

AURARIA CAMPUS



REQUEST FOR PROPOSAL (RFP) COVER SHEET

Date: March 16, 2026

RFP Number: AHEC-27701-R

Submit all Proposals to: *Electronic Submissions Only – Submit through BidNet. See Section 1.14*

Purchasing Agent: Ken Kasperek

RFP Due Date: April 22, 2026

RFP Opening Time: 10:00AM (Mountain)

On-Call Contractor / Service Provider – Small Construction – Pre-Qualification for the Auraria Campus

Per the attached specifications, terms and conditions

F.E.I.N.: _____ **Terms:** _____
Delivery Date: _____ **(Minimum of Net 45)** _____

Signature: _____
Typed/Printed Name: _____
Title: _____
Company Name: _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Phone Number: _____ **Fax Number:** _____

Offerors are urged to read the RFP thoroughly before submitting a proposal. Offerors are required to submit Federal Employer Identification Number (FEIN).

This sheet must be completed, signed, and submitted with proposal.

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SECTION 1: ADMINISTRATIVE INFORMATION

1.1 ColoradoVSS and BidNet Registration

The State of Colorado uses a financial management system called the Colorado Operations Resource Engine (CORE). All solicitations issued by the Auraria Campus either on its behalf, or on behalf of the Institutions we serve, will be posted on the following websites:

ColoradoVSS: <https://prd.co.cqiadvantage.com/PRDVSS1X1/Advantage4> and the Rocky Mountain E-Purchasing System (aka BidNet): <https://www.bidnetdirect.com/colorado>.

Solicitation details for goods and services, as well as construction notices on ColoradoVSS and BidNet are public. There is no cost to register and it's not required for ColoradoVSS; however, registration for BidNet is required and there is no cost unless the "push" notification option is selected. During the solicitation process, all official communication with vendors will be via notices on ColoradoVSS and BidNet. Notices may include any modifications to administrative or performance requirements, answer to inquires received, clarifications to requirements, and the announcement of the apparent winning vendor. **It is incumbent upon vendors to carefully and regularly monitor ColoradoVSS or BidNet for any such notices.**

Solicitation Note – The renewal process used in previous solicitations has been removed. All new solicitations must now comply with the requirements outlined in the current solicitation.

If you have not registered and would like to become a registered supplier on ColoradoVSS: [click here](#) or BidNet: [click here](#).

1.2 Official Means of Communication

During the solicitation process for this RFP, all official communication between Auraria Campus's Procurement Office and offerors will be via postings on the ColoradoVSS and BidNet. Auraria Campus will post notices that will include, but not be limited to, modifications to administrative or performance requirements, answers to inquiries received, clarifications to requirements, and the announcement of the apparent winning offeror. ***It is incumbent upon offerors to carefully and regularly monitor ColoradoVSS or BidNet for any such notices.***

1.3 State of Colorado Solicitation Instructions/Terms and Conditions

Any proposal submitted in response to this RFP is subject to the State of Colorado Solicitation Instructions/Terms and Conditions found on ColoradoVSS and BidNet.

1.4 Purpose of the RFP

Auraria Campus intends to select a list of pre-qualified Contractors/Service Providers to perform various trade services for on-call/as-needed projects throughout the entire Auraria Campus, which also includes the Community College of Denver (CCD), Metropolitan State University of Denver (MSU Denver), and University of Colorado-Denver (UCD), from \$50,000 up to \$500,000.00. Each project shall adhere to the procurement rules and shall include bonding requirements as deemed necessary.

Auraria Campus reserves the right to add or remove Contractors/Service Providers; refer to Section 2: Scope of Services for more details.

Solicitation Note – The renewal process used in previous solicitations has been removed. All new solicitations must now comply with the requirements outlined in the current solicitation.

1.5 Term of the Contracts

The term of the awards resulting from this RFP publication will be for a period of one (1) fiscal year commencing upon July 1, 2026 through June 30, 2027. It is agreed that all work in progress or work awarded on or before June 30 of each fiscal year shall continue to project completion.

Auraria Campus reserves the right to cancel these awards at any time without cause, upon written notice given thirty (30) days in advance. Auraria Campus will give written documentation to the contractor as to the reason for cancellation. Authorized services performed shall be paid for through the cancellation date.

1.6 Number of Awards

Auraria Campus intends to award to multiple contractors as a result of this RFP, depending on offerors' qualifications and abilities to perform the various services identified in the RFP.

1.7 RFP Cancellation

Auraria Campus reserves the right to cancel this entire Request for Proposal, at any time, without penalty.

1.8 Document Information

This document, including attachments, constitutes a formal Request for Proposal (RFP) and is a competitive procurement; therefore, the offeror must carefully follow the instructions herein in order to be considered fully responsive to the RFP. Auraria Campus reserves the right to reject a proposal that is determined to be incomplete, or which does not follow the required structure and format; however, when such statements are innocent or inadvertent in the opinion of Auraria Campus, Auraria Campus further reserves the right to either request clarifications or waive them as informalities.

1.9 Issuing Office

This RFP is issued by the Auraria Campus Procurement Office. The Auraria Campus Procurement Office is the **sole** point of contact concerning this RFP.

The remainder of this page intentionally left blank.

1.10 Schedule Of Activities

Listed below are specific and estimated dates and times of the actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by Auraria Campus. In the event that Auraria Campus finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a modification to this RFP on ColoradoVSS and BidNet. There may or may not be a formal notification issued for changes in the estimated dates and times.

Activity	Date and Time (Mountain Time)
Request for Proposal Notice Published on ColoradoVSS and BidNet	March 16, 2026
Optional Pre-Proposal Meeting via Teams (Attend One Meeting – Not both)	March 24, 2026, at 10:00AM
Optional Pre-Proposal Meeting via Teams (Attend One Meeting – Not both)	March 25, 2026, at 10:00AM
Question Deadline	March 31, 2026, by 2:00PM
Addendum Issued with Answers to Questions	April 7, 2026, by 4:00PM (Estimate)
Proposal Submission Deadline	April 22, 2026, at 10:00AM
Notice of Awards	May 14, 2026 (Estimate)
Agreement Start	July 1, 2026
Agreement Term	One (1) fiscal year; commencing on July 1, 2026 through June 30, 2027.

