



PROPOSAL NO _____

ISSUE DATE _____

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

PROPOSAL TITLE: _____

SUBMISSION DEADLINE: _____ on _____

SUBMIT PROPOSAL TO: **City Clerk's Office**
11701 Community Center Dr
Northglenn CO 80233
or
rfp@northglenn.org

CONTACT: _____

EMAIL: _____

PHONE: _____

Bidding instructions and drawings are available at the Rocky Mountain E-Purchasing website or at:
https://www.northglenn.org/government/bids_with_the_city.php

**MANDATORY
PREBID CONFERENCE:** _____

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

1. **PROPOSAL NO:** _____

2. **PROPOSAL TITLE:** _____

3. **PURPOSE OF SOLICITATION:**

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.

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

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

_____ - _____

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**:

*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



Planning & Development

11701 Community Center Drive
Northglenn, CO 80233
P: 303-450-8739
F: 303-450-8708
northglenn.org

NORTHGLENN CITY HALL
Materials Testing & Inspection

OWNER:

City of Northglenn
11701 Community Center Drive
Northglenn, CO 80233

Contact: Eric Ensey
eensity@northglenn.org

ARCHITECTURE & INTERIOR DESIGN FIRM:

Anderson Mason Dale Architects, P.C.
3198 Speer Boulevard
Denver, Colorado 80211
(303) 294-9448

Contact: Dan Youngren
dyoungren@amdarchitects.com

DELIVERY ADDRESS: City of Northglenn; Rocky Mountain Bidnet Process

PROJECT SCHEDULE

Proposal Release	04/13/2023
Proposal Questions Due	04/18/2023
Q&A Issued by	04/19/2023 – Close of Business
Proposals Due	04/27/2023 – 2:00p MDT
Anticipated Award	05/01/2023
Inspections Begin	May 2023 (Final date: TBD)

This Request for Proposal (RFP) is issued by City of Northglenn (Owner).

SECTION 1: INTRODUCTION

The City of Northglenn is seeking Proposals for Testing and Inspection Company to provide materials testing and inspections for the Northglenn City Hall Project.

SECTION 2: PROJECT OVERVIEW / DESCRIPTION

2.1 Prior to the development of the Webster Lake Promenade (the retail development south of 120th Avenue between I-25 and Grant Street), the City had been actively pursuing the redevelopment/revitalization of approximately 40 acres of land located at the southeast section of the 120th Avenue and the I-25 interchange. The city sold off a portion of the land, which led to the development of the Webster Lake Promenade, a restaurant and commercial development between I-25 and Grant Street off 120th Avenue.

Following development of the Webster Lake Promenade, the City then evaluated several development proposals from the master developer and conducted a market study to determine the most appropriate development approach for the remaining land to be redeveloped. The City did not pursue any of the recommendations of the developer at that time and decided to focus its efforts on the 20.7 acres that currently house the City Hall and the Recreation Center, Senior Center, and Theatre facility.

In 2016, the City hired a consultant team to commence a thorough public process to develop a community vision for the NGCC site. The process included vigorous public outreach in order to ensure the public had input into the future redevelopment of the site. The process resulted in the “Northglenn Civic Center Master Plan” that was adopted by City Council in 2017.

Following that effort in 2017, the City began the process of implementation of Phase I of the CCMP. This included retaining a consultant team to provide an in-depth analysis of current and future recreation amenities and programs in anticipation of a new multi-use facility that includes a recreation center, senior center and theater as well as an in-depth public engagement process to achieve community by-in on the project.

The implementation of Phase I of the NGCC Master Plan was initiated in April 2018 with the design and construction of the new Northglenn Recreation Center, Senior Center and Theatre, as well as the Memorial Parkway and associated infrastructure. The project was completed on October 9, 2021, with its official grand opening to the public. The team for this project was Barker Rinker Seacat Architects for design and engineering, FCI Constructors as general contractor, and Cumming Management Group as owner representative and project manager, along with city staff.

We are currently in the second phase of implementation of the NGCC Master Plan. Phase II of the NGCC Master Plan project was formally initiated in January 2021 by commencing the design of the new City Hall facility. Cumming Management Group was selected to continue with project management on the second phase of the project. The city also brought on Anderson Mason Dale Architects for design and engineering services in late 2021. FCI Constructors was selected for the CMGC role on the construction of City Hall in late 2021 as well.

2.2 Property Description: The redevelopment of the Civic Center Campus, located at the southeast section of the 120th Avenue and the I-25 interchange on a 20.7 acre site that currently houses the city's recreation, theater and senior center as well as City Hall.

Please see the proposed site information on Attachment B: **100% Design Development Documents**.

2.3 100% Design Development documents, dated January 23, 2023 by Anderson Mason Dale Architects will be available **via the bidnet site with this bid release**.

SECTION 3: SCOPE OF WORK AND PROPOSAL REQUIREMENTS

3.1 The Testing & Inspections Company will be responsible to provide all services identified in Attachment A, typical project services, those required by jurisdiction and code, and responsibilities identified in the Schematic Design documents.

3.2 Furnish a comprehensive proposal in response to the RFP for performing the Testing & Inspection services on the above referenced Project. Include all items below:

1. **Team Structure & Organization Chart:** Describe the proposed team structure and identify the Project Manager (PM) and other key team members who will directly work on the Project. Provide an organization chart that clearly illustrates the roles and responsibilities and geographic location of all individuals. Provide clarity on how much involvement each team member will have. It is important to identify the geographic location of the firm as well as the key team members and sub-consultants, and to the extent that any of the key team members are not local, to provide clarity on their ability to fully participate in a highly interactive and collaborative environment. The Respondent shall identify a Project Manager who will lead the team in the delivery of the Testing & Inspection services as well as all other key members of the team, and summarize their qualifications, and their specific expertise to deliver such services. The respondent will provide descriptions of at least 3 and up to 5 similar projects, with reference, identifying at least 1 current team member's involvement in each referenced project.
2. **Approach and Work Plan:** Describe the team's understanding of and its approach to implementing the Scope of Services including the process by which feedback will be solicited, collected and incorporated into the peer reviews. Provide an overview of the team's implementation schedule highlighting the major phases, milestones and recommended meetings. Describe the team's approach to risk management.
3. **Fee Proposal:** Provide a list of Billable Rates for all proposed team members, sub-consultants and personnel. The fee proposal should list the personnel and hours and associated fee for as described in the scope of services above. It is important that the fee proposal describe each task and include a breakdown of the level of effort for all project personnel associated with each task, including sub-consultants, so that the Owner can understand and evaluate how the proposal was developed by the team. Cost proposal must include all costs to successfully provide and complete the scope of work requirements and deliverables as noted above. Include a not-to-exceed line item budget of reimbursable for the Services to be provided and assumptions that support these

reimbursable. Costs for all required lodging, meals and all miscellaneous expenses must be included in your proposal.

