

**CITY OF GREELEY
INVITATION FOR BID**

UCCC Acoustic Panels Replacement Assessment

BID #F23-06-056

DUE July 27th, 2023 BEFORE 2 P.M. MST



Serving Our
Community
It's A Tradition

BID #F23-06-056
INVITATION FOR BID

The City of Greeley, Colorado is requesting **sealed** bids for UCCC Acoustic Panels Replacement Assessment **DUE July 27th, 2023 before 2 PM MST** via electronic submission which at that time all bids will be publicly opened and read aloud via video conferencing. No late or faxed bids will be accepted. It is the responsibility of the vendor to ensure the solicitation documents are submitted to the correct email address as noted in the Solicitation Documents. Solicitations delivered to other City of Greeley email addresses may be deemed as late and not accepted.

Instructions for electronic submittal.

Email your Bid Response to purchasing@greeleygov.com Submit your Bid response to this email only – please do not email to multiple people. Only email’s sent to will be considered as responsive to the invitation to bid. Emails sent to other City emails may be considered as non-responsive and may not be reviewed.

Bids shall be submitted in a single Microsoft Word or PDF file under 20MB.

The Bid number and Project name **must be noted** in the subject line, otherwise the Bid may be considered as non-responsive to the Bid.

Electronic submittals will be held, un-opened, until the time and date noted in the Bid documents or posted addenda.

The City of Greeley disseminates all bids through the Rocky Mountain E-Purchasing System site. Go to <http://www.RockyMountainBidSystem.com>, then “Bid Opportunities” and then select “The City of Greeley”. Bids submitted to the City of Greeley must include all Sections in this invitation. Addenda must be acknowledged in the bidding documents. Bidders failing to acknowledge any and all addenda may be considered non-responsive.

No bid shall be withdrawn after the opening of the bids without the consent of the City of Greeley, Colorado, for a period of sixty (60) days after the scheduled time of the receiving the bids.

All bids/proposals will be confidential until a contract is awarded and fully executed. At that time, all bids/proposals and documents pertaining to the proposals will be open for public inspection, except for the material that is proprietary or confidential. However, requests for confidentiality can be submitted to the Purchasing Contact provided that the submission is in accordance with the following procedures. This remains the sole responsibility of the offeror. The Purchasing Contact will make no attempt to cure any information that is found to be at a variance with this procedure. The offeror may not be given an opportunity to cure any variances after bid opening. **Neither a proposal in its entirety, nor proposal price information will be considered confidential/proprietary.** Questions regarding the application of this procedure must be directed to the Purchasing Contact listed in this RFP.

“Public Viewing Copy: The City is a governmental entity subject to the Colorado Open Records Act, C.R.S. §§ 24-72-200.1 et seq. (“CORA”). Any bids/proposals submitted hereunder are subject to public disclosure by the City pursuant to CORA and City ordinances. Vendors may submit one (1) additional complete bid/proposal clearly marked “FOR PUBLIC VIEWING.” In this version of the bid/proposal, the Vendor may redact text and/or data that it deems confidential or proprietary pursuant to CORA. Such statement does not necessarily exempt such documentation from public disclosure if required by CORA, by order of a court of appropriate jurisdiction, or other applicable law. Generally, under CORA trade secrets, confidential commercial and financial data information is not required to be disclosed by the City. Bids/Proposals may not be marked “Confidential” or ‘Proprietary’ in their entirety. All provisions of any contract resulting from this request for proposal will be public information .”

The City of Greeley retains the right to reject any and all bids and to waive any informality as deemed in the best interest of the city.

