

## **Request for Quotation – Owner’s Representative**

The Clearview Library District Board of Trustees seek Owner’s Representation/Project Management services during the study, design, construction and opening of a new district library building. We invite you to offer us your qualifications and a quotation.

The project is:

- A new approximately 30,000 square foot library, designed for future expansion. The location is on Route 392 near County Rd. 19 in the Greenspire development.

Services will include the performance of all tasks leading to the planning and completion of the project. It is estimated that this project will cost \$20 million, which includes construction, furniture and equipment.

A Scope of Services is attached.

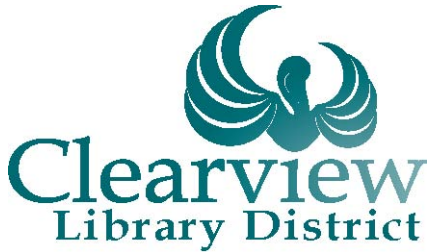
We intend to hire an Owner’s Representative/Project Manager prior to contracting with an architectural firm. The Project Manager will work closely with the Architect during all phases of work.

The Owner’s Representative/Project Manager will work with the Clearview Library District Board of Trustees, Architect, a Planning Committee and staff to develop building designs which incorporate our anticipated future public library needs at an affordable cost to construct and operate.

If you are interested in being considered for this project, please submit a quotation by Oct. 25, 2016. All applications will be reviewed by the Future Planning Committee and the Library Director. We wish to award a contract to a Project Manager so that the Project Manager can participate in the selection of the architect in early 2017.

We appreciate your potential interest in this project. If you have any questions regarding the process, please contact, Ann Kling, Director, Clearview Library District [\(970\) 686-9955](tel:9706869955) or email [director@clearviewlibrary.org](mailto:director@clearviewlibrary.org). Also, I encourage you to visit the Clearview Library District website at [www.clearviewlibrary.org](http://www.clearviewlibrary.org) to view documents that provide background to this project.

We look forward to your response.



## SCOPE OF SERVICES

1. Assist in architect selection, and in developing and reviewing contracts for the architect and contractor.
2. Prepare a comprehensive project budget.
3. Serve as main contact with contractors and subcontractors.
4. Assist in preparing bid documents for all phases of design and construction, including but not limited to building construction, interior furnishings, telephone system, and security system. Evaluate proposals received, and prepare contracts.
5. Work with the Town of Windsor to manage site preparation, including surveys, soil testing, grading, traffic planning and building permits.
6. Incorporate "green" building concepts into the new facilities.
7. During the schematic design phase, review design documents for conformance to building program, the Americans with Disabilities Act, and Town requirements.
8. Interpret blueprints and specifications.
9. Estimate and monitor construction costs.
10. Review and approve preliminary and final construction schedules.
11. Supervise construction activities.
12. Manage the construction technical support activities of the design and engineering firm(s), including the following:
  - a. Review and approval of drawings
  - b. Technical review and approval of material submittals and samples
  - c. Resolution of technical questions that may arise during construction.
  - d. Review and approve change orders, subject to District's approval.
13. Inspect construction work to determine compliance with the drawings and specifications.
14. Ensure compliance with regulations
15. Meet regularly with the Future Planning Committee.
16. Resolve questions that may arise during construction.
17. Maintain construction and inspection log.
18. Maintain permanent project files. Record construction progress on photographs.
19. Ensure that the builder maintains a set of as-built drawings and specifications.
20. Advise District on resolution of claims and disputes.
21. Coordinate the bid process for acquisition of furniture, equipment and other services.
22. During the construction phase, review and approve furniture and equipment drawings submitted by vendors to determine conformance with the building program.
23. Prepare and maintain a furniture and equipment purchase and delivery schedule, and monitor the performance of vendors against that schedule.

24. Manage the installation of the furniture and equipment.
25. Review invoices for furniture and equipment, and recommend their dispositions to the District
26. Perform the punch list inspection in conjunction with the design and engineering firms, and recommend to the District the approval of the issuance of the Certificate of Substantial Completion.
27. Ensure that the corrective work described on the punch list is completed, recommend to the District the approval of the issuance of the Certificate of Final Acceptance and approve the final payment to the builder.
28. Review the progress payment requests of the builder and recommend their dispositions to the District.
29. Be available to give presentations to the District Library Board, civic groups, government officials and funding agencies.
30. Assure that the building conforms to the original intent of the District.
31. Coordinate moving of collection and staff into new facilities.
32. Prepare final report on budget and schedule performance.
33. Obtain all operating and maintenance manuals and related close-out materials.
34. Conduct post-occupancy evaluation 10 months into the new facilities.

Request for Quotation must include:

1. Name, address, phone, fax and email of the firm.
2. Type of organization (individual, partnership, corporation or other).
3. Principles of firm, length of association and a concise statement of general background.
4. The professional resume of the individual(s) who will be the Owner's Representative/Project Manager.
5. References/completed projects. Please identify at least three completed public library and/or comparable projects, which the project manager has done individually or collectively within the past ten years, which best represent your present level of ability to manage two projects of this scope, simultaneously.
  - a. Brief description of project and date of completion
  - b. Gross square feet
  - c. Cost of construction and/or interior modifications and furnishings
  - d. Design architect, project architect, interior designer
  - e. General contractor, contact person and phone number
  - f. Client contact—name, position, address and phone number
6. Current and anticipated work load of team member(s).
7. Describe the firm's experience in cost estimating and the management of project budgets. Provide a complete list of completed projects from the past five years, showing final construction cost estimate, bid accepted and % bid was over or under estimate and % related to change orders.
8. Two short essay questions—one page or less.
  - a. What value have you added to similar projects such as improved functionality, cost savings, etc.? Why should you be selected?
  - b. How would you assure that the building is completed by the end of 2019?
9. Anticipated fees and reimbursable expenses with a "not to exceed" estimate of the total cost.

## TIMELINE FOR SELECTION

- Advertising of the Request for Quotation (Sept. 27, 2016)
- Closing date for receipt of Request for Quotation (Oct. 25, 2016)
- Evaluation of qualifications, Future Planning Committee recommends Owner's Representative/Project Manager to Clearview Library District Board of Trustees (Nov. 17, 2016)
- Board selection of architect (Feb. 23, 2016)

Inquiries: Telephone inquiries concerning this request for quotation should be concise questions of fact or clarification. Multiple or lengthy questions are to be submitted in writing to the Director via email: [director@clearviewlibrary.org](mailto:director@clearviewlibrary.org)

Acceptance/Rejection of Quotation Statements: The Clearview Library District Board of Trustees intends to award a contract to the firm that best satisfies the design and project needs of the library. This request for qualifications does not commit the Library Board to award a contract or share in the expense of preparing a statement of qualifications.

The deadline for the receipt of one (1) presentation of the completed statement of quotation signed by an officer authorized to make a commitment for the firm, and one (1) electronic copy to be emailed to [director@clearviewlibrary.org](mailto:director@clearviewlibrary.org) is 5:00 p.m. Oct. 25, 2016.

Please submit to: Ann Kling, Director, Clearview Library District, 720 3<sup>rd</sup> St., Windsor, CO 80550. 970.686.5603, [director@clearviewlibrary.org](mailto:director@clearviewlibrary.org)

Issuing Office: This Request for Quotation is issued by the Clearview Library District Board of Trustees.

Acceptance/Rejection of Proposals: The Clearview Library District Board of Trustees intends to award a contract to the firm that best satisfies the design and project needs of the library. This request for quotation does not commit the Library Board to award a contract or share in the expense of preparing a response.