1.11 Optional Pre-Proposal Meetings via Teams

It is optional to attend one of the provided Pre-Proposal meetings. Attendance is recommended at one of the meetings, but it is not required to attend either meeting.

To ensure sufficient information is available to offerors preparing responses, optional pre-proposal meetings have been scheduled (see date and time listed in the Schedule of Activities and below). The intent of the meeting is to have Auraria Campus staff available to discuss the procurement process and provide a briefing on the services to be performed. Offerors should allow one (1) hour for the meeting. Any substantial clarifications resulting from the meeting will be posted on ColoradoVSS and BidNet. The optional pre-proposal meetings will be held on Microsoft Teams. Meeting information is as follows:

Optional Pre-Proposal Meeting: March 24, 2026, at 10:00AM

[Join Meeting](#)

Optional Pre-Proposal Meeting: March 25, 2026, at 10:00AM

[Join Meeting](#)

1.12 Written Inquiries

Offerors may make written inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the date and time indicated in the Schedule of Activities. The Auraria Campus Procurement Office prefers that all inquiries be sent by e-mail to:

Procurement Office, Auraria Campus
E-mail: ken.kasperek@ahec.edu
RFP # **AHEC-27701-R**
Address written inquiries to: Ken Kasperek, NIGP-CPP

Response to offerors inquiries (if required) will be published as a modification on ColoradoVSS and in a timely manner. The only official responses to an offeror's inquiries are those responses that are published as a modification on ColoradoVSS and BidNet. Offerors should not rely on any other statements, either written or oral, that alter any specification or other term or condition of this RFP. Offerors are responsible for monitoring ColoradoVSS and BidNet for publication of modifications to this solicitation.

1.13 Modifications or Withdrawals of Proposals

Proposals may be modified or withdrawn by the offeror prior to the established due date and time.

1.14 Proposal Submission – Electronic Delivery Required

Proposals must be received on or before the date and time indicated in the Schedule of Activities. **Late proposals will not be accepted.** It is the responsibility of the offeror to ensure that proposals have been uploaded to BidNet before the proposal deadline.

It is required that proposals are submitted electronically through BidNet. The electronic proposal should be saved as one (1) PDF document with the file name consisting of the following information: Company Name and Trade, (example: ABC Company General Contractor Large Project).

If submitting for one trade or multiple trades, only one (1) electronic BidNet submission is required. If submitting for multiple trades, the Contractor/Service Provider must include within their BidNet submission separate electronic file(s) with the proposals for each trade and include all required documentation for the specific trade. Auraria Campus will not incorporate any missing information or combine files from one proposal to another. Failure to meet this requirement may result in disqualification of proposal.

The Request for Proposal cover page MUST be signed by the offeror or an officer of the offeror legally authorized to bind the offeror to the proposal. The signed RFP cover page must be included with each proposal. Proposals which are determined to be at variance with this requirement may not be accepted.

1.15 Addendum or Supplements to Request for Proposal

In the event that it becomes necessary to revise any part of this RFP, a modification notice will be sent via ColoradoVSS and BidNet.

1.16 Acceptance of RFP Terms

A proposal submitted in response to this RFP shall constitute a binding offer. The autographic signature of the offeror or an officer of the offeror legally authorized to execute contractual obligations shall indicate acknowledgment of this condition. A submission in response to this RFP acknowledges acceptance by the offeror of all terms and conditions including compensation, as set forth herein. Offeror shall identify clearly and thoroughly any variations between its proposal and the Auraria Campus's RFP. Failure to do so shall be deemed a waiver of any rights of the offeror to subsequently modify the terms of performance, except as outlined or specified in the RFP.

1.17 Confirmation of Submission

Offerors may send an e-mail message to the Purchasing Agent of record indicating that the proposal has been sent and requesting confirmation by return e-mail upon Auraria Campus's receipt of proposal. If offeror requires confirmation, it is the offeror's responsibility to confirm in this way receipt of the proposal in advance of the posted deadline.

1.18 Protested Solicitations and Awards

Any actual or prospective offeror or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to Auraria Campus's Director of Procurement and Distribution Services. The protest must be submitted in writing within seven (7) working days after such aggrieved person knows, or should have known, of the facts giving rise thereto.

With regard to the emphasized language above, it is important for bidders to note that a challenge to the solicitation's requirements, or specifications, **must be made within seven (7) working days of when the protest item is known.**

Announcement of the Notice of Intent to Award will be made via a posting on ColoradoVSS and BidNet. The requirement for timely submission of any protest (7 working days) will begin on the first working day following posting of the award notice on ColoradoVSS and BidNet.

1.19 Confidential/Proprietary Information

Any restrictions of the use or inspection of material contained within the proposal shall be clearly stated in the proposal itself. Written requests for confidentiality shall be submitted by the offeror with the proposal. The offeror must state specifically which elements of the proposal are to be considered confidential/proprietary.

Confidential/proprietary information must be readily identified, marked and separately packaged from the rest of the proposal. Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal, in its entirety, nor proposal cost information, will be considered confidential and proprietary. Any information that will be included in any resulting contract cannot be considered confidential.

Auraria Campus will make a written determination as to the apparent validity of any written request for confidentiality. In the event Auraria Campus does not concur with the offeror's request for confidentiality,

the written determination will be sent to the offeror. Ref. Section 24-72-201 et. Seq., C.R.S., as amended, Public (open) Records.