- Provide a brief overview of your company. If you have multiple offices identify the specific information related to the office performing the work.
- Provide a detailed outlined scope of work.
- Provide a detailed cost of work by completing Attachment A.
- Include billable rates for each staff/technician position assigned to the project. Detail any other cost including reimbursable expenses.
- Outline any testing and inspection services that will be subcontracted outside of your firm and identify the firm performing the services.
- Identify specific challenges you see related to the project.

3.3 Insurance: Proposing firms shall provide insurance covering claims arising out of the performance of professional services under the Agreement and caused by errors, omissions, and negligent acts for which the professional is legally liable. Any limits of liability stipulations shall be in conformance with the attached PSA Terms and Conditions section IX.

3.4 Professional Services Agreement: Attachment E contains the City of Northglenn’s standard Professional Services Agreement (PSA). Please review the agreement and identify any modifications to the terms and conditions of the agreement that you would like the City to review and consider. Any and all proposed modifications will need be included as part of your proposal. Modifications after proposals have been accepted will not be accepted. The City may or may not agree to any of the proposed modifications.

SECTION 4: MILESTONE SCHEDULE

4.1 A Milestone Schedule (subject to change) is provided below:

Activity	Start	Finish
Design:		
Issue DD Package		January 23, 2023
Initiate Permits	January 27, 2023	April 14, 2023
Issue Shell and Fit Out CD's		May 2023
Construction:		
Site Work, Grading & Utilities	May 13, 2023	November 20, 2023
Foundations & Structure	July 2023	June 2024
Building Envelope & Fit Out	December 2023	July 2024

SECTION 5: SUBMITTAL

5.1 All proposals must be submitted electronically. The Proposer must send proposals to rfp@northglenn.org as defined in the RFP cover sheet or directly to the City Clerk's Office.

Proposals are due not later than **2:00 PM on April 27, 2023.**

It is the Proposer's responsibility to have the Proposal Documents correctly electronically submitted by the submittal deadline. No extensions will be granted, and no late submissions will be accepted. A signed and dated proposal along with an Excel copy of the pricing spreadsheet must be submitted.

5.2 Questions must be submitted utilizing **Attachment C – Question and Response Form**, in writing to Eric Ensey, **City of Northglenn** at eensity@northglenn.org, by **April 18, 2023 at 5:00 PM.** Responses will be released on Rocky Mountain BidNet.

SECTION 6: OWNER'S RIGHTS

6.1 The Owner reserves the right to reject any and all Proposals and may also waive any and all formalities during the selection process. The Owner reserves the right to select the firms they feel are best suited for the Project and will not debrief firms who are not selected.

6.2 Verification of Information: Proposers are hereby notified that the Owner will rely on the accuracy and completeness of all information provided in making its selection. As such, Proposers are urged to carefully review the provided information to ensure the clarity, accuracy and completeness of such information. The Owner, at its sole discretion, reserves the right to make any inquiries or follow-up as required to verify the information provided.

6.3 Discrimination in Employment: In connection with the performance of work on this Project, the selected firm agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, gender variance, age, military status, sexual orientation, marital status, or physical or

mental disability; the selected Proposer must further agree to insert the foregoing provision in all subcontract (if appropriate).

6.4 Tax Exempt Status: The City of Northglenn is exempt from tax obligations and as a political subdivision of the State of Colorado.

SECTION 7: TERMS AND CONDITIONS

7.1 Contract. The Testing & Inspections Company will submit their proposal to The City of Northglenn and will be contracted through a **Professional Service Agreement** (see Attachment E).

SECTION 8: ATTACHMENTS

- Attachment A – Testing & Inspection Bid Form
- Attachment B – Design Development Documents, dated January 27th, 2023
- Attachment B.1 - Design Development Project Manual, dated January 27th, 2023
- Attachment C – Question and Response Form
- Attachment D – Project Schedule Generated by FCI Contractors.
- Attachment E – Northglenn Standard PSA

City of Northglenn City Hall Master Plan - Phase 1

Northglenn, CO

4/4/2023

**Testing and Inspection Bid Form
Attachment A**

TASK DESCRIPTION		(A) VISITS (ea.)	(B) DURATION (hrs.)	(C) RATE (\$)	TOTAL (AxBxC)
* Outside Building Curb Line Testing and Inspection *					
1 Earthwork					
Field Inspection and Testing					
	Fill material testing	0	0.0	-	-
	Compaction test	0	0.0	-	-
	[Enter any additional item]	0	0.0	-	-
2 Trenching and Piping					
Field Inspection and Testing					
	Compaction tests for pipe bedding	0	0.0	-	-
	Compaction test for fill over pipe	0	0.0	-	-
	[Enter any additional item]	0	0.0	-	-
3 Concrete Formwork					
Field Inspection and Testing					
	Form work	0	0.0	-	-
	Embedment items	0	0.0	-	-
	Concrete reinforcement	0	0.0	-	-
	[Enter any additional item]	0	0.0	-	-
4 Concrete Placement					
Field Inspection and Testing					
	Mix design	0	0.0	-	-
	Aggregate	0	0.0	-	-
	Mill reports	0	0.0	-	-
	Substrate inspection	0	0.0	-	-
	Finishing	0	0.0	-	-
Laboratory Testing					
	Compressive Strength	0	0.0	-	-
	[Enter any additional item]	0	0.0	-	-
5 Asphalt					
Field Inspection and Testing					
	Mix design	0	0.0	-	-
	Observation during placement	0	0.0	-	-
	Nuclear density testing	0	0.0	-	-
	[Enter any additional item]	0	0.0	-	-
6 Brick & CMU Masonry					
Field Inspection and Testing					
	Rebar placement	0	0.0	-	-
	Grout	0	0.0	-	-
	Observation during installation	0	0.0	-	-
	[Enter any additional items]	0	0.0	-	-
Outside Building : Sub-Totals		0	0		0

