



PROPOSAL NO 2020 - 016

ISSUE DATE 6/11/2020

**REQUEST FOR PROPOSAL (RFP)  
COVER SHEET**

**PROPOSAL TITLE:** Deza Estates Historic Resources Survey

**SUBMISSION DEADLINE:** 10:00 am on 6/25/2020

**SUBMIT PROPOSAL TO:** City Clerk's Office  
11701 Community Center Dr  
Northglenn CO 80233

or  
rfp@northglenn.org

or  
www.govbids.com

**CONTACT:** Sara Dusenberry

**EMAIL:** sdusenberry@northglenn.org

**PHONE:** 303-450-8836

Bidding instructions and drawings are available at the Rocky Mountain E-Purchasing website at: <http://govbids.com/scripts/co1/public/home1.asp>.

**MANDATORY  
PREBID CONFERENCE:** No

**DATE & TIME:** \_\_\_\_\_ at \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the vendor, (2) he/she has read all terms and conditions, requirements, and instructions of this bid as stated or implied, (3) the vendor warrants that he/she is familiar with all provisions of the contract documents and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her offer, (4) that the offer is being submitted on behalf of the vendor in accordance with any terms and conditions set forth in this document, and (5) that the vendor listed on the bid submission must match all contract and insurance documents submitted upon award.

**PRINT OR TYPE YOUR INFORMATION**

Company \_\_\_\_\_ Fax Number \_\_\_\_\_

Address \_\_\_\_\_ City, State Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_

Print name \_\_\_\_\_

**INSTRUCTIONS TO BIDDERS**

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1. **PROPOSAL NO:** \_\_\_\_\_

2. **PROPOSAL TITLE:** \_\_\_\_\_ Deza Estates Historic Resources Survey \_\_\_\_\_

3. **PURPOSE OF SOLICITATION:**

The City of Northglenn is requesting proposals from qualified consultants to assist with the completion of the Deza Estates historic resources survey. The survey will document forty-four properties in a compact area near W. 99th Avenue and Huron Street. The twenty-six most architecturally distinctive of the homes will be recorded at the intensive level while the remaining eighteen properties will be documented at the reconnaissance level.

4. **SCHEDULE OF ACTIVITIES:** The following schedule of activities delineates the timing of the solicitation and the estimated project schedule. These dates may be subject to change at the City's discretion.

June 11, 2020	RFP Issuance
June 18, 2020	Request for Information Due 4:00 pm
June 22, 2020	RFP Supplemental Info Issuance
June 25, 2020	RFP Proposals Due 10:00 am
June 30, 2020	Award of Contract
July 10, 2020	Contract Execution
_____	_____
_____	_____
_____	_____
_____	_____

5. **INTERPRETATION OF DOCUMENTS AND SPECIFICATIONS:** Wherever the word "contract" appears, it shall be held to include all the documents as listed. No less than all of the parts of the contract documents shall constitute the formal contract. If any person contemplating submitting a proposal for the proposed contract is in doubt as to the true meaning of any part of specifications, schedules, or information sheets or the proposed contract documents, he may submit to the project manager a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt and actual delivery. Any interpretation of such documents will be made only by an addendum duly issued, and a copy of such addendum will be mailed or delivered to each person receiving a set of such documents. The City will not be responsible for any explanation or interpretation of such documents which anyone presumes to make on behalf of the City.

6. **TERMS AND CONDITIONS:** As set forth in the contract agreements and any supplemental, the following terms and conditions will apply to this Request for Proposal, each vendor's proposal and to the negotiations, if any, of any said contract. Submission of a proposal in response to this RFP indicates the vendor's acceptance of the terms and conditions contained in this document and the contract.

7. **BIDDER EXPENSES:** The City of Northglenn will not be responsible for any expenses incurred by any vendor in preparing and submitting an offer.

8. **WITHDRAWAL:** A vendor may withdraw his proposal at any time prior to the expiration of the final date and

time set for receipt of bids. Withdrawal notification must be in written form, and must be received in the Offices of the City Clerk prior to the closing date and time.

**9. IRREVOCABILITY:** Following the time of closing, all bids will become irrevocable offers to the City and will remain as such until 90 days from date of submission. By submission of a bid, the vendor agrees to enter into a contract. In addition all quoted prices will be firm and valid up to 90 days from date of submission. The City may, in its sole discretion, release any proposal and return any bonds if applicable prior to the 90 days.