1.20 RFP Response Material Ownership

Auraria Campus has the right to retain the original proposal response and other proposal response materials for its files. As such, Auraria Campus may retain or dispose of all copies as is lawfully deemed appropriate. Proposal response materials may be reviewed by any person after the "Notice of Intent to Make an Award" has been posted on ColoradoVSS and BidNet, subject to the terms of Section 24-72-201 et seq., C.R.S., as amended, Public (Open) Records. Auraria Campus has the right to use any or all information/material presented in reply to the RFP, subject to limitations outlined in the paragraph, Confidential/Proprietary Information (above). Offerors expressly agree that Auraria Campus may use the materials for all lawful State purposes, including the right to reproduce and distribute copies of the material submitted for purposes of evaluation, and as part of the resulting contract, and to make the information available to the public in accordance with the provisions of the Colorado Open Records Act.

1.21 Selection of Proposal Notice

An Evaluation Committee will review and evaluate offers submitted and make a recommendation for award. This selection will be for award to the responsible offeror(s) whose proposal(s) are determined to be most advantageous to Auraria Campus.

1.22 Notice of Intent to Award

Auraria Campus reserves the right to make an award on receipt of initial proposals, so offerors are encouraged to submit their most favorable proposal at the time established for receipt of proposals. Offerors not meeting the requirements identified in the RFP shall be ineligible for further consideration. Auraria Campus may conduct discussions with offerors in the competitive range for the purpose of promoting understanding of Auraria Campus's requirements and the offeror's proposal, to clarify requirements, make adjustments in services to be performed, and in prices. Changes to proposals, if permitted, will be requested in writing from offerors.

1.23 Award of Contract

Award(s) will be made to the responsible offeror(s) whose proposal(s) will be the most advantageous to Auraria Campus. In the event the parties are unable to enter into a contract, Auraria Campus may elect to cancel the "Notice of Intent to Make an Award" and make the award to the responsible offeror whose proposal would subsequently have received the award.

1.24 Acceptance of Proposal Content

The contents of the proposal (including persons specified to work for Auraria Campus) of the successful Offeror will become contractual obligations if acquisition action ensues. Failure of the successful Offeror to accept these obligations in a state contract, purchase order, or similar authorized acquisition document may result in cancellation of the award and such Offeror may be removed from future solicitations.

1.25 Ownership of Contract Products/Services

Proposals, upon established opening time, become the property of Auraria Campus. All products/services produced in response to the contract resulting from this RFP will be the sole property of Auraria Campus, unless otherwise noted in the RFP. The contents of the successful Offeror's proposal will become contractual obligations.

1.26 Incurring Costs

Auraria Campus is not liable for ANY cost incurred by offerors prior to issuance of a legally executed contract, purchase order, or other authorized acquisition document. No property interest, of any nature, shall occur until a contract is awarded and signed by all required parties. All costs incurred in the response to the RFP are the sole responsibility of the offeror.

1.27 Non-Discrimination

Offerors shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age or sex.

1.28 Rejection of Proposals

Auraria Campus reserves the right to reject any and all proposals, waive informalities and minor irregularities in proposals received as determined by Auraria Campus, and to accept any portion of a proposal or all items proposed if deemed in the best interest of Auraria Campus. Failure of an offeror to provide any information requested in this RFP (and in the manner or format required) may result in disqualification of the proposal.

1.29 Parent Company

If an offeror is owned or controlled by a parent company, the name, main office address and parent company's tax identification number shall be provided in the proposal. The tax identification number of the offeror responding to the RFP must be provided. The offeror must be a legal entity with the legal right to contract.

1.30 Prime Contractor

Auraria Campus will consider the selected offeror to be the sole point of contact with regard to contractual matters including the performance of services and the payment of any and all charges. There may be areas for use of subcontractors or partners in this project. Auraria Campus encourages use of small businesses wherever viable. If you are using subcontractors/partners, your proposal must list the subcontractors/partners, their area(s) of expertise, and include all other applicable information herein requested for each subcontractor/partner.

1.31 Taxes

Auraria Campus, as purchaser, is exempt for all federal excise taxes under Chapter 32 of the Internal Revenue Code and from all state and local government use taxes (ref. Colorado Revised Statutes Chapter 39-26-114(a)). Seller is hereby notified that when materials are purchased in certain political

sub-divisions (for example – City of Denver) the seller may be required to pay sales tax even though the ultimate product or service is provided to the State of Colorado. Contractor shall maintain records of such payments, which shall be separate and distinct from all other records maintained by the Contractor, and the Contractor shall furnish such data as may be necessary to enable Auraria Campus, to obtain any refunds of such taxes which may be available under the laws, ordinances, rules or regulations applicable to such taxes.

1.32 Assignment and Delegation

Except for assignment of antitrust claims, neither party to any resulting contract may assign or delegate any portion of the agreement without the prior written consent of the other party.

1.33 Legislative Changes

Auraria Campus reserves the right to amend any resulting contract in response to legislative changes which affect the services related to this RFP.

1.34 Order of Precedence

In the event of any conflict or inconsistency between terms of this Request for Proposal and the proposal (offer), such conflict or inconsistency shall be resolved first, by giving effect to the terms and conditions of the resulting contract, second to the Request for Proposal, and third, to the proposal.

1.35 Venue

The parties agree that venue for any action related to performance of this contract shall be in the City and County of Denver, Colorado.

1.36 Contract Cancellation

Auraria Campus reserves the right to cancel for cause, any contracts resulting from this RFP, by providing timely written notice to the Contractor/Service Provider.

1.37 Insurance

Awarded Contractors/Service Providers shall procure, at their own expense, and maintain for the duration of the term, the insurance coverage as described in the attached Insurance Requirements (Attachment A). All selected Abatement Contractors are required to have professional liability, or equivalent insurance and pollution liability insurance. Abatement Contractors may also need to secure increased coverage limits found in Attachment A1 (depending on project). For the remaining Contractors/Service Providers, increased coverage limits, and Builder's Risk or equivalent may be required for certain projects (see Attachment A1). Selected Contractors/Service Providers must have the ability to secure the increased coverage limits, and a Builder's Risk, or equivalent policy, when selected for a project; however, the certificate of insurance submitted for prequalification can list only the coverage and limits found on Attachment A, except Abatement Contractors who must also show evidence of professional liability, or equivalent, and pollution liability insurance.