TASK DESCRIPTION		(A) VISITS (ea.)	(B) DURATION (hrs.)	(C) RATE (\$)	TOTAL (AxBxC)
* Inside Building Testing and Inspection *					
1 Earthwork					
Field Inspection and Testing					
Inspect spread footing excavation		0	0.0	-	-
Fill material testing		0	0.0	-	-
Compaction test		0	0.0	-	-
[Enter any additional item]		0	0.0	-	-
2 Trenching and Piping					
Field Inspection and Testing					
Compaction tests for pipe bedding		0	0.0	-	-
Compaction test for fill over pipe		0	0.0	-	-
[Enter any additional item]		0	0.0	-	-
3 Concrete Formwork - Foundation and Flatwork					
Field Inspection and Testing					
Form work		0	0.0	-	-
Embedment items		0	0.0	-	-
Concrete reinforcement		0	0.0	-	-
[Enter any additional item]		0	0.0	-	-
4 Concrete - Foundation and Flatwork					
Field Inspection and Testing					
Mix design		0	0.0	-	-
Aggregate		0	0.0	-	-
Mill reports		0	0.0	-	-
Substrate inspection		0	0.0	-	-
Observation during placement		0	0.0	-	-
Floor Flatness		0	0.0	-	-
Floor Levelness		0	0.0	-	-
Polishing inspection		0	0.0	-	-
Laboratory Testing					
Compressive Strength		0	0.0	-	-
[Enter any additional item]		0	0.0	-	-
5 Structural Steel					
Field Inspection and Testing					
Inspection of structural field welds		0	0.0	-	-
Inspection of embedded plates & Assemblies		0	0.0	1.00	-
Inspection of bolted connection		0	0.0	1.00	-
[Enter any additional items]		0	0.0	-	-
6 Steel Decking					
Field Inspection and Testing					
Inspection of structural field welds		0	0.0	-	-
[Enter any additional items]		0	0.0	-	-
9 Brick & CMU Masonry					
Field Inspection and Testing					
Rebar placement		0	0.0	-	-
Grout		0	0.0	-	-
Observation during installation		0	0.0	-	-
[Enter any additional items]		0	0.0	-	-
10 Fireproofing & Firestopping					
Field Inspection and Testing					
Inspection & Test - spray fireproofing		0	0.0	-	-
Inspection & Test - intumescent					
Inspection & Test - penetration firestopping					
[Enter any additional items]		0	0.0	-	-
Inside Building Line: Sub-Totals		0	0		0
TOTAL		0	0.0		-

NOTES:

- 1.) Rates should include cost of travel
- 2.) Duration hours are to represent actual inspection durations (excluding travel time)

Design Development Documents

https://northglenn-my.sharepoint.com/:b:/g/personal/eensey_northglenn_org/EZSCa92lzt5CuTYAnEexRnkBV-BzZ_-EfgYuRcD0bjcqQ?e=7ZrFfO

Design Development Manual

https://northglenn-my.sharepoint.com/:b:/g/personal/eensey_northglenn_org/EaRK9tbUHapGm_eAv4z8idkBt9tpTRb4_yB0tNXhLHXZJQ?e=bpJ9MT

Attachment C – Question and Response Form

Northglenn City Hall Master Plan - Phase 1

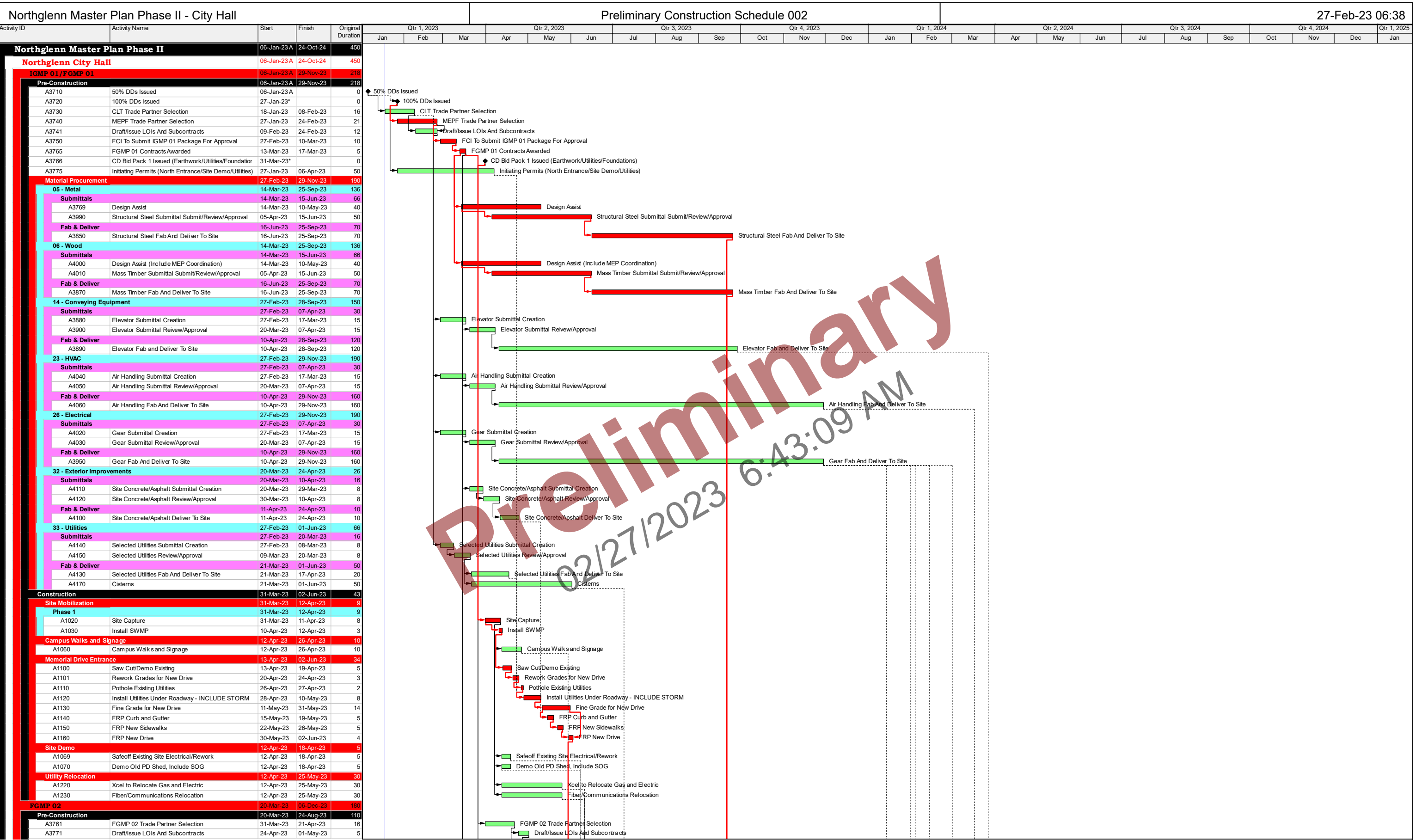
NGCC

RFP QUESTION AND RESPONSE FORM

UPDATED: 04/04/2023

ITEM #	ACTION BY	CONSULTANT REQUESTING INFORMATION	DATE OF QUESTION / RESPONSE	QUESTION / RESPONSE	STATUS OPEN / CLOSED
Q-001					
R-001					
Q-002					
R-002					
Q-003					
R-003					
Q-004					
R-004					
Q-005					
R-005					
Q-006					
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R-016					
Q-017					
R-017					
Q-018					
R-018					
Q-019					
R-019					
Q-020					
R-020					

1. All questions shall be submitted electronically to Eric Ensey, City of Northglenn, at (eensity@northglenn.org) using this log, per the dates specified within the RFP.
2. Consultants shall provide information in the white cells only (columns C, D & E). Note: The blue cells will be used by the Owner/Consultants for tracking responses to your questions.
3. Responses will be provided back to ALL of the consultants.

