



**CITY OF FORT LUPTON  
CITY COUNCIL/ENTERPRISE BOARDS  
TOWN HALL MEETING AGENDA  
Tuesday, September 27, 2022  
6:00 PM  
130 South McKinley Avenue**

**Zo Stieber-Hubbard,  
Mayor**  
Valerie Blackston, Ward 1  
Chris Ceretto, Ward 2  
Carlos Barron, Ward 3  
David Crespín, Ward 1  
Claud Hanes, Ward 2  
Bruce Fitzgerald, Ward 3

**You may join in person or join remotely by clicking on:  
<https://global.gotomeeting.com/join/851983253>**

**Call to Order**

**General Discussion** – The Town Hall meeting is for the Public to have open discussion with Council regarding any topic. This list is not all-inclusive. The following topics are items to be presented to Council by staff and may or may not be followed by discussion. No transcripts or summary are taken during Town Hall meetings.

- a.** Alternatives to FAMLI
- b.** IM - Discussion on Aurora letter for access permit on CR 8
- c.** IM - Lupton Greens Concept Plan
- d.** Metro Wastewater Treatment Plant Tour
- e.** Fort Lupton Public & School Library Furniture Approval
- f.** Fort Lupton Public & School Library Shelving Approval
- g.** CR 12 Union Pacific Rail Road Agreement
- h.** Splash Park Features Purchasing Quote

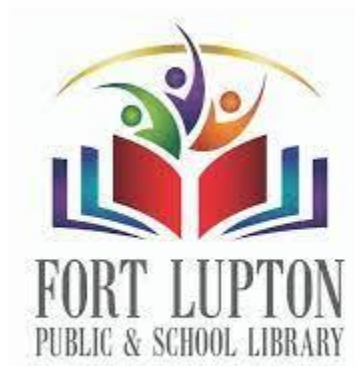
**Adjourn**

## REQUEST FOR PROPOSAL (RFP)

### FURNITURE, FIXTURE & EQUIPMENT (FF&E) PROCUREMENT, AND INSTALLATION SERVICES

#### Fort Lupton Public & School Library

September 22, 2022



Fort Lupton Public & School Library  
370 S Rollie Ave  
Fort Lupton, CO 80621

Prepared by:

**Wember**  
**7350 E. Progress PL STE 100**  
**Greenwood Village, Colorado 80111**

Project Manager: Dave Trimble  
Phone: 720-910-4456  
e-mail: [dtrimble@wemberinc.com](mailto:dtrimble@wemberinc.com)  
online: [www.wemberinc.com](http://www.wemberinc.com)

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### **4.0 EXHIBITS**

- 4.1** Labeled floorplan
- 4.2** Furniture Spec Sheets
- 4.3** Furniture Bid Tab Form

## **GENERAL INFORMATION**

### **1.1. INTRODUCTION AND DESCRIPTION**

This Request for Proposal ("RFP") is issued to provide the selection process for Furniture, Fixtures and Equipment Procurement and Installation Services for the project named above. Firms submitting a response to the RFP will be asked at a minimum to state their understanding/experience to the project.

#### Background

Fort Lupton Public and School Library is currently located in the school facility at 425 S Denver Ave, Fort Lupton. There is a new 14,400 sq ft library being constructed at 370 S Rollie Ave, Ft Lupton.

#### Project Description

The new 14,400 sq ft library will include book stacks for all ages, Admin area, Maker Space and Event Spaces. Select bookshelves, books and furniture will be relocated from the existing library to the new library.

#### Project Timeline

Anticipated construction completion and Client move-in is April 2023.

### **1.2 LOCATION**

The Project is located at 370 S Rollie Ave, Fort Lupton, CO 80621.

### **1.3 SCOPE OF SERVICES**

The Consultant selected will provide an installation schedules, assess the availability of selected products and provide or coordinate Procurement, Delivery and Installation of all FF&E, based on the following outline of services, as required. This outline is provided to assist proposers with submissions and presentations during the selection process and, will constitute a part of the services contract as an attachment as well as the proposer's response to this RFP. The Client reserves the rights to, at any time during this process, add, delete, or otherwise modify this outline scope as its best interests may appear.

#### **A. Responsibilities of Awarded Firm:**

Inspection of the work or materials shall not relieve the awarded firm of any obligation to fulfill the contract as prescribed. Work and materials not meeting specifications shall be corrected at awarded firm's expense. Unsuitable work or materials will be rejected.

Awarded firm will be responsible for providing a clean and safe environment surrounding the work area at all times including, if necessary, fencing of equipment, storage, and work area. Awarded firm shall furnish all required personal safety equipment.