1.38 Past Performance

Each offeror's past performance will be reviewed as part of Auraria Campus's overall evaluation. This evaluation will take into account past performance information submitted as a part of such offeror's proposal including, but not limited to, information regarding predecessor companies, key personnel who have relevant experience, and subcontractors performing major or critical aspects of the service(s), if such information is relevant. Offerors without a record of relevant past performance or for whom information on past performance is not available will receive a neutral past performance rating. Auraria Campus will consider offeror's performance on past or current Auraria Campus contracts with requirements similar to Auraria Campus requirements for this contract. Auraria Campus will consider information provided by offeror regarding any problems encountered on the identified contracts and any associated corrective actions.

1.39 Key Personnel

Auraria Campus shall consider Contractor "Key Personnel" and therefore essential to the work being performed. Contractor shall immediately notify Auraria Campus in writing prior to replacing "Key Personnel". Replacement personnel must have the same level of skill and qualifications, or better, than the personnel they are replacing. Auraria Campus must approve the replacement personnel in writing prior to new personnel commencing work and the change must not delay the project. Auraria Campus's approval of replacement Key Personnel shall not be delayed nor unreasonably withheld. Contractor shall take commercially reasonable action to transfer their "departing" personnel's project knowledge to the Contractor's substitute personnel to ensure continuity of services performed.

1.40 References

Auraria Campus may contact the references provided by an offeror (primary sources) to validate the offeror's experience. Other individuals and entities, (secondary sources) identified as possessing relevant information during the course of discussions with the references provided by an offeror, also may be contacted by Auraria Campus. Auraria Campus reserves the right to consider representations by these individuals or entities (secondary sources) concerning project scope, timeliness of performance, project management capabilities, and other information relevant to determining the quality of an offeror's past experience and demonstrated capabilities.

1.41 Conflicts of Interest

Offeror avers that to his/her knowledge, no Auraria Campus employee has any personal or beneficial interest whatsoever in the service or property described herein. See CRS §24-18-201 and CRS §24-50-507.

The signatory hereto avers that he/she is familiar with CRS §18-8-301, *et seq.* (Bribery and Corrupt Influence) and CRS §18-8-401, *et seq.* (Abuse of Public Office) as amended, and that no violation of such provisions is present.

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SECTION 2: SCOPE OF SERVICES

2.1 General Information

Auraria Campus's Facilities Management is requesting proposals from Contractors/Service Providers to pre-qualify for the On-Call Small Construction Project Program. Under the Small Construction Program, selected Contractors/Service Providers will provide general contracting and maintenance services for the following trades: GENERAL CONTRACTOR - LARGE PROJECTS, GENERAL CONTRACTOR - SMALL - PROJECTS, GENERAL CONTRACTOR - HISTORICAL RESTORATION, RESTORATION & REPAIR, PLUMBING, ELECTRICAL (MEDIUM VOLTAGE), ELECTRICAL (BUILDING), MECHANICAL/HVAC, ASBESTOS ABATEMENT, LANDSCAPE SERVICES, TREE SERVICES, WELDING, CONCRETE, CASE WORK, PAINTING, MOVING, ROOFING, CAMPUS SIGNAGE, FIRE ALARM, FIRE SUPPRESSION, SECURITY CAMERA, SECURITY SYSTEM, ACCESS CONTROL, AUTOMATIC DOOR OPERATOR/ACCESS TECHNOLOGY, FLOORING, and WINDOW & GLASS.

On-Call Small Construction Program lists will be created and will contain up to six (6) General Contractors – Large Projects, up to four (4) General Contractor – Small Projects, up to four (4) General Contractor - Historical Restoration contractors, and up to six (6) Contractors/Service Providers for all other trades. Auraria Campus Procurement Services, at its sole discretion, shall determine the final actual number of Contractors/Service Providers for the On-Call Small Construction - Pre-qualification List.

Notation: The General Contractor (GC) category is divided into three (3) distinct categories: (1) small projects, which are approximately \$30,000 - \$50,000 in total costs that require minimal coordination and are short in duration; (2) larger projects that require a fully-loaded team including a Project Manager, Superintendent and multiple subcontractor trades; and (3) General Contractor - Historical Restoration.

Auraria Campus often has small projects that require only one or two subcontractors and are not financially feasible for larger GCs because they don't require a fully loaded team, so we have created a General Contractor - Small Project category for the smaller projects.

Auraria Campus also has homes that are listed on the National Historical Registry that require special handling, so we have created a category for General Contractor - Historical Restoration, which will involve properly repairing historical, mostly exterior aspects, of historic residences and other small historic buildings on campus, including things like repairing porches and wood elements.

GCs may submit for all three categories, but need to understand the costs for the smaller projects will need to be streamlined.

Auraria Campus may review the Contractors/Service Providers list at any time throughout the term of the agreement and may remove any Contractors/Service Providers who are performing poorly, rarely participate in project opportunities (i.e., no-show to pre-bid/walk-through invites, or rarely submit a project quote/bid), or are no longer interested in participating in this program.

Contractors understand that Auraria Campus's employees may be English-speaking only, and agrees to provide at least one employee who is proficient in English to be present while Contractor is performing the work to ensure that the ability of Auraria Campus's English-speaking employees to clearly communicate with the Contractor's employees is not impaired (i.e., a translator). This employee must have the proven ability to read signs, labels, work schedules and simple instructions in English;

understand and follow oral directions in English; write simple messages in English and speak English sufficiently to communicate clearly with the public and with Auraria Campus's employees. Auraria Campus does not provide a translator for Contractor's non-English proficient employees.

Be advised pre-qualification under this RFP is not a guarantee of work.

2.2 Overview

It is the intent of Auraria Campus to select Contractors/Service Providers that are capable of successfully executing construction projects in occupied education environments/spaces without incurring disruption of on-going programs.