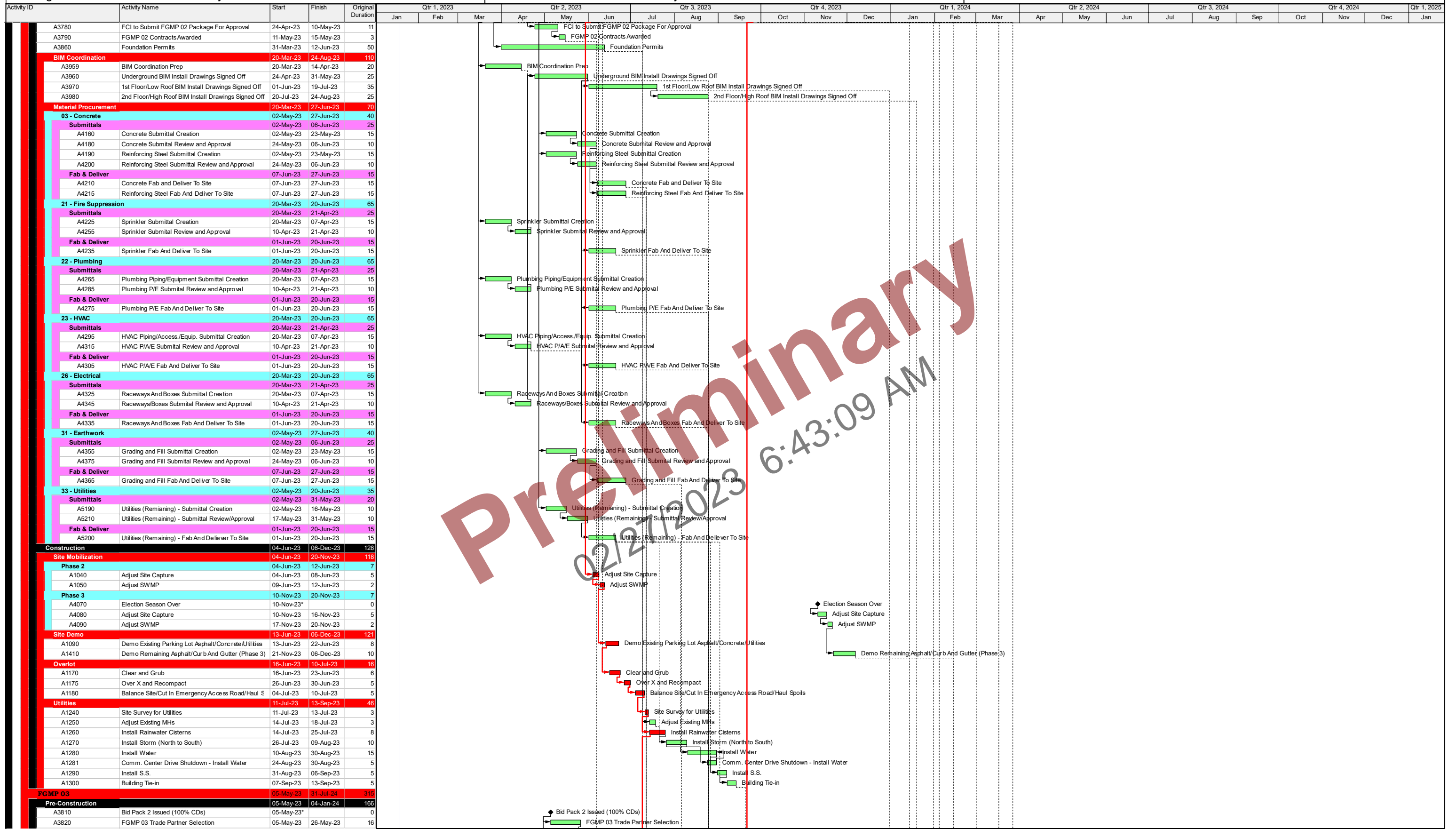


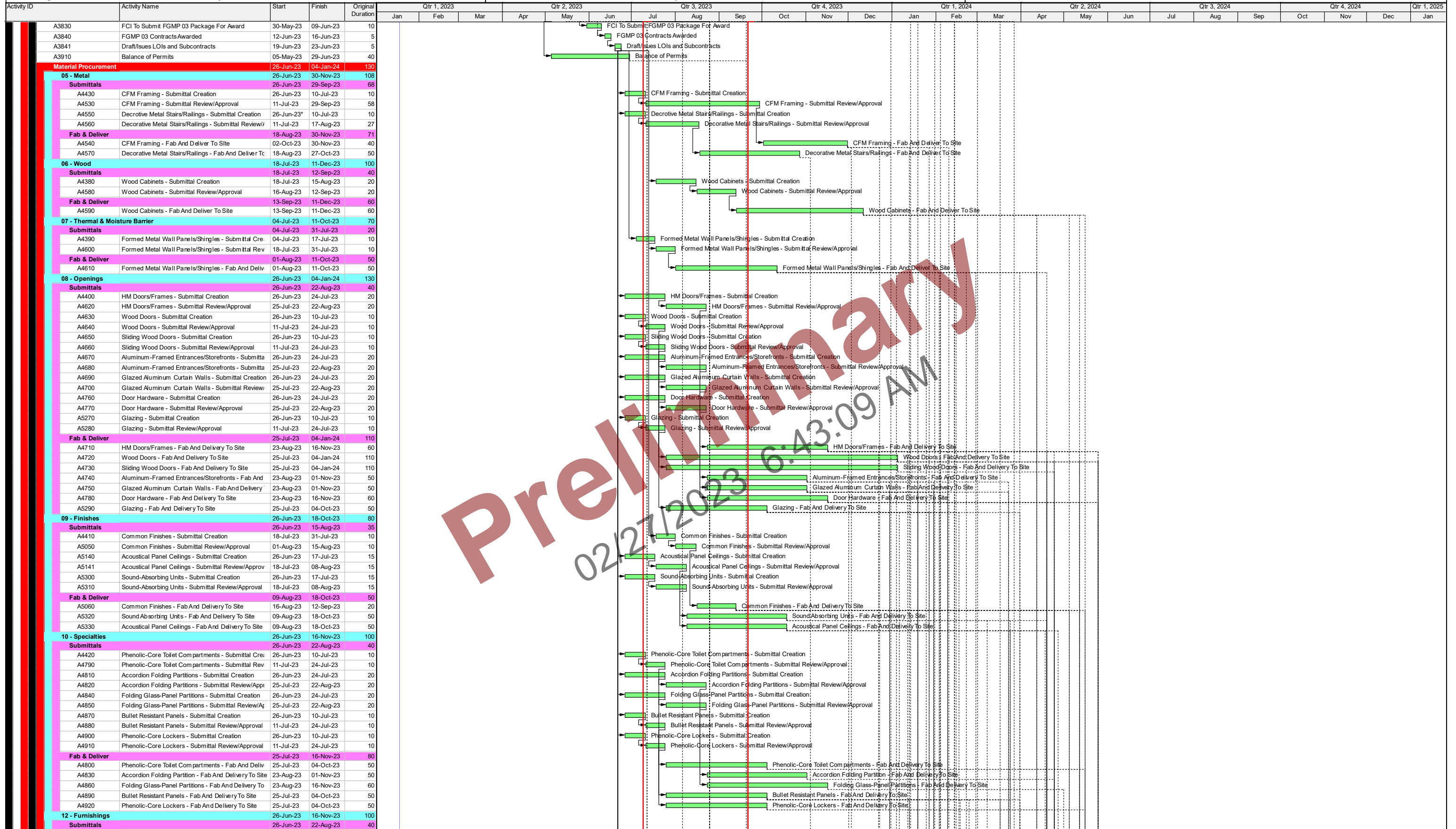
Preliminary

02/27/2023 6:43:09 AM