Awarded firm shall be prepared to store products for up to 60 days beyond the installation date listed in section 1.5 at no additional cost to the owner in the event the installation date is delayed for any reason.

It will be the responsibility of the awarded firm to make arrangements with the shipping firm, their driver, their union hall (if applicable), for timely delivery. Any and all freight damage is the responsibility of the successful awarded firm. The Client shall be made exempt from the responsibility of replacement and costs of freight damage.

Awarded firm shall perform work in accordance with good trade practice and in a neat and workmanship like manner to the satisfaction of the Client and its Owner's Representative. All items stated within this RFQ/RFP will become conditions of the contract.

**B. Coordination:**

Coordination meetings with the Client, other Client consultants (including technology consultant) and user groups shall be a continuing work item for the selected Consultant from the 'Notice to Proceed' through procurement, delivery and installation, and warranty phase. In particular, the Consultant shall comply with all provisions of the Local Building Code and all other related codes, State requirements, Client standards, City Ordinances, and regulations. Also, to note is that the project will be managed collaboratively through the Owner's Representatives online project management system including but not limited to, Issues, RFI's, ASI's, Shop Drawings, Site Photos, Field Reports, Meetings, etc.

**C. Project Programming:**

N/A

**D. Design Development:**

N/A.

**E. Bid Documents and Specifications:**

N/A.

**F. Bidding:**

N/A

**G. Procurement, Delivery and Installation of FF&E:**

After competitively bidding all FF&E packages, the Consultant shall coordinate the procurement of all FF&E and will schedule the delivery and installation of all FF&E items. The Consultant will provide or coordinate all labor, material, equipment, and supervision to deliver, set up, and install all FF&E products onsite as specified. The Consultant will provide or coordinate all debris containment, debris storage, and debris removal as well as provide a clean site at the end of each working day as required by the Client. The Consultant will inspect all deliveries for shortage or damage and in conjunction with the Client, create a punch list of all items to be corrected. The Consultant will conduct a final walkthrough, inspection, and with the Client, the final acceptance of the FF&E project, including the verification that all punch list items are completed. The Consultant shall provide weekly observation reports during the course of the Installation Phase, shall review and comment on all submittals, assist/respond to installer request for information (RFI's), and perform other services as required by the Client to complete the Project. Consultant shall prepare, monitor, and follow through on completion of outstanding items (punch list). At the completion of installation submit copies of Operation and Maintenance Manual. This manual should include product information about cleaning, adjustment, and information required for future orders. The manual should also contain a copy of the manufacturer's warranty and service agreement. Submit Materials Safety Data Sheets (MSDS), as applicable.

## **1.4 CONTACTS**

Copies of this RFP are available from the Client's Owner Representative.

**Owner's Representative**

Dave Trimble, Owner's Representative  
**Wember, Inc.**  
7350 E Progress Place #100  
Greenwood Village, Colorado 80111  
Phone: (720) 910-4456  
Email: [dtrimble@wemberinc.com](mailto:dtrimble@wemberinc.com)

**(Owner/Client)**

Thomas Samblanet  
**Fort Lupton Public and School Library**  
425 S Denver Ave  
Fort Lupton, Colorado 80621

*Notice: Direct contact with the Client, the Library Board, Fort Lupton School, High Plains Library District or other related parties, may cause this candidate's removal from the RFP process.*

**1.5 SCHEDULE OF EVENTS**

The anticipated schedule below outlines milestones for the project:

| DATE                    | TIME           | EVENT                                                      |
|-------------------------|----------------|------------------------------------------------------------|
| October 5, 2022         |                | Advertise and Issue RFP                                    |
| October 11, 2022        | 11:00 AM       | Non-mandatory site visit                                   |
| October 13, 2022        | 3:00 PM        | Deadline for receipt of questions and inquiries            |
| October 17, 2022        | 5:00 PM        | Final responses to questions, inquiries and RFP amendments |
| <b>October 20, 2022</b> | <b>2:00 PM</b> | <b>Deadline for submission of proposals</b>                |
| October 26, 2022        | TBD            | Awarded firms announced                                    |
| April 2023              |                | FF&E installation (Anticipated)                            |
|                         |                |                                                            |