Work may be performed for any properties owned and managed by Auraria Campus, or for any of the institutions on the Auraria Campus. Projects to be bid under the Small Construction Project Program shall not exceed in total cost:

- \$500,000 for General Contractor - Large Projects and Restoration & Repairs services
- \$250,000 for General Contractor - Small Projects, General Contractor – Historical Restoration, and all other trades

Submitted proposals will be evaluated by trade and by a select panel that will be involved in the projects or understand the aspects of the services required under the Small Construction Project Program.

2.3 Pre-qualified Contractors/Service Providers: Project Selection Process

The selection process for work under the On-Call Small Construction Project Program will be based upon the following:

- Pre-qualification process: 100% based on qualifications
- Project Documented Quote Process: 100% based on the firm, fixed-priced documented quote, verification and understanding of the project scope, and project schedule. Pre- or post-qualifications may occur for specialized projects.

Contractors/Service Providers that have been named on the pre-qualification list under the respective trade will conduct a two (2) step process to be selected for project work:

- All Contractors/Service Providers under the respective trade will be invited to provide a documented quote on projects that become available under the Small Construction Project Program between:
 - \$50,000 and \$500,000 for General Contractor - Large Projects and Restoration & Repair services
 - \$50,000 and \$250,000 for General Contractor - Small Projects, General Contractor – Historical Restoration, and all other trades
- A contract or purchase order, depending on project value, will be awarded to the responsive, responsible Contractor/Service Provider with the lowest documented quote for that project.

Auraria Campus reserves the right to:

- Invite any single pre-qualified Contractor/Service Provider to provide a quote for projects under \$50,000.
- May negotiate with the lowest acceptable quote to make the quote more advantageous to the Auraria Campus.
- Publicly bid any construction project under \$500,000.

2.4 Project Requirements and Award Process

Contractors/Service Providers submitting a project documented quote/bid shall:

- Quote the entire project including labor, material, and schedule.
- Include parking costs for all Contractors/Service Providers, sub-contractors, and any additional vendors needed for each project. Parking passes will not be provided to all construction team members. Parking passes will be issued to awarded bidder on a per project basis in accordance to Auraria Campus Parking Policy. It will be the awarded Contractor's/Service Provider's responsibility to maintain and distribute the parking passes. **Contractor/Service Provider shall pay any parking fines incurred as the result of parking in a non-designated area.**

It is highly encouraged that all Contractors/Service Providers review the Contract Forms and Procedural Forms made available on the State of Colorado, Office of the State Architect's (OSA's) official website: <https://osa.colorado.gov/state-buildings/project-management-policies-guidelines>

Standard agreements (contracts and purchase orders) are per State of Colorado Office of the State Architect standard agreements. Modifications to the standard agreements will not be accepted. Any and all discrepancies with the State of Colorado Office of the State Architect standard agreements after award may result in dismissal as a program participant. It shall be further noted that the General Conditions of the Contractor's Design/Bid/Build (D/B/B) Agreement (SC-6.23) (Attachment G) apply to ALL construction projects awarded in accordance with this RFP, regardless of dollar amount. Specific information and forms may be found at:

<https://osa.colorado.gov/state-buildings/project-management-policies-guidelines>

The following is intended as a guide; it includes, but is not limited to, project requirements for each project's value:

Projects less than \$50,000:

- Purchase Order may be used as commitment document
- Purchase Order will serve as Notice to Proceed
- Per State Procurement Requirements, Contractors/Service Providers must provide detailed labor and materials prices as requested by the assigned Auraria Project Manager (projects that are bid may be lump sum pricing because they are competitively bid). This detailed information must include: number of hours and per hour labor rate (that matches Attachment D, Personnel Rate Sheet and Attachment E, Restoration & Repair Rate Sheet, as applicable) and a quote for materials from supplier-on-supplier letterhead.

Projects between \$50,000 and less than \$150,000:

- Bid Bond required for projects \$50,000 or greater
- Purchase Order may be used for projects less than \$150,000
 - Purchase order will serve as Notice to Proceed
- Increased insurance limits and Builder's Risk or equivalent may be required

Project between \$150,000 and less than \$500,000:

- Bid Bond required
- Contractor's Design/Bid/Build Agreement required
- Performance Bond required
- Labor and Material Bond required
- Notice to Proceed required prior to beginning on-site work
- Retainage required
- Increased insurance limits and Builder's Risk or equivalent required
- Notice of Final Settlement published before the final payment is made and retainage is released.
- Shall require a project specific safety plan and manual. Manual must be approved by the assigned Auraria Project Manager and Auraria Campus Environmental, Health and Safety personnel prior to construction start.
- Follow the Office of the State Architect close-out requirements

2.5 Contractor/Service Provider Responsibilities and Requirements

- Preferred, but not required, use of Contractors/Service Providers from Auraria Campus's On-Call Pre-qualified List.
- Adhere to the latest version of all contractual and procedure documents.
- Comply with all Auraria Campus Procurement and project policies and procedures.
- Comply with *The Contractor's Handbook: Working Successfully at the Auraria Higher Education Center 2nd Edition*; to be issued to successful Pre-qualified Contractors/Service Providers (Attachment F for reference).
- Comply with all OSHA regulations for construction. Corrections to comply with OSHA requirements shall be remedied immediately. No activities should be undertaken that may place faculty, students, staff, or the general public at risk. If these activities are required, they must be coordinated in advance with the assigned Auraria Project Manager.
- Coordinate material deliveries, utility outages and impacts to the campus community in advance of those events. Communication bulletins or Methods of Procedures must be submitted at least three (3) weeks in advance of any activity that may impact normal campus activities. All deliveries for construction projects must be received on campus before 7:00 AM each morning after advanced review and approval by the assigned Auraria Project Manager.
- Route all correspondence to and through the assigned Auraria Project Manager. Any correspondence not sent to, or copied to, the assigned Auraria Project Manager will be approached as if it was never sent. All project correspondence and information must reference campus project number and project name.
- Coordinate submittal review with the designated Auraria Project Manager on all projects.
- Submit all pay applications/invoices by email to: Facilitiesinvoices@ahec.edu. Pay applications/invoices will be routed from this e-mail to the respective Auraria Project Manager.