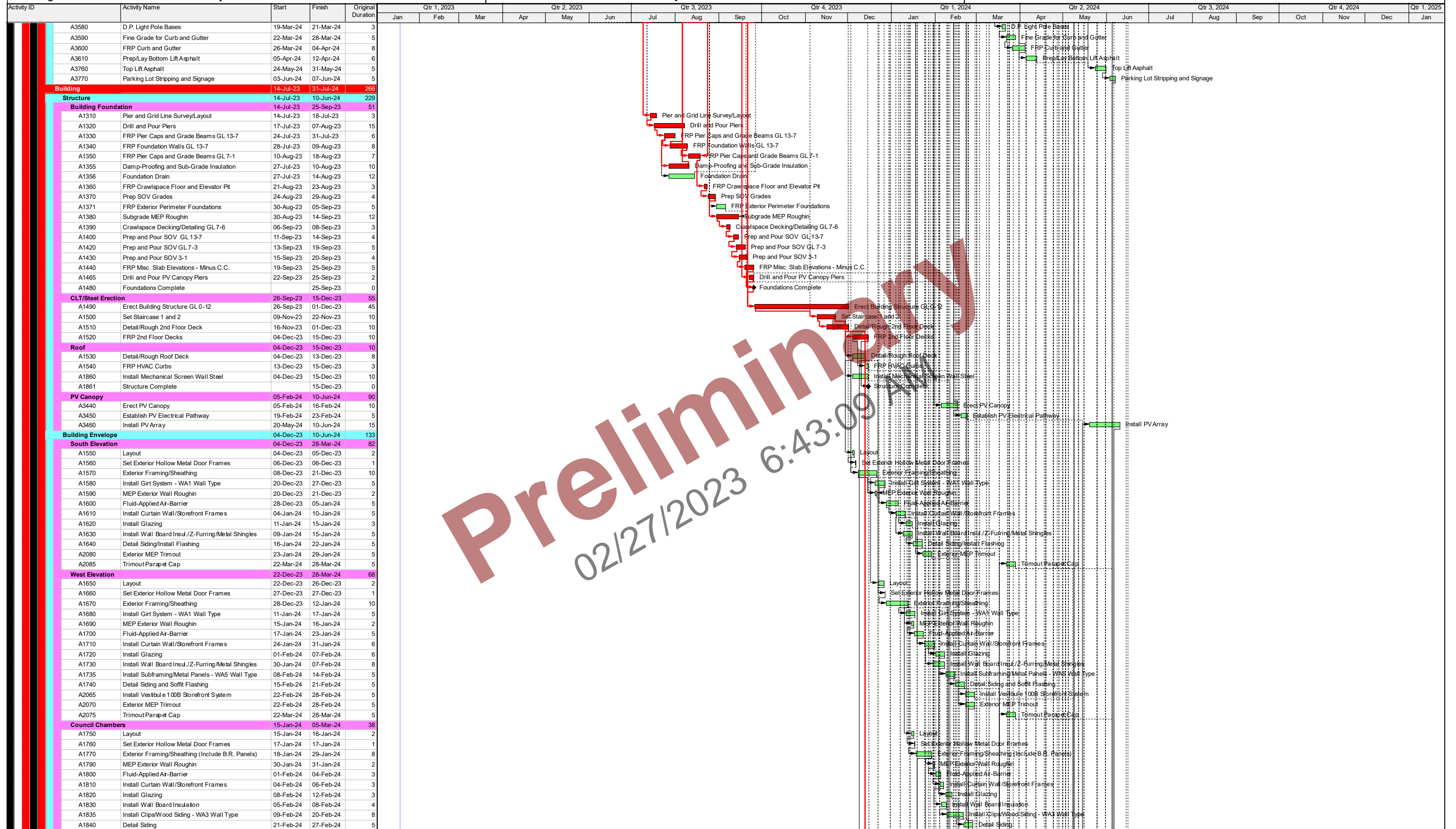
█ Actual Work
 █ Critical Remaining Work
█ Remaining Work
 ◆ Milestone





