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Project Manager:

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Location: **Camp Santa Maria- 51321 US Hwy 285,
Grant CO 80448**

RFP Contents:

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Project Overview: Defensible Space work project. The work will occur on approximately 23 acres and is limited to removal of specific pre-marked trees.

The project includes:

- Removal of approximately 111 trees (various species) within Camp Santa Maria
- Companies who perform tree work must be capable of technical removal including, but perhaps not limited to: climbing & mechanical falling.
- This site includes historical structures.

Project Timeline: This project is designed to be performed during the Camps "off" season. For this reason' there is a longer than normal time to complete; to allow for weather issues.

Site Description: Camp Santa Maria is a non-profit that is run by the YMCA. It sits in the 285 corridor North of Grant, Colorado. The trees to be removed are large and many are close to structures. Smaller trees and brush that are part of any defensible space project are being removed by staff. Therefore, this project is limited to specimen trees as part of a complete D-space strategy. There is good access and ample room for timber processing.

Project Management: This project will be required to meet CUSP standards, as described herein. CUSP representatives will certify work before final payment and closure of contract. The CUSP project manager may specify specific on the spot work on a case-by-case basis that may override the above prescription.

Maps: Proposed site plan will be supplied during the Show Me Tour.

Bid Submittal Requirements:

As Part of the bid proposal, please include the following:

Pertinent Dates

Aug 19, 2014 – RFP Released

**Aug 25, 2014 10:00 AM – Show Me Tour
(meet at Camp Santa Maria.)**

Aug 29, 2014 5:00PM – Bids Due

**Sept 8, 2014 5:00PM – Awarded
contractor will be notified**

**March 01, 2015 – Project complete by
date**

- 1) Contractor contact information
- 2) Proposal summary – narrative discussing points mentioned below:
 - a. Familiarity with project scope
 - b. Work experience
 - c. Past client references (please include contact names, addresses, phone numbers, and email addresses)
 - d. Price – itemized budget
- 3) Documentation of liability insurance.

Note: Complete and timely submittal of all required proposal documents is required for proposal to be considered.

Pre-Bid Site Visit: Due to the nature of this project a site visit will be necessary before a bid can be completed. Access to the private property for a “Show Me Tour” has been scheduled for **AUG 25, 2014 at 10:00 am.**

Bids must be emailed, faxed, or delivered by hand by August 29, 2014 by 5:00 pm.

Contractor Selection Procedure and Criteria:

Bids for the project described herein will be evaluated on the following basis:

- 1) Contractors familiarity with the project scope and work
- 2) Track record of delivering successful projects that are similar in scope (references)
- 3) Project superintendent’s confidence in the contractor’s ability to implement the proposed work effectively and with high quality outcomes (combination of experience and references)
- 4) Contractor implementation strategy
- 5) Cost

Bids will be weighed against these criteria, as opposed to simply accepting the lowest bid. Cost is only one factor that will be considered in awarding the contract for this project; however, cost is important. In the event that all bid proposals exceed CUSP’s project budget, we will use other criteria in selecting a contractor who is willing to downscale the project scope to fit CUSP’s budget. ***CUSP retains all rights to refuse any and all bids for any reason.***

The chosen contractor will be notified by September 8, 2014 by 8:00 am, and may start work upon execution of contract and provision of insurance documents.

Contractor Expectations:

The chosen contractor is expected to:

- 1) Carry liability insurance as required in the Bid Submittal Requirements (above) and as described in Appendix 1, and sign Indemnification Waiver (Appendix 2), provide a duns and Bradstreet identification #, complete a W-9, and provide other provisions as legally required under Federal and CO law.
- 2) Work with CUSP to finalize a Project Implementation Plan prior to project implementation
- 3) Keep and submit work logs
- 4) Implement project according the Project Implementation Plan and complete the project within the allotted timeframe and budget
- 5) Communicate any problems with project promptly to the Project Manager