

**Estes Valley
Recreation & Park District
Request for Proposal**

**Audio Visual Upgrades
Estes Valley Community Center**

#2024-002

March 22, 2024



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REQUEST FOR PROPOSAL

INVITATION TO BID:

The Estes Valley Recreation and Park District (EVRPD) is seeking proposals from suitably qualified vendors with a proven track record in the design, installation, and support of audio/visual (A/V) systems.

The District is seeking a turnkey solution to upgrade the existing A/V system in the Estes Valley Community Center. Some existing equipment may be re-purposed at the bidder's discretion in order to improve the cost-effectiveness of the proposed solution. Site visits for clarification of specific objectives and current system infrastructure are strongly recommended.

Main project objectives include but are not limited to:

- Joining each current A/V rack together so that the system can work as a whole, controlled from a "central workstation" while providing independent control in each area.
- Provide "switching" capabilities to control different audio in different areas of the facility simultaneously.
- Integrating fire alarm notification override to the system.
- Addition of a speaker at the outdoor hot tub area.
- Providing building-wide PA system capabilities including integration of VOIP phones.
- Use of pre-existing cabling, racks, and hardware (when possible).
- System design should include potential for expansion in the future.
-

The successful bidder will design, furnish, install, train staff, and provide technical support for the new system located in the Estes Valley Community Center at 660 Community Drive, Estes Park, CO 80517.

This request for proposals was released on March 22, 2024

Copies of the RFP and contract documents may be obtained from the EVRPD Administration Office, located at 660 Community Dr., Estes Park, CO 80517.

The complete document is also available at

<https://www.bidnetdirect.com/colorado/estespark>

<https://evrpd.colorado.gov/home/request-for-proposals/projects-to-bid>

SUBMISSION OF PROPOSALS:

Two copies of proposal documents shall be sealed and mailed to:

Attn: Zachary Zeschin
EVCC Audio Visual Upgrades
P.O. Box 1379
Estes Park, CO 80517

Proposals may also be delivered in person to the Estes Valley Recreation and Park District Administration Office, located at 660 Community Dr. in Estes Park, CO.

- Sealed proposals must be received by **1 PM, Mountain Standard Time (MST) Friday, April 12, 2024**, at EVRPD's Administration Office, 660 Community Dr., Estes Park, CO., 80517. Individuals/Owners submitting proposals are invited, but not required, to attend the opening. Sole responsibility rests with the individual/owner to see that their proposal is received on time at the stated location.
- All Proposals must be sealed in a package clearly marked with the proposer's name and "EVCC Audio Visual Upgrades."
- Faxed and emailed proposals will not be accepted.

- Proposals will be opened publicly and read to all those present on Friday, April 12, 2024 at 1:00p.m. at EVRPD's Administration Office, 660 Community Dr., Estes Park, CO., 80517. Individuals/Owners submitting proposals are invited, but not required, to attend the opening.
- Estes Valley Recreation and Park District reserves the right to reject or waive any or all, or any part of any formalities or informalities, and to award the proposal to the firm deemed to be in the best interest of EVRPD, including proposals that will provide the best price for the project as determined by EVRPD in its sole discretion and judgment. Proposals received after the specified time of proposal closing will be returned unopened.
- No person, firm, or corporation shall make or file more than one proposal for this contract.
- A proposal may be withdrawn at any time prior to the proposal opening.

Required Documents – the following shall be submitted with the proposal:

1. Completed Bid Form with acknowledgement of addenda and alternates. Bid amount is an inclusive lump sum including the full scope of construction services and all equipment, programming, and training. The bid amount also includes all shipping, handling, delivery, and installation fees.
2. A company profile, history, and list of references
3. The Non-Collusion Statement

All correspondence and questions regarding this RFP should be directed to Zachary Zeschin, EVCC Facility Maintenance Manager, zachary@evrpd.com, EVRPD, P.O. Box 1379, Estes Park, Colorado 80517; (970) 480-1310

Requesting Additional Information and Questions

Estes Valley Recreation & Park District will respond to questions submitted ONLY via e-mail to zachary@evrpd.com. The deadline for questions is 5:00 PM, April 5, 2023. The questions will be answered to the submitter.