**1.6 PROPOSAL INSTRUCTIONS**

- A. Pages in the proposal shall be typed with the maximum number of pages of proposal information to be limited to **30** pages (including proposal forms) numbered in sequential order.
- B. Submit proposal by the date and time aforementioned to the Owner's Representative. It is the Proposing Firms responsibility to confirm receipt by the deadline established.
- C. **Submit a single electronic PDF (no larger than 8MB) file including all Proposing response documents**; email to the Owner's Representatives Dave Trimble, [dtrimble@wemberinc.com](mailto:dtrimble@wemberinc.com) and Brooke Kardos, [bkardos@wemberinc.com](mailto:bkardos@wemberinc.com). If email is not possible submit one jump drive provided by the Proposing Firm containing the completed RFP response to the Owner's Representative by the date noted in Section 1.5. Oral, telephonic, or faxed proposals are invalid and will be considered as non-responsive as outlined.
- D. No Proposing Firm may submit more than one submission. Multiple submissions under different names will not be accepted from one firm, Joint Venture, or association.
- E. Each respondent must comply with the submission requirements as outlined. Submittals that fail to comply with the requirements as specified may be deemed non-responsive and such determination will result in no further consideration of that respondent or the respondent's submittals by the Client. At any stage, the Client reserves the right to terminate, suspend or modify this selection process; reject any or all submittals at any time; and waive any informalities, irregularities or omissions in submittals, as the best interests of the Client may require.

**1.7 PROPOSAL REQUIREMENTS**

**Proposals must include, but are not limited to, the following items.**

## **Part 1 – Cover Letter**

- a. Brief cover letter expressing interest. Identify years in business in the cover letter.

## **Part 2 – Project Experience**

- a. Present three similar projects completed in the last five years similar in size and complexity. Provide portfolio sheets including:
  - 1) Project location
  - 2) Project completed value
  - 3) Project start and completion date
  - 4) Project Description
  - 5) Staff directly involved with the project.
  - 6) Owner, contact information, email and telephone

## **Part 3 – Project Team & Staff**

- a. Provide an overview of your proposed team and how their experience benefits the proposed projects. (Key team members proposed should remain a part of the team assigned unless written approval from the Client is given to allow a change).
- b. Organization Chart; Provide an organization chart graphically indicating how your firm would staff and structure the proposed team. Clearly identify the main point of contact for all or each of the projects.

## **Part 4 – Qualifications Q&A**

- a. Provide a detailed description of understanding of the project and identify your firm's approach to the project. In addition, identify any work that will be performed by subcontractors.
- b. Complete all requested information on attached bid form (Exhibit 4.3). Identify all items on spec sheets (Exhibit 4.2), even items the firm is not bidding on.

- ❖ Insurance certificates naming the Client and Wember Inc. as additional insured will be required prior to work commencing, but not required as part of this submittal.

## **1.8 QUESTIONS, INQUIRIES, AND AMENDMENTS REGARDING THIS RFP**

Questions and inquiries regarding the RFP should be directed to Brooke Kardos (bkardos@wemberinc.com) and Dave Trimble (dtrimble@wemberinc.com) by the date aforementioned. The Client will issue a response to all questions by email. Questions should not be submitted to the Client, the City of Fort Lupton, the School Board or other parties, doing so will cause this candidate's removal from the RFP process.

## **1.9 PROPOSING FIRMS TO FULLY INFORM THEMSELVES**

Proposers are required to fully inform themselves of all project conditions which may impact their proposal and the Client's requirements prior to submitting a proposal. Proposers should become acquainted with the nature and extent of the services to be undertaken and make all necessary examinations, investigations and inspections prior to submitting a proposal. Firms proposing are responsible for examining and determining for themselves the location and nature of the proposed work, the amount and character of the labor and materials required, and the difficulties which may be encountered. If requested in advance, the Client will provide the Firm proposing access to the site to conduct such examinations as each Proposing Firm deems necessary for submission of a bid. The Proposing Firm is to consider federal, state and local Laws and Regulations that may affect cost, progress, performance or furnishing of the Work.

The Client will not consider any claims arising from failure to take such actions.

## **1.10 EVALUATION CRITERIA**

The Client Selection Committee will review all proposals and select a Proposing Firm(s) whose proposal is deemed most suitable for the Client. **RIGHT OF REJECTION**

The Client reserves the right to accept or reject any or all responses to this RFP and to enter into discussions and/or negotiations with one or more qualified Proposing Firm, if such action is in the best interest of the Client. The Client has the right, in its sole and absolute discretion, to select the proposal or proposals that the Client determines best meets its needs.

**1.11 ACCEPTANCE OF PROPOSAL**

The successful Proposing Firm(s) will be notified in writing of the acceptance of its proposal and will be followed by a formal Purchase Order.

**1.12 ACCEPTANCE OF PROPOSAL**

The successful Proposing Firm(s) will be notified in writing of the acceptance of its proposal.