Questions pertaining to the project may be directed to alec.keiser@greeleygov.com via email: purchasing@greeleygov.com or at 970-350-9325. Deadline to receive questions is **July 24th, 2023 by 2:00pm.**

Schedule of Events (subject to change)	All times are MST
RFP Issued	July 6th, 2023
Mandatory Pre-Proposal Conference	July 11th, 2023 10am @ 701 10th Ave, Greeley, CO 80631
Inquiry Deadline	July 21st, 2023 2pm
Inquiry Answers (Via Addendum) Issued	July 24th, 2023
Proposal Due Date	July 27th, 2023 2pm
Interviews (tentative)	TBD (If needed)
Notice of Award (tentative)	TBD

Scope of Work

Background

The City of Greeley is a home rule municipality with a council-manager form of government and is the county seat and the most populous municipality of Weld County, Colorado. Greeley is in northern Colorado and is situated 52 miles north-northeast of the Colorado State Capitol in Denver. According to the U.S. Census Bureau, the population of the city is roughly 111,000 which makes it the 12th-most populous city in Colorado. The City has an annual budget of ~\$490M with a fiscal year that starts Jan 1st, and employees over 1100 employees. Greeley is a major city of the Front Range Urban Corridor and home to the University of Northern Colorado which is a public baccalaureate and graduate research university with approximately 12,000 students and six colleges as well as Aims Community College, which has served the community since 1967.

The Union Colony Civic Center is Northern Colorado’s premier performing arts venue, owned and operated by the City of Greeley. Built in 1988 with a combination of public funds and private donations, the UCCC is home to two performance venues, Monfort Concert Hall, seating 1,686 and Hensel Phelps Theatre, seating 214. The UCCC programs a wide variety of Broadway musicals, concerts, comedy shows, dance, and other performances. The UCCC runs on a semester schedule; Spring (January through April) and Fall (September through December), which each include approximately 10 performances.

Overview

The City of Greeley is looking for bids for assessment services for the replacement of the existing Variable Acoustical Panel system with a new Variable Acoustical Panel System at the Union Colony Civic Center. This assessment will involve an acoustical analysis to anticipate the uses of the Monfort Concert Hall. An acoustical engineer for the panels and include but not limited to structural and an electrical engineer to complete a detailed design and analysis for the end goal of a full design ready to include stamped plans for construction as well as documentation or certified plans on the removal or securement of the existing variable acoustical panels. All plans and documentation to be shared both as hard copies and .pdf and .dwg digital formats. Availability of any walk-through on the build project as well as any RFI’s in the building process and any necessary information to obtain permits from the building department.

Electrical power feeds to existing acoustic motorized panels should be adequate for reuse to new replacement acoustic motorized panels based on the replacement panels having the same electrical load as the existing panels. This will need to be verified when the replacement solution is determined.

Goals

The City’s goals for this project are to provide the most accurate picture of the capital needs to adequately maintain the entertainment venue. The City desires to continue providing a facility that meets the needs of patrons, performers, and supporting staff as the entertainment industry continues to evolve. Each project needs to have a defined scope, timeline, accurate budget and be located in the correct order of execution.

Scope of Services

This solicitation is for the assessment for the replacement of the failed variable acoustics systems with new modern variable acoustics systems. Replacement would include both replacement of the side wall and the attic variable acoustic systems. Replacement would eliminate concerns of failing support structures noted by staff and provide lost functionality to the room to change the acoustics to fit the performance. Example: a dead room for modern concert and a live room for orchestral or choral performance. Special care should be given to introducing a significant variable acoustic element capable of reducing the low frequency reverberation to provide impact and improved bass response to amplified music.

With further investigation, a cost saving option could be to provide fixed acoustical elements at the side walls and variability in the attic of the room only. Further cost savings can be realized if the acoustic elements are replaced with non-variable acoustical systems with an optimized neutral acoustical setting. This would be a compromise for all uses and would not provide ideal acoustics for either amplified music or orchestral or choral music.

The Awarded Bidder will manage the acoustical analysis, recommendations, and coordination of the improved acoustics systems. The Awarded Bidder will also design and document recommendations for the replacement / reconfiguration of the acoustical panels in the Monfort Performance Hall. A full acoustical analysis and recommendations are necessary. This includes coordinating the desired acoustical performance relative to anticipated uses, performing a specific acoustical analysis, documenting the changes and additions for bidding the improvements, and construction installation verification. The Awarded Bidder will also provide documentation/plans for the demolition or securing of the existing non-functional acoustic system.

