connection with this project, and to the extent permitted by law will become public record of the Town.

The selection of consultant shall be made without regard to race, color, sex, age, religion, national origin, sexual orientation, or political affiliation. The Town of Granby is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

By submitting a proposal, each Respondent agrees to release and hold harmless the Town from any claims arising from the release of proprietary information not clearly designated as such by the Respondent, where the Town has notified the Respondent of a request, and from the release of the document not protected from disclosure.