Note: DO NOT send pay applications/invoices directly to the Auraria Project Manager as this could delay payment. Pay applications/invoices must include project number, project name, and Auraria Project Manager. Failure to include such information may result in the rejection or delay of payment processing (at no fault of Auraria Campus). By State Statute, payment terms are 45 days from the date of submittal of a correct pay application or invoice. The submission date for any pay application or invoice that is returned to the Contractor for correction will be the date Auraria receives the corrected submittal.

- All meeting times, deadlines, and timeframes shall always be met or adhered to. Contractors/Service Providers must communicate with the assigned Auraria Project Manager to include tardiness to a meeting/event, or inability to make a planned appointment. No shows, lack of discipline and follow-up by Contractors/Service Providers may impact future work opportunities.
- Substitution of Contractor/Service Provider's Project Manager/Supervisor: if a substitution becomes necessary, the Contractor/Service Provider shall make sure the replacement person holds the same level of skill, licenses, and certifications as held by the person being replaced. Proposed replacement must be coordinated with the assigned Auraria Project Manager and must be pre-approved by the Auraria Project Manager. Auraria Campus reserves the right to disallow the substituted person.
- Contractor/Service Provider keys will be assigned to companies per project. Keys must be returned to the Auraria Campus lock box in the Facilities Services building at the end of each shift and to the assigned Auraria Project Manager at the completion of each project. There is a \$25 deposit required for the Contractor/Service Provider access ID that will be assigned to each company. Deposit shall be cash or company check only. Deposit is returned when Contractor/Service Provider access ID is returned. Companies are required to sign and adhere to the campus key and key box policies. **No exceptions.**
- Bring all necessary tools, equipment, and manpower to meet the proposed project schedule. Auraria Campus will not provide any tools, equipment, or labor to supplement responsibilities of the awarded project Contractor/Service Provider.
- Provide the following Personal Protective Equipment (PPE) to all employees working on the Auraria Campus: hard hats, safety glasses, high visibility vests, hard toe shoes, long pants, and shirts with sleeves 4" or longer. PPE is required at all times while on campus in active work zones. No exceptions. Companies that do not adhere to this requirement will be removed from the program.
- The Auraria Campus reserves the right to update and to require contractors to comply with health policies as provided by the Center for Disease Control Rules and Regulations and to comply with any requirements imposed by Colorado Department of Public Health and Environment (CDPHE), or local Health Departments.
- Prevailing wages may apply for projects over \$500K; when applicable projects are estimated to be close to that amount, Auraria Campus will include the prevailing wage information in the bid notices.

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SECTION 3: PROPOSAL SUBMITTAL FORMAT

Proposal Outline/Format

Each proposal shall not exceed a total of twenty (20) pages, excluding RFP cover sheet and rate sheets. Note: any cover letter, or table of contents, which are not required, will NOT count against the page limit. Additional information, if provided, shall appear at the end of the proposal in its own section and shall not exceed four (4) pages. All required attachments will NOT count toward the page limit.

3.1: Contractor/Service Provider Business Information

- Request for Proposal cover sheet (completed and signed);
- Business summary must include:
 - Specify trade seeking consideration under (refer to trade names in Section 2.1).
 - Primary contact person for this RFP; including phone number and email address.
 - History of business, to include, but not limited to: size and number of years in business in the State of Colorado and how many years of experience in the institutional or heavy commercial industry.
- Certificate of Insurance (See Attachment B; highlighted language must be included);
- W-9 form (Attachment C);
- Certificate of Good Standing from the Colorado Secretary of State's Office;
- Letter from surety expressing the Contractor's/Service Provider's bonding ability and capacity (maximum bonding for this program is \$500,000 per project).

3.2: Contractor/Service Provider Acknowledgement

Each statement below must be present in the Contractor's/Service Provider's proposal and clearly be marked with "Accept" or "Decline."

- Contractor/Service Provider must verify field conditions, identify and correct any issues that are not code compliant in the immediate area of each project. All projects on the Auraria Campus must be brought up to current code requirements when applicable. If a code regulation does not exist, the Contractor/Service Provider will perform work using best practices known to the trade that will result in promoting the public's health, safety, and welfare;
- Contractor/Service Provider will obtain all permits, when required and/or applicable to the project, and maintain applicable insurance requirements;
- Contractor/Service Provider will obtain all bonds, when required and/or applicable to the project;
- Any and all discrepancies, objections, exemptions, or modifications to the Office of State Architect forms, agreements, and/or the terms and conditions by the Contractor/Service Provider **will not** be accepted. It is understood that any and all requested changes made after an award may result in dismissal as a program participant.

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3.3: Project References

Provide a **minimum** of three (3) project references within the last three (3) years that your business has completed, or currently has in progress, related to the respective trade seeking consideration under, as specified below:

Each project should have an original bid amount range as follows:

- \$50,000 up to \$500,000 for General Contractors - Large Projects and Restoration & Repair projects;
- \$50,000 up to \$250,000 for General Contractors - Small Projects, General Contractor - Historical Restoration, Plumbing, Electrical (Medium Voltage), Electrical (Building), Mechanical HVAC, Asbestos Abatement, Fire Alarm, Fire Suppression, and Flooring projects;
- Up to \$50,000 for Painting, Moving, Welding, Casework, Campus Signage, Concrete, Roofing, Security Camera, Security Systems, Landscape Service, Tree Service, Access Control, Automatic Door Operator/Access Technology, and Window/Glass projects.

Each project reference must include:

- Project Name
- Project Type (new construction, renovation, maintenance, etc.)
- Project Amount (breakdown to include original bid, change orders, and final contract value)
- Project Description
- Project Environment (i.e., higher education, hospital, research/manufacturing facility, etc.)
- Project Status: Completed/Delayed/In Progress and include date. If delayed, explain why.
- Owner's Principal Representative and/or Architect/Engineer contact (name, address, phone number and email address)
- Project Manager/Superintendent/Key Personnel with descriptions of function(s) they performed.

