

# Estes Valley Public Library District Second Floor Renovation Project Request for Proposal

***The Estes Valley Public Library District (Library) is seeking proposals from qualified contractors for the renovation of the Library's second floor public spaces.***

A pre-proposal orientation to the project has been tentatively scheduled for Friday, January 27<sup>th</sup>, at 8:15 am at the Estes Valley Library located at 335 East Elkhorn Avenue, Estes Park, Colorado. All contractors interested in submitting a proposal must attend this walk-through in order to qualify to submit a proposal. Contractors who plan to attend the walk-through should contact the Library's project manager, Mark Riffle, by email, [mriffle@estesvalleylibrary.org](mailto:mriffle@estesvalleylibrary.org), to confirm participation.

The final selection will be based on the qualifications and bid proposals for a final best value for the project and Estes Valley Public Library District.

Please submit your proposal electronically or in hardcopy to Mr. Riffle no later than Friday, ~~Wednesday, March 15<sup>th</sup>, 2017~~ at 5:00 p.m. Proposals should be mailed or transmitted to the following address:

By mail: Estes Valley Library, P.O. Box 1687, Estes Park, CO 80517, Attn: Mark Riffle or  
e-mail: [mriffle@estesvalleylibrary.org](mailto:mriffle@estesvalleylibrary.org)

A final decision will be made by ~~Friday, April 7<sup>th</sup>, 2017~~. All respondents will be notified.

During the proposal stage of the project and during the run-up to project start provision will be made for contractor accompanied, sub-contractor access to the space.

**Addendums Available [HERE](#)**

**The due date for submitting proposals has been changed to Wednesday, March 22<sup>nd</sup>, 2017 at 5 p.m.**

**The final decision date has been changed to Friday, April 14<sup>th</sup>, 2017.**

New RFP issued 1/5/17  
Revised and posted 10/7/16

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#### The Project

Scope: This project is a renovation of all public spaces on the second floor of the library building. Included in this renovation will be the replacement of all public area carpeting and baseboard. The project has been divided into 6 areas as noted below. Also below is a listing of the renovations to take place in each area.

Timing: This project will begin in the fall / winter of 2017, preferably no later than October 10<sup>th</sup>. The project should be completed no later than December 15. The priorities for completion are as follows (see diagram):

1. Area 1 – Common Area
2. Area 4 – Wasson Room
3. Area 2 – Quiet Room
4. Area 3 – Study Rooms
5. Area 6 – Storage
6. Area 5 – Multi-purpose Room

The library will remain open during the project and prefers to maintain or restart use of the second floor spaces as early as possible (project cost-savings dependent). The early completions of areas 1 – 4 could allow access to the 2<sup>nd</sup> floor by the public.

#### Areas 1 - 4:

1. Remove old and install new carpet tiles (exception for Areas 5 & 6)
  - a. Interface” brand
  - b. Carpet is acquired from “Shuffle”, a company that provides remnant squares in color groups.  
<http://www.shuffle-it.com/#/what-is-shuffle/4572541083>
  - c. All tiles are 50cm square
  - d. All tiles have glasbac/glasbacRE backing
  - e. Shuffle is purchased in increments of 120sy
  - f. Each shuffle lot/pallet is unique and made up of 120sy. There will be between 5 and 12 different products (in the chosen color family) in each shuffle lot. The tiles are shuffled, stacked and shrink-wrapped.
  - g. It is suggested that installation be done with tactiles -- one roll of tactiles for each lot/120sy of shuffle
2. Replace baseboards
  - a. Johnsonite Colormatch MW-45-F Millwork Wall Base
  - b. Color = Sandalwood

#### Area 1) COMMON AREA / THE COMPUTER ROOM

1. Reposition fluorescents currently in ceiling to 2 rows of 4 (6 surplus)

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2. Add standard socket lighting cans to surround edges of room, one approximately every 4 feet. Replace existing cans to match for LED bulbs.
3. Review power and network options for up to 5 locations to determine best approach to supplying tables in center of room (drops vs. floor). We are looking for the most flexible use installation as possible. Tables should be removable for events.
4. Relocate art rails as needed
5. Ceiling grid
  - a. Repair ceiling grid where needed (minimal) or
  - b. Provide alternate (additional) quote for the replacement of the entire common area ceiling with 2x2 tiles as in existing Study Rooms

Common room wall carpet, brows, aprons and sills remain in place where unaffected