- 10. LATE PROPOSALS:** Any proposal received after the Final date and time for receipt of proposal will not be accepted and will be unopened and discarded without being considered.
- 11. SIGNATURES OF VENDORS:** Each vendor shall sign his proposal, using his legal signature and giving his full business address. The person signing the proposal must be an officer of the company or partnership. Bids by partnerships shall be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the President, Secretary, or other persons authorized to bind it in the matter. The names of all persons signing should also be printed below the signature. A proposal by a person who affixes to his signature the word, "President", "Secretary", "Agent" or other designation without disclosing his principal, may be held to be a proposal of the individual signing. When requested by the City, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished. Bids submitted electronically are to be typed in lieu of written signature (see the cover letter).
- 12. OPEN RECORDS ACT:** Notwithstanding any language contained in a proposal to the contrary, all proposals submitted to the City become the property of the City. Any information considered proprietary should be marked by the vendor and as such and will be kept confidential to the extent provided by law.
- 13. SALES TAX:** Vendors shall not include federal, state, or local excise, sales or use taxes in prices offered, as the City is exempt from payment of such taxes.
- 14. MISTAKES IN BIDDING INSTRUCTIONS:** If the City makes a mistake in drafting the bidding instructions or any other contract documents, the City reserves the right to reject any or all bids, or to require that vendors submit an alternate proposal with adjustments made to correct the error(s). Such errors will be set forth in an addendum. If the vendor has already been selected and has started performing work under the contract, and the City then discovers a mistake in the contract documents for which the City is responsible, the City may opt to reform the contract. If the mistake causes the vendor to receive compensation for materials not used in the work or for labor that would not be required for the work, the contract price shall be decreased proportionally. If the mistake causes the vendor to fail to bid on work which must be performed in order to properly complete the contract, the City may increase the contract price to equal the proportionate increase in the cost of required materials and labor caused to the vendor. In the alternative, the City may solicit bids for such additional work, or the City may reassign such additional work to another vendor, as the City deems appropriate. Nothing in this provision shall apply to mistakes made by the vendor in completing the proposal form or in performing the contract.
- 15. ACCEPTANCE OF PROPOSAL:** It is expressly understood and agreed that the City reserves the right to reject any or all bids, to waive formalities, and accept the proposal which appears to be in the City's best interest.
- 16. APPEAL OF AWARD:** Solicitations will be awarded based on multiple criteria, price being just one of the conditions. Vendors can review the solicitation's special terms and conditions for information on evaluation criteria. Vendors may appeal the award decision by submitting, in writing, to the City of Northglenn, a request for reconsideration within 7 calendar days after the posting of the Notice of Intent to Award, provided that the appeal is sought by the vendor prior to the City finalizing a contract with the selected vendor. Vendors who were deemed non-responsive are ineligible to participate in the appeal process.

- 17. DEFENSE OF SUITS:** In case any action at law or suit in equity is brought against the City, any officer, employee, or agent thereof, for or on account of the failure, omission, or neglect of the vendor to do and perform any of the covenants, acts, matters, or things by this contract undertaken to be done or performed, or for the injury or damage caused by the negligence of the vendor or his subcontractors or his or their agents, or in connection with any claim or claims based on the lawful demands of subcontractors, workmen, material, men or suppliers or machinery and parts thereof, equipment, power tools and supplies incurred in the fulfillment of the contract, the vendor shall indemnify and save harmless the City, officers, employees, and agents of the City, of and from all losses, damages, costs (including attorney's fees), expenses, judgments, or decrees whatever arising out of such action of suit that may be brought as aforesaid.
- 18. CONTRACT NEGOTIATIONS:** If the City decides to proceed and to negotiate a contract, the City intends to provide written notification to the vendor whose proposal is deemed by the City to be in the best interests of the City and the City will attempt to negotiate a contract with the selected vendor(s) on terms and conditions stated in this RFP or in the successful vendor's bid, but shall also include terms and conditions later negotiated. If the City and the successful vendor are unable to execute a contract and the vendor has been notified that it is the successful vendor then the City may cease all discussions with the (first) successful vendor without any further obligation to that vendor and select another (second) vendor as the successful vendor. If the (second) vendor is rejected, as per the terms above, then the City, without any further obligation to that vendor, may select another (third) vendor as the successful vendor and so on, or the City reserves the right to reject all proposals and re-bid.
- 19. OPENING OF PROPOSALS:** The City reserves the right to open Proposals received in response to this RFP, privately and unannounced, after the closing date and time.
- 20. EXTENSION OF TIME:** No time extensions are being considered at this time; however, should the City extend this proposal, all vendors will be given the same considerations.

**PROPOSAL FORM**

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City of Northglenn  
11701 Community Center Drive  
Northglenn, Colorado 80233-8061

PROPOSAL: Pursuant to the "advertisement for proposal" for the above named project, and being familiar with all contractual requirements therefore, the undersigned bidder hereby proposes to furnish all labor, materials, tools, supplies, equipment, transportation, services and all other things necessary for the completion of the contractual work, and perform the work in accordance with the requirements and intent of the contract documents, within the time of completion set forth herein, for, and in consideration of the following prices.