Project references for the following trades must demonstrate experience in:

- Welding: architectural/structural/maintenance welding such as doors, stairs, handrails, platforms, etc.
- Concrete: flatwork, stems walls, and stamped concrete.
- Case Work: custom millwork such as countertops, base and wall cabinets, etc.
- Painting: drywall finishing and paint.
- Moving: various building spaces such as offices, classroom, lab, etc.
- Landscape Service: commercial landscaping including plantings, mulching, etc.
- Tree Service: service of similar size and scope to Auraria campus.
- Roofing: commercial and/or residential installation of roof coverings such as valleys, gutters, downspouts, and waterproofing.
- Campus Signage: fabricating, installing, and maintaining quality 3-D lettering systems.
- Security Camera: ability to install and maintain Avigilon camera systems.
- Security System: installing and maintaining Honeywell systems such as Vista and Vista 128BPT to include panic alarm and intrusion detection.
- Access Control: installing and maintaining access control and closed-circuit TV (CCTV) to include panic alarm, intrusion detection, and camera systems.
- Automatic Door Operator/Access Technology: Stanley automatic door installation on swing doors.

- Flooring: providing and installing Shaw product flooring such as carpet (rolls and tiles), luxury vinyl tile (LVT), vinyl composition tile (VCT), and tile in an institutional or commercial environment.
- Window & Glass: providing and installing commercial grade windows as well as historic applications.

3.4: Personnel

Provide brief resume, or summary of qualifications, including the number of years of supervisory experience, for the following personnel who will be assigned to work on the Auraria Campus:

- Project Manager(s)
- Superintendent(s)
- Foreman(men)

Include the number of any additional in-house personnel that will be made available to perform work on projects (i.e., technicians, laborers, etc.) and briefly describe job duties/responsibilities.

All trades must FULLY complete Attachment D titled “Personnel Rate Sheet” for their respective trade; does not count toward page limit.

Rates shall remain firm for period of July 1, 2026 through June 30, 2027. Auraria Campus reserves the right to negotiate rates upon Contractor/Service Provider selection and when engaging Contractor/Service Provider for specific projects.

3.5: Claims

Provide information on any claims and/or lawsuits your business has been involved in during the last five (5) years.

Each Contractor/Service Provider must respond to the following:

- Has your business ever failed to complete a contract? If yes, provide details.
- Has your firm been in any litigation, judgments, claims, arbitration proceedings or suits? If yes, please provide details and state the current status.
- Has your company filed any lawsuits, or requested arbitration with regard to construction contracts? If yes, please provide details and state of the current status.
- Has your company had any verified legal claims? If yes, state the issue with the subcontractor or supplier.
- Has your company ever been threatened to be removed from a project? If yes, state the reason and how the issue was corrected/resolved.

3.6: Trade Information

If submitting for multiple trades, the Contractor/Service Provider must submit a separate proposal for each trade and include all required documentation. Each proposal must provide proof, or demonstrate, in writing, the offeror’s ability to meet the requirements specified for each respective trade.

Note: Auraria Campus does manage and maintain owned and leased buildings on and off the Auraria Campus; therefore, the licensing “City and County of Denver” is accurate where applicable. Auraria Campus will not accept licensing from any other Colorado county or municipality.

- 1) General Contractors Large, Small, and Historical Restoration Only:
 - a. City and County of Denver Class A or B license (provide copy of license or license number)
 - b. City and County of Denver Class D – Tenant Finish* (provide copy of license or license number)

*If a Class A or B license is held, then a Class D is not required for those elements already covered by a Class A or B license.

- 2) Restoration & Repair Only:
 - a. Provide list of equipment
 - b. Provide list of warehouse location(s)
 - c. FULLY complete **Attachment E** titled “Restoration & Repair Rate Sheet”; does not count toward page limit.

Rates listed on Attachment E shall remain firm for the period of July 1, 2026 through June 30, 2027. Auraria Campus reserves the right to negotiate rates upon Contractor/Service Provider selection.

- 3) Plumbing Only:
 - a. State of Colorado Journeyman License (required) (provide copy of license or license number)
 - b. State of Colorado Master Plumbing License (required) (provide copy of license or license number)
 - c. Steam Utility Experience (preferred)

- 4) Electrical (Medium Voltage) Only:
 - a. State of Colorado Journeyman License (required) (provide copy of license or license number)
 - b. State of Colorado Master License (preferred) (provide copy of license or license number)
 - c. City and County of Denver – Fire Alarm capability (preferred)
 - d. Hot Work Policy (required); does not count toward page limit

- 5) Electrical (Building) Only:
 - a. State of Colorado Journeyman License (required) (provide copy of license or license number)
 - b. State of Colorado Master License (preferred) (provide copy of license or license number)
 - c. City and County of Denver – Fire Alarm capability (preferred)
 - d. Hot Work Policy (required); does not count toward page limit

- 6) Mechanical / HVAC Only:
 - a. City and County of Denver Refrigeration Journeyman License (required) (provide copy of license or license number)