**1.13 MODIFICATION AND WITHDRAWAL OF PROPOSALS**

- A. Proposals may be modified or withdrawn by an appropriate document duly executed (in a manner that a proposal must be executed) and delivered to the place where proposals are to be submitted at any time prior to the opening of proposals.
- B. Proposals may also be modified or withdrawn in person by the Proposing Firm or an authorized representative provided he can prove his identity and authority.
- C. Withdrawn Proposals may be resubmitted up to the time designated for the receipt of Proposals provided that they are then fully in conformance with these Instructions to Proposing Firm's.
- D. If, within twenty-four hours after Proposals are opened, any Proposing Firm files a duly signed, written notice with Client and promptly thereafter demonstrates to the reasonable satisfaction of Client that there was a material and substantial mistake in the preparation of its Proposal, that Proposing Firm may withdraw its proposal. Thereafter, that Proposing Firm will be disqualified.

**1.14 PROPOSALS TO REMAIN OPEN SUBJECT TO ACCEPTANCE**

All Proposals shall remain open for forty-five (45) days after the day of the Proposal opening.

**1.15 INSURANCE**

Consultant shall carry insurance of the type and in the amounts as described. Proof of such insurance coverage shall be presented to the Client prior to Notice to Proceed. Nothing herein shall be deemed a waiver of immunity under §24-10-101 et seq., C.R.S.

- A. Workers' compensation insurance in accordance with applicable law.
- B. Comprehensive commercial general liability insurance in the amount of \$2,000,000.00 combined single limit bodily injury and property damage, each occurrence; \$2,000,000.00 general aggregate.
- C. Automobile liability insurance in the amount of \$1,000,000.00 combined single limit bodily injury and property damage, each accident.
- D. Errors and Omissions (E&O) Insurance --Consultants shall maintain limits of \$2,000,000 for each claim, and \$2,000,000 aggregate limit for all claims.

**1.16 COST OF PROPOSALS**

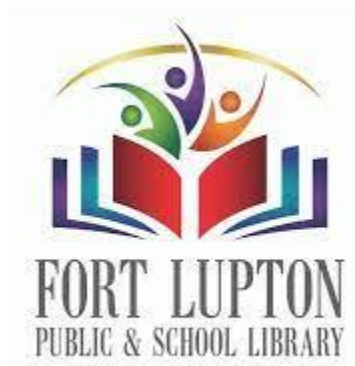
Expenses incurred in the preparation of proposals in response to this RFP are the Proposing Firms sole responsibility. The Client assumes no responsibility for payment of any expenses incurred by any Proposing Firm as part of the RFP process.

## REQUEST FOR PROPOSAL (RFP)

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September 22, 2022



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Prepared by:

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- 1.16 COST OF PROPOSALS

### **4.0 EXHIBITS**

- 4.1 Labeled floorplan
- 4.2 Shelving Spec Sheets & Bid Form

## **GENERAL INFORMATION**

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Awarded firm shall perform work in accordance with good trade practice and in a neat and workmanship like manner to the satisfaction of the Client and its Owner's Representative. All items stated within this RFQ/RFP will become conditions of the contract.

Awarded firm will disassemble existing shelving, relocate shelving to new facility, reassemble library shelving, in addition to procuring and installing new shelving. In addition, firm will remove books from shelves, transporting and reloading books on shelves.

**B. Coordination:**

Coordination meetings with the Client, other Client consultants (including technology consultant) and user groups shall be a continuing work item for the selected Consultant from the 'Notice to Proceed' through procurement, delivery and installation, and warranty phase. In particular, the Consultant shall comply with all provisions of the Local Building Code and all other related codes, State requirements, Client standards, City Ordinances, and regulations. Also, to note is that the project will be managed collaboratively through the Owner's Representatives online project management system including but not limited to, Issues, RFI's, ASI's, Shop Drawings, Site Photos, Field Reports, Meetings, etc.

**C. Project Programming:**

N/A

**D. Design Development:**

N/A.

**E. Bid Documents and Specifications:**

N/A.