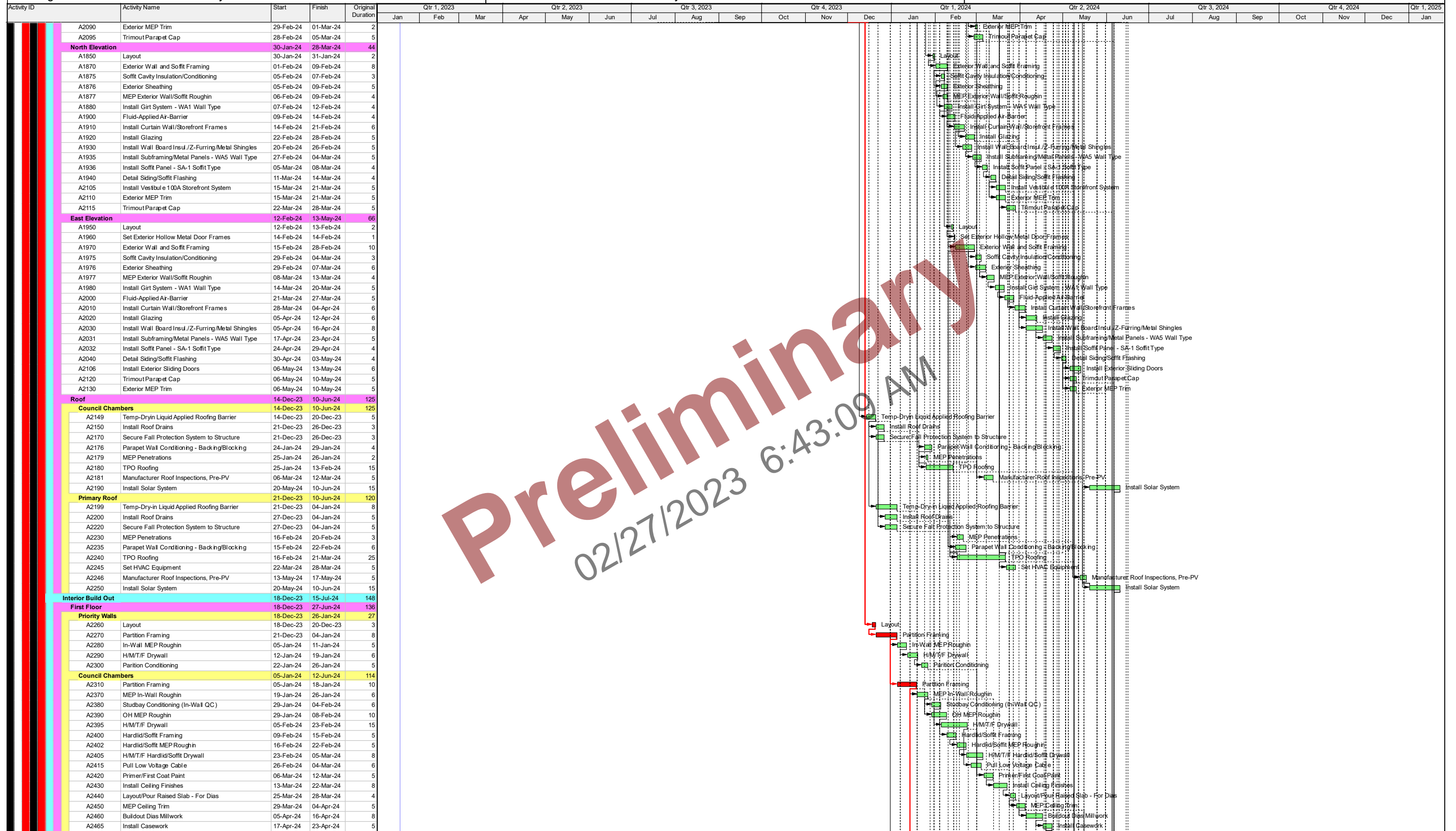


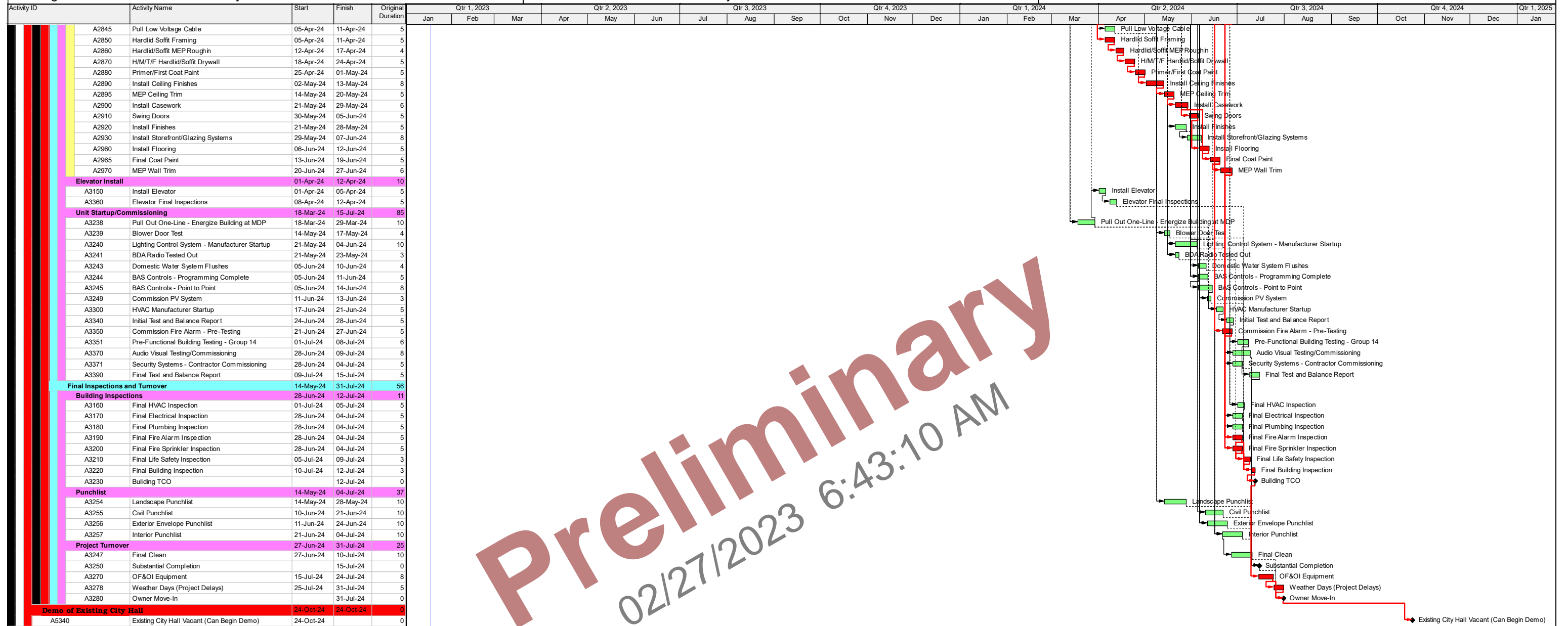
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Preliminary

02/27/2023 6:43:10 AM

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made and entered into this _____ day of _____, 20____, by and between the City of Northglenn, State of Colorado (hereinafter referred to as the "City") and (hereinafter referred to as "Contractor").

RECITALS:

A. The City requires professional services.

B. Contractor has held itself out to the City as having the requisite expertise and experience to perform the required work for the Project.

NOW, THEREFORE, it is hereby agreed for the consideration hereinafter set forth, that Contractor shall provide to the City, professional consulting services for the Project.

I. SCOPE OF SERVICES

Contractor shall furnish all labor and materials to perform the work and services required for the complete and prompt execution and performance of all duties, obligations, and responsibilities for the Project which are described or reasonably implied from **Exhibit A** which is attached hereto and incorporated herein by this reference.