The Awarded Bidder will also be responsible for the following items:

The Awarded Bidder will meet with the city of Greeley culture representatives to gather information about the current conditions. Design meetings will be held as required to achieve progress. They will provide a complete set of stamped construction drawings and specifications. These documents and specifications will be used as guiding documents for Phase 2 scheduled for 2024.

Construction drawings shall contain all information necessary to obtain a permit through the city of Greeley Building Department.

The Awarded Bidder will verify any new design and / or equipment meets the needs and functions of the building as well as all current building codes.

In addition to design drawings and engineering services, The Awarded Bidder will provide construction observation services. This will include reviewing and answering questions during the city's bidding process for construction and during the construction which is scheduled for 2024, answering any questions from the building department during the permitting process, redesigning and clarifying to the building official if changes are required, writing addenda to the project plans and specifications, reviewing submittals for adherence to Construction Documents and providing RFI responses. During construction observation we will attend regular meetings, at dates to be determined by the city.

The Awarded Bidder will provide general floor plans to support the work included and these will be based on documents provided by the city of Greeley. Where necessary, we will field verify existing elements to ensure accuracy, but it is not in the Architect's scope for this project to provide detailed, field verified as-built drawings of the entire facility.

The City does not anticipate any Mechanical or Plumbing engineering requirements. If these services are required, with the Owner's approval, they will be an additional cost.

Fire alarm and fire protection system design / reconfiguration by others – the fire department expects Design-Build subcontractor submittals.

Period of Award

The completion date of providing the required product and services shall be for the **term of an estimated 100 days with a completion date of November 31, 2023**. Work will begin after, and only after, a fully executed contract with The Awarded Bidder and the City of Greeley has been signed.

If the City desires to extend the contract, no later than thirty (30) days prior to expiration, the City's Purchasing Contact may send a notice in writing to the vendor requesting firm pricing for the next twelve-month period. After the City evaluates the firm pricing proposal from the vendor, it will determine whether to extend the contract. All awards and extensions are subject to annual appropriation of funds. The provisions of the foregoing paragraphs with respect to extensions of the terms of the contract shall be null and void if the contract has been terminated or revoked during the initial term or any extension thereof. All decisions to extend the contract are at the option of the City.

**UCCC Acoustic Panels Replacement Assessment BID For
FIXED PRICING**

The City of Greeley is accepting bids for the 2023 UCCC Acoustic Panels Replacement Assessment.

The vendor must provide the information requested set forth in herein. Please fill out completely. Failure to complete bid form will result in a "NO BID"

SCOPE (Service): As outlined in the Scope of Work section.

Pricing:

- The pricing shall include all costs associated with the work outlined in this solicitation and/or associated with delivery or fulfilment of services provided. Please clearly state what service is being provided and the associated cost with the service.

- **SERVICE PROVIDED:** Please fill out the below table with the type of service offered and all associated costs:

Service/Product	Price	Notes

VENDOR NAME:

AUTHORIZED SIGNATURE:

PRINTED SIGNATURE:

PHONE NUMBER: _____

EMAIL: _____

BID ACKNOWLEDGEMENT

The offeror hereby acknowledges receipt of addenda numbers _____ through _____.

Falsifying this information is cause to deem your proposal nonresponsive and therefore ineligible for consideration. In addition, falsification of this information is cause to cancel a contract awarded based on one or both of the above preferences.

By signing below, you agree to all terms & conditions in this Invitation for Bid, except where expressly described in your cover letter.

Original Signature by
Authorized Officer/Agent

Type or printed name of person signing

Company Name

Title

Phone Number

Vendor Mailing Address

Email Address

City, State, Zip

Proposal Valid Until (at least for 90 days)

Website Address

Project Manager:

Name (Printed)

Phone Number

Vendor Mailing Address

Email Address

City, State, Zip

Debarment/Suspension Certification Statement

The Bidder certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal, State, County, Municipal or any other department or agency thereof. The Bidder certifies that it will provide immediate written notice to the City if at any time the Bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstance.

DUNS # (Optional) _____

Name of Organization _____

Address _____

Authorized Signature _____

Title _____

Date _____

Sample Contract

(Incorporated by Reference)