

**PHASE 2
REQUEST FOR PROPOSAL
PHOTOVOLTAIC FACILITY FOR FEMA ALTERNATE PROJECT
2015-30**

**City of Loveland
Water and Power – Power Division**



NOTICE TO VENDORS

The City of Loveland Water and Power Department is accepting proposals for Phase 2 (Build) of the design/build proposal of a solar photovoltaic power plant as specified herein. Proposals for Phase 2 must be received by the City Clerk's Office, Loveland Civic Center, 500 East Third Street, Suite 230, Loveland, CO 80537 on or before 2:00 p.m. on Thursday, September 3, 2015. Proposals must be enclosed in a sealed envelope or box and clearly labeled "Phase 2 Proposal for Photovoltaic Facility for FEMA Alternate Project." Please also list the vendor's name and address on the outside of the envelope or box.

The City Clerk's Office will receive, date, and time stamp all proposals. Proposals that have not been received by the deadline set forth above, as determined by the City Clerk, will not be considered. The City is not responsible for delays occasioned by the U.S. Postal Service, the City's internal mail delivery system, or any other means of delivery employed by the vendor.

Questions concerning this Request for Proposals shall be submitted in writing to the City's Project Manager, Briana Reed-Harmel, at Briana.Reed-Harmel@cityofloveland.org no later than 2:00 p.m. (our clock) on Thursday, August 27, 2015.

The City of Loveland does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in the provision of services. For disabled persons needing reasonable accommodations to attend or participate in a City service, program, or activity, call (970) 962-2000 or TDD # (970) 962-2620 (hearing impaired only) as far in advance as possible. Disabled access is available at the southeast side of the Civic Center Annex Building, garden-level entrance.

INTRODUCTION

The City of Loveland Water and Power Department (City) is accepting Phase 2 Priced Design Build Proposals. The process shall consist of a fixed-price negotiated procurement based on submitted chosen designs. Refer to the Submittal section for specifics on this process.

CONDITIONS OF PROPOSAL SUBMITTAL

All proposals shall comply with the following conditions:

1. All prospective proposers should comply with the requirements, conditions and specifications contained in the RFP.
2. A representative of your company who has contractual authority must sign the proposal. Only one proposal will be accepted from any one company.
3. The City reserves the right to waive any irregularities and to reject any and all proposals on any basis without disclosing a reason.
4. Upon award of the project the proposer shall sign a contract with the City, to include the FEMA Contract Provisions, as attached.
5. Pursuant to the Colorado Open Records Act, C.R.S. §§ 24-12-201 *et seq.* (Act), and the Freedom of Information Act (FOIA), all information contained in any proposal is subject to public disclosure unless it meets one of the exceptions set forth in either document. To avoid disclosure of trade secrets, privileged information, or confidential commercial, financial, geological, or geophysical data (Confidential Information), the proposer must clearly mark all Confidential Information as such and provide a written, detailed justification with its proposal of the protected nature of the Confidential Information under Colorado or federal law. This justification must address, at a minimum, the specific competitive harm that may result from any disclosure, the intrinsic value of the Confidential Information to the proposer, and any safeguards the proposer uses to protect the Confidential Information from disclosure.

SUBMITTALS

- A. Phase 2 responses shall contain a single lump-sum price for the design, construction, and all related costs of the project and include the following.
- A signed warranty at a minimum of ten (10) years against defective workmanship or installations, as applicable.
 - Breakdown of lump sum costs as itemized here in Technical Specifications (Attachment A). Evaluation will be conducted for a contract total not exceeding available funds. Award will be contingent on availability of funds.
 - Provide the \$/W costs at proposed date of procurement of material.
 - Copy of Electrician(s)' License(s) from the State of Colorado
 - Copy of Solar and OSHA Certifications
 - Copy of the SAM Registration (System for Award Management) at www.sams.gov
 - Completed and signed W-9 form and attached City of Loveland additional informational letter
 - List of References (at least five consecutive years of relevant experience)

BASIS OF AWARD

Phase 2 Basis of Selection:

Only short-listed contractors will be allowed to submit price proposals in the Phase 2 portion of this RFP. The City intends to award the bid to the lowest responsive, responsible, qualified contractor that, in the City's judgment, will provide a final design and end product that will provide the best value for the City.

Contract Award

Within thirty (30) calendar days after the Phase 2 submittal, the City will accept one of the proposals or cancel the solicitation altogether. The Notice of Award (NOA) of the proposal will be in writing and emailed to the designated responsible party for the contractor. The contractor must sign and return the contract to the City within seven (7) calendar days.

Work Scheduling

For work scheduling, the contractor shall provide a sequenced construction schedule to the City for approval no later than seven (7) calendar days after receiving a Notice of Award (NOA). The construction schedule will indicate the various work fronts and the periods of time each is required to be vacant in order to perform his work.

Following the contract award, a Pre-Construction Meeting will be held at the City of Loveland Service Center, at a date to be coordinated between the City Project Manager and the contractor after execution of the agreement and prior to commencement of work. Those in attendance will include the City Project Manager, the contractor and major sub-contractors. The meeting agenda will include significant items which could affect the progress, construction schedule, critical sequencing, use of premises, and policies governing interaction with City staff. The selected contractor and its subcontractors are required to attend.

Acceptance and Rejection of Proposals

The City reserves the right to accept any and all proposals or parts thereof; to reject any and all proposals; and to waive irregularities and informalities. Proposals received after the time specified for proposal opening will be returned unopened.

The City reserves the right to inspect the proposers' facilities prior to contract award and to negotiate optional items with the successful proposer(s).