Proposal of \_\_\_\_\_ (hereinafter called **BIDDER**) organized and existing under the laws of the State of \_\_\_\_\_ doing business as \_\_\_\_\_\*.  
To the **CITY OF NORTHGLENN** (hereinafter called **CITY**). In compliance with your advertisement for bids, **BIDDER** hereby proposes to perform WORK on

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in strict conformance with the **CONTRACT DOCUMENTS**, within the time set forth therein, and at the prices stated below.

By submission of this **BID**, each **BIDDER** certifies, and in case of a joint bidder each party thereto certifies as to his own organization that this **BID** has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this **BID** with any other **BIDDER** or with any competitor.

**BIDDER** hereby agrees to commence **WORK** under this contract on or before a date to be specified in the

**NOTICE TO PROCEED** and to fully complete the **PROJECT** as indicated in the General Conditions.

**BIDDER** acknowledges receipt of the following **ADDENDUM**:

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\*Insert "a corporation", "a partnership", or "an individual" as applicable.

Sub-contractors (if any): Work they will perform:

1. \_\_\_\_\_ Email: \_\_\_\_\_

2. \_\_\_\_\_ Email: \_\_\_\_\_

3. \_\_\_\_\_ Email: \_\_\_\_\_

Please provide a complete and accurate list of at least three references and contact phone numbers:

1. \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

2. \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

3. \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Respectfully  
submitted,

(Seal, if Proposal is by a  
Corporation)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
License Number  
(If Applicable Signature)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Attest

NORTHGLENN DEZA ESTATES INTENSIVE SURVEY  
REQUEST FOR PROPOSALS

A. PROJECT OVERVIEW AND SCHEDULE

The City of Northglenn is requesting proposals from qualified consultants to assist with the completion of the Deza Estates historic resources survey. The survey will document forty-four properties in a compact area near W. 99th Avenue and Huron Street. The survey area today contains a mixture of distinctive "contemporary" mid-century modern house models and a few more "standard" Ranches (and later housing types) constructed as infill. The twenty-six most architecturally distinctive of the homes will be recorded at the intensive level while the remaining eighteen properties will be documented at the reconnaissance level. The project is primarily funded through a CLG Grant awarded by the state historic preservation office – History Colorado. The grant has a final deadline of May 15, 2021, which will require all surveying, research, public engagement, and reports to be completed by early May.

B. SCOPE OF WORK

The Respondent(s) will have overall responsibility for conducting a survey of the Deza Estates Neighborhood that combines recordation at the reconnaissance and intensive levels. It is expected that Form #1403 provided by the state will be completed for the twenty-six houses that appear to have the greatest architectural distinction. Form #1417 is expected to be used for the remaining eighteen properties. Both forms are attached. The project should include four major components: fieldwork, archival research, form and report completion, and public engagement. These components are further explained below:

1. FIELDWORK

- a. The first step will be to physically visit each property within the Deza Estates survey area to record its architectural features and photograph as many elevations as possible from the public right of way for each of the forty-four surveyed homes.
- b. Fieldwork should be completed in late fall to allow photographs to show the greatest level of architectural detail without the interference of trees in full leaf.

2. ARCHIVAL RESEARCH

- a. Research should primarily be conducted for the twenty-six houses requiring intensive survey. The information gathered should reflect the history of the developer/architect, the residents, and changes to houses and development patterns. Research should be based on available primary sources and supplemented with secondary sources.
- b. Respondents should utilize various repositories for information including current residents, the Historic Preservation Commission, and city and county records.

3. FORM AND SURVEY REPORT COMPLETION

- a. Respondents should generate a form for each recorded site with photographs and maps attached.
- b. The survey report should be prepared in accordance with the Colorado Cultural Resource Survey Manual, Revised Edition (2007). It should feature a historic context specific to the survey area and the recorded resources from this project.
- c. The context should focus on not only the neighborhood itself but also the burgeoning area that would eventually become the City of Northglenn. Possible themes covered should include factors influencing subdivision location, land acquisition, and platting; infrastructure improvements; a full examination of the background and experience of developer Henry Swanson; and a characterization of the original owners in Deza Estates.
- d. The report should include a summary of both individual and historic district eligibility. Maps and charts may be utilized to depict this information.