II. THE CITY'S OBLIGATIONS/CONFIDENTIALITY

The City shall provide Contractor with reports and such other data as may be available to the City and reasonably required by Contractor to perform hereunder. No project information shall be disclosed by Contractor to third parties without prior written consent of the City or pursuant to a lawful court order directing such disclosure. All documents provided by the City to Contractor shall be returned to the City. Contractor is authorized by the City to retain copies of such data and materials at Contractor's expense.

III. OWNERSHIP OF WORK PRODUCT

The City acknowledges that the Contractor's work product is an instrument of professional service. Nevertheless, the products prepared under this Agreement shall become the property of the City upon completion of the work.

IV. COMPENSATION

A. In consideration for the completion of the services specified herein by Contractor, the City shall pay Contractor an amount not to exceed (\$ _____). Payment shall be made in accordance with the schedule of charges in **Exhibit B** which is attached hereto and incorporated herein by this reference. Invoices will be itemized and include hourly breakdown for all personnel and other charges. The maximum fee specified herein shall include all fees and expenses incurred by Contractor in performing all services hereunder.

B. Contractor may submit monthly or periodic statements requesting payment. Such request shall be based upon the amount and value of the work and services performed by Contractor under this Agreement except as otherwise supplemented or accompanied by such supporting data as may be required by the City.

1. All invoices, including Contractor's verified payment request, shall be submitted by Contractor to the City no later than the twenty-fourth (24th) day of each month for payment pursuant to the terms of this Agreement. In the event Contractor fails to submit any invoice

on or before the twenty-fourth (24th) day of any given month, Contractor defers its right to payment pursuant to said late invoice until the twenty-fourth (24th) day of the following month.

2. Progress payments may be claimed on a monthly basis for reimbursable costs actually incurred to date as supported by detailed statements, including hourly breakdowns for all personnel and other charges. The amounts of all such monthly payments shall be paid within thirty (30) days after the timely receipt of invoice as provided by this Agreement.

C. The City has the right to ask for clarification on any Contractor invoice after receipt of the invoice by the City.

D. In the event payment for services rendered has not been made within forty-five (45) days from the receipt of the invoice for any uncontested billing, interest will accrue at the legal rate of interest. In the event payment has not been made within ninety (90) days from the receipt of the invoice for any uncontested billing, Contractor may, after giving seven (7) days written notice and without penalty or liability of any nature, suspend all work on all authorized services specified herein. In the event payment in full is not received within thirty (30) days of giving the seven (7) days written notice, Contractor may terminate this Agreement. Upon receipt of payment in full for services rendered, Contractor will continue with all authorized services.

E. Final payment shall be made within sixty (60) calendar days after all data and reports (which are suitable for reproduction and distribution by the City) required by this Agreement have been turned over to and approved by the City and upon receipt by the City of Contractor's certification that services required herein by Contractor have been fully completed in accordance with this Agreement and all data and reports for the Project.

V. COMMENCEMENT AND COMPLETION OF WORK

Within seven (7) days of receipt from the City of a Notice to Proceed, Contractor shall commence work on all its obligations as set forth in the Scope of Services or that portion of such obligations as is specified in said Notice. Except as may be changed in writing by the City, the Project shall be complete, and Contractor shall furnish the City the specified deliverables as provided in **Exhibit A**.

VI. CHANGES IN SCOPE OF SERVICES

A change in the Scope of Services shall constitute any material change or amendment of services or work which is different from or additional to the Scope of Services specified in Section I of this Agreement. No such change, including any additional compensation, shall be effective, or paid unless authorized by written amendment executed by the City. If Contractor proceeds without such written authorization, then Contractor shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum meruit or implied contract. Except as expressly provided herein, no agent, employee, or representative of the City shall have the authority to enter into any changes or modifications, either directly or implied by a course of action, relating to the terms and scope of this Agreement.

VII. PROFESSIONAL RESPONSIBILITY

A. Contractor hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good standing, required by law.

B. The work performed by Contractor shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms in the same or similar type of work in the applicable community.

C. Contractor shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all designs, drawings, specifications, reports, and other services furnished by Contractor under this Agreement. Contractor shall, without additional compensation, correct or resolve any errors or deficiencies in his designs, drawings, specifications, reports, and other services, which fall below the standard of professional practice, and reimburse the City for construction costs caused by errors and omissions which fall below the standard of professional practice.

D. Approval by the City of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve Contractor of responsibility for technical adequacy of the work. Neither the City's review, approval or acceptance of, nor payment for, any of the services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and Contractor shall be and remain liable in accordance with applicable performance of any of the services furnished under this Agreement.

E. The rights and remedies of the City provided for under this Agreement are in addition to any other rights and remedies provided by law.

VIII. INDEMNIFICATION

A. **INDEMNIFICATION – GENERAL:** The City cannot and by this Agreement does not agree to indemnify, hold harmless, exonerate or assume the defense of the Contractor or any other person or entity whatsoever, for any purpose whatsoever. Provided that the claims, demands, suits, actions or proceedings of any kind are not the result of professional negligence, the Contractor, to the fullest extent permitted by law, shall defend, indemnify and hold harmless the City, its Council members, officials, officers, directors, agents and employees from any and all claims, demands, suits, actions or proceedings of any kind or nature whatsoever, including worker's compensation claims, in any way resulting from or arising from the services rendered by Contractor, its employees, agents or subcontractors, or others for whom the Contractor is legally liable, under this Agreement; provided, however, that the Contractor need not indemnify or save harmless the City, its Council members, its officers, agents and employees from damages resulting from the negligence of the Council members, officials, officers, directors, agents and employees.

B. **INDEMNIFICATION FOR PROFESSIONAL NEGLIGENCE:** The Contractor shall, to the fullest extent permitted by law, defend, indemnify and hold harmless the City, its Council members, and any of its officials, officers, directors, and employees from and against damages, liability, losses, costs and expenses, including reasonable attorneys fees, but only to the extent caused by or arising out of the negligent acts, errors or omissions of the Contractor, its employees, agents or subcontractors, or others for whom the Contractor is legally liable, in the performance of professional services under this Agreement. The Contractor is not obligated under this subparagraph IX.B. to indemnify the City for the negligent acts of the City, its Council members, or any of its officials, officers, directors, agents and employees.

C. **INDEMNIFICATION – COSTS:** Contractor shall, to the fullest extent permitted by law, defend, investigate, handle, respond to, and provide defense for and defend against, any such liability, claims or demands at the sole expense of Contractor or, at the option of the City, agrees to pay the City or reimburse the City for the defense costs incurred by the City in connection with any such liability, claims or demands. Contractor shall, to the fullest extent permitted by law, defend and bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not any such liability, claims or demands alleged are groundless, false or fraudulent. If it is determined by the final judgment of a court of any competent jurisdiction that such injury, loss or damage was caused in whole or in part by the act, omission or other fault of the City, its Council members, officials, officers, directors, agents and employees, the City shall reimburse Contractor for

the portion of the judgment attributable to such act, omission or other fault of the City, its Council members, officials, officers, directors, agents and employees.