**F. Bidding:**

N/A

**G. Procurement, Delivery and Installation of Shelving:**

After competitively bidding all FF&E packages, the Consultant shall coordinate the procurement of all FF&E and will schedule the delivery and installation of all FF&E items. The Consultant will provide or coordinate all labor, material, equipment, and supervision to deliver, set up, and install all FF&E products onsite as specified. The Consultant will provide or coordinate all debris containment, debris storage, and debris removal as well as provide a clean site at the end of each working day as required by the Client. The Consultant will inspect all deliveries for shortage or damage and in conjunction with the Client, create a punch list of all items to be corrected. The Consultant will conduct a final walkthrough, inspection, and with the Client, the final acceptance of the FF&E project, including the verification that all punch list items are completed. The Consultant shall provide weekly observation reports during the course of the Installation Phase, shall review and comment on all submittals, assist/respond to installer request for information (RFI's), and perform other services as required by the Client to complete the Project. Consultant shall prepare, monitor, and follow through on completion of outstanding items (punch list). At the completion of installation submit copies of Operation and Maintenance Manual. This manual should include product information about cleaning, adjustment, and information required for future orders. The manual should also contain a copy of the manufacturer's warranty and service agreement. Submit Materials Safety Data Sheets (MSDS), as applicable.

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The anticipated schedule below outlines milestones for the project:

| DATE                    | TIME           | EVENT                                                      |
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| April 2023              |                | FF&E installation (Anticipated)                            |
|                         |                |                                                            |

## 1.6 PROPOSAL INSTRUCTIONS

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- B. Submit proposal by the date and time aforementioned to the Owner's Representative. It is the Proposing Firms responsibility to confirm receipt by the deadline established.
- C. **Submit a single electronic PDF (no larger than 8MB) file including all Proposing response documents**; email to the Owner's Representatives Dave Trimble, [dtrimble@wemberinc.com](mailto:dtrimble@wemberinc.com) and Brooke Kardos, [bkardos@wemberinc.com](mailto:bkardos@wemberinc.com). If email is not possible submit one jump drive provided by the Proposing Firm containing the completed RFP response to the Owner's Representative by the date noted in Section 1.5. Oral, telephonic, or faxed proposals are invalid and will be considered as non-responsive as outlined.
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**Proposals must include, but are not limited to, the following items.**

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- a. Brief cover letter expressing interest. Identify years in business in the cover letter.

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- b. Organization Chart; Provide an organization chart graphically indicating how your firm would staff and structure the proposed team. Clearly identify the main point of contact for all or each of the projects.

### **Part 4 – Qualifications Q&A**

- a. Provide a detailed description of understanding of the project and identify your firm's approach to the project. In addition, identify any work that will be performed by subcontractors.
- b. Complete all requested information on attached bid form (Exhibit 4.2). Identify all items on spec sheets, even items the firm is not bidding on.

- ❖ Insurance certificates naming the Client and Wember Inc. as additional insured will be required prior to work commencing, but not required as part of this submittal.

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The Client will not consider any claims arising from failure to take such actions.

#### **1.10 EVALUATION CRITERIA**

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- A. Proposals may be modified or withdrawn by an appropriate document duly executed (in a manner that a proposal must be executed) and delivered to the place where proposals are to be submitted at any time prior to the opening of proposals.
- B. Proposals may also be modified or withdrawn in person by the Proposing Firm or an authorized representative provided he can prove his identity and authority.
- C. Withdrawn Proposals may be resubmitted up to the time designated for the receipt of Proposals provided that they are then fully in conformance with these Instructions to Proposing Firm's.
- D. If, within twenty-four hours after Proposals are opened, any Proposing Firm files a duly signed, written notice with Client and promptly thereafter demonstrates to the reasonable satisfaction of Client that there was a material and substantial mistake in the preparation of its Proposal, that Proposing Firm may withdraw its proposal. Thereafter, that Proposing Firm will be disqualified.

#### **1.14 PROPOSALS TO REMAIN OPEN SUBJECT TO ACCEPTANCE**

All Proposals shall remain open for forty-five (45) days after the day of the Proposal opening.

#### **1.15 INSURANCE**

Consultant shall carry insurance of the type and in the amounts as described. Proof of such insurance coverage shall be presented to the Client prior to Notice to Proceed. Nothing herein shall be deemed a waiver of immunity under §24-10-101 et seq., C.R.S.

- A. Workers' compensation insurance in accordance with applicable law.
- B. Comprehensive commercial general liability insurance in the amount of \$2,000,000.00 combined single limit bodily injury and property damage, each occurrence; \$2,000,000.00 general aggregate.
- C. Automobile liability insurance in the amount of \$1,000,000.00 combined single limit bodily injury and property damage, each accident.
- D. Errors and Omissions (E&O) Insurance --Consultants shall maintain limits of \$2,000,000 for each claim, and \$2,000,000 aggregate limit for all claims.
- E. Coverage need to list both the new facility address as well as the school address, as listed above.

#### **1.16 COST OF PROPOSALS**

Expenses incurred in the preparation of proposals in response to this RFP are the Proposing Firms sole responsibility. The Client assumes no responsibility for payment of any expenses incurred by any Proposing Firm as part of the RFP process.