4. PUBLIC ENGAGEMENT

- a. Engaging the public is a vital component of completing this project and required by grant guidelines.
- b. At a minimum the respondent should hold two public meetings. These should occur at the kick off and conclusion of the project.
  - 1. The kickoff meeting should provide information regarding the overall process of the survey, especially as it pertains to fieldwork and opportunities for residents to share information on the history of the neighborhood. This meeting should focus primarily on outreach with the residents of Deza Estates.
  - 2. The conclusion meeting should provide the results of the survey and report with the residents and city as a whole.
- c. A public engagement plan should be coordinated with city staff and take into account the current limitations created by COVID-19. The health of residents is of the utmost importance to the city and engagement should reflect this priority.

C. PROJECT TIMELINE AS SET BY GRANT REQUIREMENTS

- 1. By July 15, 2020 - contract executed
- 2. By September 15, 2020
  - A. List of finalized survey properties submitted to city staff
  - B. Initial consultation with OAHP staff and selected consultant completed
- 3. By January 15, 2021
  - A. Draft forms and survey report submitted to city staff
- 4. By May 15, 2021
  - A. Final forms and survey report accepted and reviewed by city staff
    - 1. The grant must be closed out by May 15, 2021 so it is expected the consultant will have completed the scope of work and have all deliverables accepted by the city prior to this date.

D. RESPONSE/SUBMITTAL FORMAT



The Consultant shall submit three (3) hard copies of the Request for Proposals (RFP) submittal and an electronic copy (pdf) on flash drive or CD. The RFP submittal is not intended to be an expansive or elaborate document, but it should be thoughtfully composed and easy to understand. The body of the response shall be no longer than fifteen (15) pages, not including cover letter, resumes - Resumes shall be an appendix. The consultant's general Statement of Qualifications shall also be included as an appendix. The review of the RFP shall be in accordance with Northglenn Municipal Code – Chapter 6/Article 5/Section 8.

The consultant shall address each of the following components:

**EXECUTIVE SUMMARY** – Identify the name of your firm, and the location of the main office and all branches or satellite offices. Tell us how many years your firm has been in business under the present name and current ownership. Introduce the members of your project team, including sub-consultants and/or contractors (if applicable). Provide an overview of your firm's experience that specifically relates to the work being requested.

**PROJECT TEAM** – Provide an organizational chart of your project team. Delineate the time commitment and specific role for both the Principal-in-Charge and the Project Manager as they relate to the successful completion of this project.

**PROJECT MANAGEMENT** – Provide a methodology/work plan to accomplish the work requested by the City. Explain how your firm will coordinate/communicate with City staff. Identify (explicitly) your firm's protocol for managing the budget and keeping the City informed of potential scope creep.

**REFERENCE PROJECT** – Provide a detailed description of a similar project completed within the last ten years where your team was the lead consultant on a historic resources survey project. The following information should be included for the reference project:

1. Client City/County for the historic resources survey
2. Project Budget – Including Original Bid Estimated Cost and Final Total Compensation
3. Project References – Provide, at a minimum, two references that had project budgetary and scope authority on the reference project.

**PROJECT APPROACH/METHODOLOGY** – Respondents should provide an overall project approach consistent with the components outlined in Section B (Scope of Work). This portion of the response is intended to highlight proposed strategies for project management, schedule management techniques, public engagement, and any proposed innovations that may be beneficial to the project. This section will outline the respondents and provide respondents with an opportunity to differentiate themselves through unique proposed techniques.

**FEE PROPOSAL** – Provide a detailed estimate of the cost of the project. Respondents should include the rate and expected hourly contribution of each team member, including sub consultants. The city expects the required scope of work to cost no more than \$27,000.

E. SELECTION PROCESS

**Schedule of Activities:** The following schedule of activities delineates the timing of the qualifying phase and *proposal solicitation phase*, and the estimated project schedule beginning with the RFQ issuance through the selection of the finalist. These dates may be subject to change at the City's discretion.

**RFP**

<u>June 11, 2020</u>	<u>RFP Issuance</u>
<u>June 18, 2020</u>	<u>Request for Information (Due by 4:00 pm)</u>
<u>June 22, 2020</u>	<u>RFP Supplemental Information Issuance</u>
<u>June 25, 2020</u>	<u>RFP Proposals Due (10:00 AM)</u>
<u>June 30, 2020</u>	<u>Award of Contract</u>
<u>July 10, 2020</u>	<u>Contract Execution</u>

**Review of Submittals:**

A review of submittal will be conducted in accordance with Northglenn Municipal Code Section 6-5-8. Procurement for specialized goods and services, as determined by the City Manager in writing, shall be eligible for award by a competitive selection process following a request for proposals under the aforementioned Section.

**Qualifying Finalists:**

RFP submittals will be evaluated qualitatively on responsiveness, professional experience, the reference project and the information gained through project references, resource availability, and approach/methodology deployed to complete the Deza Estate Historic Resources Survey.

**F. ATTACHMENTS**

- 1. Survey Forms
  - a. Survey Forms Link