- b. City and County of Denver Heating & Ventilation Journeyman License (required) (provide copy of license or license number)
 - c. State of Colorado Master Plumbing License (preferred) (provide copy of license or license number)
 - d. Refrigeration Transition and Recovery Certificate (required) (provide copy)
 - e. Hydronic System Experience (preferred)
 - i. Demonstrate ability to install and service: boilers, chillers, chilled water systems, heating water system, etc.
- 7) Asbestos Abatement Only:
- a. General Abatement Contractor Certification – current year (required) (provide copy)
 - b. Asbestos Abatement Certification for project design – current year (required) (provide copy)
- 8) Welding Only:
- a. Welding Certificate(s) (if available) (provide copies)
 - b. Provide a minimum of three (3) samples of work (photos of welds)
- 9) Concrete Only:
- a. Full-service contractors with the capability to provide, install, and maintain concrete areas.
 - b. Firms should demonstrate experience working on higher education campuses (or similar sites, e.g., hospitals, K-12 schools, etc.) within and around occupied buildings.
- 10) Roofing Only:
- a. City and County of Denver Class D – Roof Covering and Waterproofing Supervisor Certificate holder (required) (provide copy)
- 11) Landscaping Only:
- a. Provide three (3) references of similar size and scope, and include owner name, dates of service, description of work performed that demonstrates experience performing landscaping services of similar size and scope to AHEC's within the last three (3) years.
 - b. Indicate the number of personnel that can readily/immediately serve AHEC.
- 12) Tree Services Only:
- a. Provide three (3) references of similar size and scope, and include owner name, dates of service, description of work performed that demonstrates experience performing tree care services of similar size and scope to AHEC's within the last three (3) years.
 - b. Documentation demonstrating the Vendor currently provides service to at least one (1) Level 1 or Level 2 Arboretum in Colorado.
 - c. Provide documentation for the certified Arborists that will be oversee work, including auditing, inspecting, treating, pruning and removing trees.
 - d. Indicate the number of personnel that can readily/immediately serve AHEC.
- 13) Campus Signage Only:
- a. Provide a minimum of three (3) samples of work (photos of work are acceptable)
- 14) Fire Alarm Only:
- a. City and County of Denver Fire Alarm Journeyman License (required) (provide copy of license or license number)

- b. Is your company locally owned and operated in the Denver Metro area? If not, specify where company is owned and operated.
- c. Does your firm's field crew consist of at least five (5) licensed technicians? If not, how many?
- d. What is your firm's standard response time to emergency calls?
- e.

15) Fire Suppression Only:

- a. City and County of Denver Fire Suppression Journeyman License (required) (provide copy of license or license number)
- b. Is your firm locally owned and operated in the Denver Metro area? If not, specify where firm is owned and operated.
- c. Does your firm's field crew consist of at least five (5) licensed technicians? If not, how many?
- d. What is your firm's standard response time to emergency calls?

16) Security Camera Only:

- a. Provide proof firm is an Avigilon authorized reseller or partner.

17) Security System Only:

- a. What is your firm's standard response time to emergency calls?

18) Access Control Only:

- a. Provide proof from Millennium that your company is an authorized Millennium dealer (required). Note: Copies of training certificates alone will not suffice.
- b. What is your firm's standard response time to emergency calls?

19) Automatic Door Operator/Access Technology Only:

- a. Provide proof firm is a Stanley authorized reseller or partner.

20) Flooring

- a. Provide proof as an authorized Shaw brand provider.

21) Window & Glass

- a. Provide samples of work; preferably with historic designated structures (photos of work are acceptable)

3.7: Experience Modification Rate (EMR)

Offerors shall provide their Experience Modification Rate (EMR) for the past three (3) years. An EMR is a number used by insurance companies to gauge both past cost of injuries and future chances of risk. Generally, the lower the EMR of your business, the lower your company's workers' compensation insurance premiums will be.

If the offeror's insurance broker/agency is unable to provide an EMR; a letter from the insurance broker/agency must be provided and clearly state in the letter why it is unable to provide an EMR and include the offeror's loss ratio.

3.8: Additional Information (Optional):

Contractor/Service Provider may present additional information to further support its qualifications or present information that cannot be addressed in the above tabs. This section is limited and shall not exceed four (4) pages. Auraria Campus reserves the right to remove any pages exceeding the established limit.

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SECTION 4: EVALUATION

Failure to provide any information requested in this RFP may result in disqualification.

The specifications within this RFP represent the minimum requirements necessary for response. Proposals will be evaluated on the offeror's appropriateness and completeness of response taking into consideration business information, project references, personnel, trade information (where required), statement of acknowledgement, claims, and experience modification rate. A numeric evaluation will be conducted and award will be made to the offerors whose proposals are determined to be most advantageous to Auraria Campus considering the evaluation factors set forth above in the requirements of Section 3.

After proposals are due, the Auraria Campus Procurement Office distributes responses to evaluation committees organized by trade. Individuals on the evaluation committees then independently review and score all proposals for their assigned trade, and then a group discussion will occur with each committee in order to address any discrepancies in scoring. Following this step, the committees may submit recommendations to the Auraria Campus Procurement Office to award the proposals that most likely meet or exceed the requirements and are in the best interests of the Auraria Campus. Prior to any recommendation for award, the committees may request clarifications or additional information from offerors in order to assist with proposal evaluation and scoring may be updated based on any clarifications or additional information provided.

4.1 Determination of Responsibility of Offeror

- 4.1.1 Auraria Campus Procurement Rules state that an award shall be made to the responsible offeror whose proposal is determined to be the most advantageous to Auraria Campus, taking into consideration the evaluation factors set forth in the RFP. Auraria Campus reserves the right to make its offeror responsibility determination at any time in this RFP process and may not make a responsibility determination for every offeror.
- 4.1.2 Factors to be considered in determining whether the standard of responsibility has been met include whether an offeror has:
 - 4.1.2.1 Available the appropriate financial, material, equipment, facility, and personnel resources and expertise, or the ability to obtain them as necessary to indicate the capability to meet all contractual requirements;
 - 4.1.2.2 A satisfactory record of performance;
 - 4.1.2.3 A satisfactory record of integrity;
 - 4.1.2.4 Legal authority to contract with Auraria Campus; and
 - 4.1.2.5 Supplied all necessary information in connection with the inquiry concerning responsibility.

- 4.1.3 The offeror shall supply information requested by Auraria Campus concerning the offeror's responsibility. Auraria Campus reserves the right to request further information as it deems necessary to determine the offeror's responsibility. If the offeror fails to supply the requested information, Auraria Campus shall base the determination of responsibility upon any available information, or may find the offeror non-responsible if such failure is unreasonable.

END OF RFP