



REQUEST FOR PROPOSALS for
PROFESSIONAL ENGINEERING SERVICES

Durango School District 9-R, in Durango, Colorado, is seeking assistance for engineering consultant services to complete design and construction phase services for the following boiler replacement project at Animas Valley Elementary School:

Boiler Replacement Southwest Boiler Plant

Replace 5 existing Burnham Boilers installed in 1991 with equivalent boilers.

The scope of services shall include the following items:

Design....Bidding Support.....Final Operation Inspection

Durango School District 9-R will evaluate the respondent's qualifications based on written proposals. Selection Criteria will be: Understanding of the Project, Engineering Qualifications, Experience with Similar Projects, References, and Cost.

RFP Timeline:

RFP Posted-----1/29/2019
Optional Site Visit-----2/5/2019, 2:00 PM at Animas Valley Elementary School
Deadline for questions/clarifications— 2/8/2019
Responses posted-----2/11/2019
Proposals Due ----- 2/15/2019 by 3:00 PM
Contract Awarded-----2/18/2019
Project Completed by 8/15/2019

SUBMITTAL REQUIREMENTS

Organize your RFQ/P response using the following outline.

SECTION 1 – LETTER OF INTEREST

A maximum two-page letter of interest that includes a synopsis of the firm, business principals, distinguishing characteristics, approach to completing this project, primary contact information, and signed by the principal-in-charge.

SECTION 2 – EXPERIENCE AND QUALIFICATIONS

Please address each criterion listed below as it relates to your firm's relevant experience and qualifications.

1. Identify the individual who will be the main point of contact and the team responsible for providing services for the duration of the project. Consultant shall not change or substitute these individuals without prior approval. The Owner reserves the right to determine the acceptability of these individuals.
2. Describe your firm's past experience with providing engineering services, highlighting any projects with similar size and scope to the proposed project.
3. The Owner expects the selected engineer to offer unbiased, independent recommendations and services in the selection and specification of boilers. Please disclose any ties, financial or otherwise, to any person, project, manufacturer, or the consultant's own interests, that could affect your professional judgment, or state in writing the absence of such influences or conflicts of interest.
4. Describe your approach to boiler contractor procurement in order to optimize bid coverage, transparency, quality, and value for the district.
5. For grant requirements, Owner will need an estimate of total project cost as soon as possible after Engineer selection. Provide an estimate of when you will be able to deliver a cost estimate.
6. Provide description of any lawsuits or claims including status and resolutions.
7. Describe your firm's process for minimizing Owner's risk thought a project.

SECTION 3 – SCOPE OF SERVICES

The Engineer is expected to act on the owner's behalf in overseeing the project through completion and into occupancy. The candidate's proposed scope of services should include, but is not limited to, each item listed below. Please provide a narrative of your approach to providing the services below, and explicitly identify any additions or exclusions. When appropriate include the number of meetings, site visits, etc., and any other pertinent descriptions that clearly identify services included in the proposal.

1. Boiler Evaluation Services

- a. Complete site visits to review hydronic heating system and acquire information including photographs, drawings, and boiler control capabilities to create a detailed report.
- b. Review current heating system design and provide recommendations for repair or replacement with different options of boiler suppliers.
- c. Develop a detailed scope and budget for boiler replacement project.

2. Boiler System Design, Project Management, and Construction Administration Services

In the event that boiler evaluation process results in the Owner electing to proceed with a boiler replacement project, the Owner may request the consultant to proceed with design and installation phase services. These services may include but are not limited to:

- a. Complete preparation of plans and specifications to be used to bid this project. Specifications must be clear and require an enforceable material and labor warranty from the manufacturer and installer.

- b. Applicant will act as the owner's representative for the boiler project and attend all meetings pertinent to the project.
- c. Applicant will assist the Owner with bidding the project, reviewing the proposals, qualifying and recommending a contractor, and negotiating the contract between the contractor and the owner.
- d. Assist the owner in obtaining all of the required permits.
- e. Observe the project installation and answer any questions that the Owner, roofing contractor, or CDE may have.
- f. During boiler installation, ensure that all plans and specification are being followed and that requirements are met to obtain warranty, including manufacturer's inspections and manufacturer's notifications as applicable.
- g. Ensure manufacturer is adequately notified, and coordinate manufacturer site visits during construction, requesting final and progress manufacturer's reports as needed.
- h. Review and approve the contractor's pay requests and forward them to the Owner.
- i. Provide oversight and record-keeping for construction change management, potentially including requests for additional funding to cover unforeseeable conditions through grant reserve requests.
- j. Close out the project and follow-up with all pertinent documents. At project completion, provide a detailed final report with a clear notation that all punch list items have been completed to the consultant's satisfaction per the design drawings.
- k. Assist the Owner with any disputes, discrepancies regarding schedule, scope, delays, and/or events that cause damage to district facilities.
- l. Ensure that warranty information for the boilers is clearly noted, and ensure that the Owner obtains all necessary documentation including certificate of warranty and contact information for any required follow-up. Warranty information to include the length of warranty for both the boiler contractor and the boiler manufacturer.

SECTION 4 – REFERENCES

Provide a comprehensive list of ALL school projects completed or begun within the last 5 years, with contact information, along with a project description. Identify in the reference list which projects this team has performed collectively. The Owner reserves the right to check additional references beyond those provided in the submittal.

SECTION 5 – SCHEDULE

It is expected that your firm has the current capabilities and capacity to complete the project by August 15, 2019. Provide a detailed schedule, including milestones, from the notice to proceed date through post-occupancy services. Provide reasoning, in this section, for any modifications or alterations your firm wishes to make to the recommended project schedule.

SECTION 6 – FEE

Provide a fee proposal with any additions or exclusions to the above requirements.

There will be an Optional Site Visit on 2/5/2019, at 2:00 PM at Animas Valley Elementary, 373 Hermosa Meadows Road, Durango, Colorado 81301, to inspect the site and conditions.

Existing Boilers are 1991 Burnham, 360 MBH output. Quantity=5.

Responses and questions can be directed to:

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