#### **Area 2) QUIET ROOM**

1. Replace missing window eyebrows to match existing
2. Remove existing ceiling florescent light fixtures
3. Remove wiring raceway and install outlets as needed
4. **Install wall sconces (4)** to match (as near as possible) downstairs sconces
5. Install corner gas fireplace
6. Install carpet & new baseboard
7. Ceiling grid
  - a. Repair ceiling grid where needed or
  - b. Provide alternate (additional) quote for the replacement of the entire quiet room ceiling with 2x2 tiles as in existing Study Rooms

#### **Area 3) NEW STUDY ROOMS**

1. Remove existing closet
2. Build two new study rooms with sound resistant glass storefront and dividing sound-wall
3. Remove wall carpeting (minimal) and refinish (or cover) to textured drywall
4. Remove overhead florescent lighting fixtures
5. Replace ceiling (with same 2x2 as in existing study rooms)
6. Install track lighting to match existing study rooms, isolate lighting circuits and place switches in storage space
7. Install duplex outlets as needed (6 - 7)
8. HVAC for two study spaces
9. Paintwork, carpet & new baseboard

#### **Area 6) STORAGE**

1. Isolate lighting circuit
2. Preserve and relocate (if necessary) florescent fixtures
3. Preserve existing ceiling grid
4. Paintwork, add baseboard (old style) where needed; old carpet remains
5. HVAC ducting changes as needed

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6. Install metal framed entry door, lockable with hold-open hook

#### **Area 4) WASSON ROOM**

1. Install metal framed entry door (no lock)
2. Paint oak whiteboard frame black to blend with projection screen / whiteboard

#### **Area 5) MULTI-PURPOSE ROOM**

1. Remove window eyebrows, aprons and sills
2. Remove wall carpeting from north wall
3. Replace sills with thick wood sills radiused on face; painted (black)
4. Paint / finish north wall
5. Install one or two outlets in ceiling for drop power to tables (we might want a cutoff switch for this)
6. Install power source / box for wall mounted TV (network and video run by library)
7. Install wall outlets with USB ports for project work above new counter on north wall
8. Install down-lights (industrial style pendants) above north counter
9. Install window-located exhaust fan(s)
10. Redistribute ceiling fluorescent lighting to evenly cover the room.
11. HVAC mods as needed for enclosed space
12. Install sound proof/resistant glass wall with double doors (investigate implications of locking door)
13. Install custom heavy weight storage / cabinetry on west wall (covering entire wall)
14. Use shelving to fare in cabinetry with widows or narrow cabinetry
15. Install craft sink with all necessary plumbing
16. Install full wall white / black dry erase board on east wall
17. Install counter on north wall (height still being considered)
18. Install bracket for wall mounted TV (library will acquire)
19. Install mounting points for drop power reels at two points in ceiling (placement impacted by furniture plan, HVAC, ceiling grid and light fixture placement)
20. Remove carpeting and install new hard flooring (Mannington Commercial Luxury Vinyl Tile – LVT)

### **Contractor's Proposal**

The Contractor's proposal must include the following information:

#### **SECTION 1: Experience**

- A. Provide a summary of company and staff experience for this type of project.
- B. Provide examples of three (3) recent projects of similar type, size, scope, and complexity. Include a detailed description of the project and services provided, and contact information for the customer's owner or project coordinator.

#### **SECTION 2: Firm's Bonding Capacity**

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In order to ensure the selected firm has the ability to provide a payment and performance bond, include a letter from the company's surety confirming that such bonding will be provided if the contractor is awarded the work.

#### **SECTION 3: Additional Information**

Include any additional information about the contractor that the contractor believes relevant and that was not specifically requested in this request for proposal.

#### **SECTION 4: Cost Proposal**

Provide fixed price bids for all work described above.

#### **SECTION 5: Timeline**

Provide a timeline of the work, including start and finish dates, as well as potential 2<sup>nd</sup> floor closure times.

#### **SECTION 6: Proposed Modifications**

Provide any proposed modifications to the work that the contractor desires to include, along with reasons why such changes would provide the Library with a better value.

#### **Evaluation**

Selection of vendor will be made on the Library's determination of which proposal provides the best value to the Library.

#### **General**

Any interpretation, correction or change of the RFP documents will be provided to all contractors who attend the walk-thru. Any changes that are made prior to the walk-thru will be published in the same manner as this request for proposals.

Contractors should not include any confidential or proprietary information in their responses. Contractors should assume that any information provided to the Library may be subject to release to the public under the Colorado Public (Open) Records Act found at Title 24, Section 72, Colorado Revised Statutes.