D. To the extent this Agreement is subject to C.R.S. § 13-50.5-102(8), Contractor's liability under this provision shall be to the fullest extent of, but shall not exceed, that amount represented by the degree or percentage of negligence or fault attributable to Contractor, any subcontractor of Contractor, or any officer, employee, representative, or agent of Contractor or of any subcontractor of Contractor. If Contractor is providing architectural, engineering, surveying or other design services under this Agreement, the extent of Contractor's obligation to defend, indemnify and hold harmless the City may be determined only after Contractor's liability or fault has been determined by adjudication, alternative dispute resolution or otherwise resolved by mutual agreement of the Parties, as provided by C.R.S. § 13-50.5-102(8)(c).

IX. INSURANCE

A. The Contractor agrees to obtain and maintain during the life of this Contract, a policy or policies of insurance against all liability, claims, demands, and other obligations assumed by Contractor pursuant to Section IX. above. Such insurance shall be in addition to any other insurance requirements imposed by this Contract or by law. The Contractor shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to Section IX above, by reason of its failure to obtain or maintain during the life of this Contract insurance in sufficient amounts, durations, or types.

B. Contractor shall obtain and maintain during the life of this Contract and shall cause any subcontractor to obtain and maintain during the life of this Contract, the minimum insurance coverages listed below. Such coverages shall be obtained and maintained with forms and insurers acceptable to the City. All coverages shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by the Contractor pursuant to Section IX. above. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

1. Worker's Compensation Insurance to cover obligations imposed by applicable law for any employee engaged in the performance of the work under this Contract, and Employers Liability Insurance with minimum limits of five hundred thousand dollars (\$500,000) each incident, five hundred thousand dollars (\$500,000) disease - policy limit, and five hundred thousand dollars (\$500,000) disease - each employee.

2. Commercial general liability insurance with minimum combined single limits of one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision.

3. Professional liability insurance on projects over \$1,000,000 with minimum limits of six hundred thousand dollars (\$600,000) each claim and one million dollars (\$1,000,000) general aggregate.

C. The policy required by paragraph 2. above shall be endorsed to include the City and the City's officers, employees, and Contractors as additional insureds. Every policy required above shall be primary insurance, and any insurance carried by the City, its officers, its employees, or its Contractors shall be excess and not contributory insurance to that provided by Contractor. No additional insured endorsement to the policy required by paragraph 1. above shall contain any exclusion for bodily injury or property damage arising from completed operations. Contractor shall

be solely responsible for any deductible losses under any policy required above.

D. The certificate of insurance provided for the City shall be completed by Contractor's insurance agent as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and shall be reviewed and approved by the City prior to commencement of the Agreement. No other form of certificate shall be used. If the City is named as an additional insured on any policy which does not allow for the automatic addition of additional insureds, the Contractor's insurance agent shall also provide a copy of all accompanying endorsements recognizing the City as an additional insured. The certificate shall identify this Agreement and shall provide that the coverages afforded under the policies shall not be cancelled, terminated or materially changed until at least thirty (30) days prior written notice has been given to the City. The completed certificate of insurance shall be sent to:

City of Northglenn
Attn: Kathy Kvasnicka
11701 Community Center Drive
Northglenn, Colorado 80233-8061

E. Failure on the part of Contractor to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of agreement upon which the City may immediately terminate this Agreement, or at its discretion, the City may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City shall be repaid by Contractor to the City upon demand, or the City may offset the cost of the premiums against any monies due to Contractor from the City.

F. The City reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

G. The parties hereto understand and agree that the City, its officers, and its employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations (presently three hundred fifty thousand dollars (\$350,000) per person and nine hundred ninety thousand dollars (\$990,000) per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, Colo. Rev. Stat. §§ 24-10-101, et seq., as from time to time amended, or otherwise available to the City, its officers, or its employees.

X. NON-ASSIGNABILITY

Neither this Agreement, nor any of the rights or obligations of the parties hereto, shall be assigned by either party without the written consent of the other.

XI. TERMINATION

This Agreement shall terminate at such time as the work in Section I is completed and the requirements of this Agreement are satisfied, or upon the City's providing Contractor with seven (7) days advance written notice, whichever occurs first. In the event the Agreement is terminated by the City's issuance of said written notice of intent to terminate, the City shall pay Contractor for all work previously authorized and completed prior to the date of termination. If, however, Contractor has substantially or materially breached the standards and terms of this Agreement, the City shall have any remedy or right of set-off available at law and equity. If the Agreement is terminated for any reason other than cause prior to completion of the Project, any use of documents by the City thereafter shall be at the City's sole risk, unless otherwise consented to by Contractor.

XII. CONFLICT OF INTEREST

The Contractor shall disclose any personal or private interest related to property or business within the City. Upon disclosure of any such personal or private interest, the City shall determine if the interest constitutes a conflict of interest. If the City determines that a conflict of interest exists, the City may treat such conflict of interest as a default and terminate this Agreement.

XIII. VENUE

This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in the County of Adams, State of Colorado.

XIV. INDEPENDENT CONTRACTOR

Contractor is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by Contractor to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Contractor for all purposes. Contractor shall make no representation that it is the employee of the City for any purposes.

XV. NO WAIVER

Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the City shall not constitute a waiver of any of the other terms or obligation of this Agreement.

XVI. ENTIRE AGREEMENT

This Agreement and the attached **Exhibits A and B** is the entire Agreement between Contractor and the City, superseding all prior oral or written communications. None of the provisions of this Agreement may be amended, modified, or changed, except as specified herein.

XVII. SUBJECT TO ANNUAL APPROPRIATION

Consistent with Article X, Section 20 of the Colorado Constitution, any financial obligations of the City not to be performed during the current fiscal year are subject to annual appropriation, and thus any obligations of the City hereunder shall extend only to monies currently appropriated.

XVII. NOTICE

Any notice or communication between Contractor and the City which may be required, or which may be given, under the terms of this Agreement shall be in writing, and shall be deemed to have been sufficiently given when directly presented or sent pre-paid, first class United States Mail, addressed as follows:

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

Contractor: _____

Attach Exhibit A “**SCOPE OF SERVICES**” and
Exhibit B “**AMOUNT OF COMPENSATION**”

Indicate on the bottom of each page

EXHIBIT A – Page 1 of ?

EXHIBIT B – Page 1 of ?

Then discard this page

SAMPLE