Requesting On-Site Visit / Assessment

Estes Valley Recreation & Park District strongly encourages on-site visits for assessments, by appointment only. Responders should request an on- site assessment via e-mail to zachary@evrpd.com by 2:00 PM April 1, 2024.

BACKGROUND & DESCRIPTION

EVRPD is a quasi-municipal corporation and a political subdivision of the State of Colorado. EVRPD was originally created pursuant to State law as the Rocky Mountain Metropolitan Recreation District for the purpose of supplying recreation facilities and programs within its boundaries. EVRPD encompasses approximately 320 square miles in southwestern Larimer County and northern Boulder County. The current year-round population within our district is just over 11,000. EVRPD is located in a unique location home to the majestic Rocky Mountains and adjacent to Rocky Mountain National Park. Beautiful mountain vistas and endless parks and recreation opportunities create a captive visitor audience for EVRPD to serve in combination with our community residents. During the peak visitation summer season our population can increase to well over 50,000 on any given day.

EVRPD is governed by a Board of Directors consisting of five elected officials. There are 20-30 full-time employees and over 100 part-time and seasonal employees that manage facilities and programs.

EVRPD provides a variety of parks and recreation facilities, services, and programs. The majority of our facilities are located in or near the Town of Estes Park. Facilities include two golf courses, a recreation/community center, a marina, Stanley Park, Carriage Hills Park, an indoor and outdoor gun and archery range, two campgrounds, a significant trails system, and Bureau of Reclamation Park lands at Lake Estes, Mary's Lake, and East Portal. In addition to maintaining these facilities, EVRPD provides community recreation programs and special events for youth and adults of the district and visitors.

Estes Valley Recreation & Park District (EVRPD) owns and operates the Estes Valley Community Center located at 660 Community Drive, Estes Park, CO 80517.

PROJECT COORDINATION AND ADMINISTRATION

The Estes Valley Recreation and Park District will respond to all questions in writing. Correspondence will be shared with all known firms indicating interest in this project. Questions may be submitted by email, fax, or postal mail. Questions must be received no later than five (5) business days prior to the proposal due date. All questions must be submitted in writing and should be addressed to:

Primary:

Zachary Zeschin, EVCC Facility Maintenance Manager
Estes Valley Recreation and Park District
PO Box 1379
Estes Park, CO 80517
zachary@evrpd.com
Fax: 970.586.8193

Secondary:

Tom Carosello, EVRPD Executive Director
Estes Valley Recreation and Park District
PO Box 1379
Estes Park, CO 80517
tomc@evrpd.com
Fax: 970.586.8193

TERMS AND CONDITIONS

Proposal Terms:

The Estes Valley Recreation and Park District (EVRPD) reserves the right, upon notice, to change the submission deadline or to issue amendments to the RFP anytime or to cancel or reissue the RFP at any time without penalty. EVRPD reserves the right to accept or reject any and all proposals or parts and to waive any technicalities or irregularities as determined by EVRPD. Further, EVRPD is not liable for any costs incurred by the proposer including, but not limited to, the costs for the preparation of the RFP and attendance at any presentation or meeting with EVRPD representatives.

Proposal Errors:

EVRPD will not be responsible for any error or omission in the information provided, nor for the failure of the proposer to determine the full extent of the effort necessary to provide the requested services. The proposal shall be prepared and submitted in accordance with the provisions of the RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from, or to a proposal will be sufficient grounds for non-acceptance of the proposal.

Late Proposals:

Proposals received after submission deadline will be considered void or unacceptable. EVRPD is not responsible for delay of receipt, such as the non-delivery of U.S. mail or by carrier. The date/time stamp in EVRPD's Administration Office shall be the official time of receipt.

Altering Proposals:

Proposals cannot be altered or amended after the submission deadline. Any interlineations, alteration, or erasure made before the opening time of proposals must be initialed by the signer of the bid, guaranteeing authenticity.

Withdrawal of Proposal:

A proposal may not be withdrawn or canceled by the proposer without written permission of EVRPD.

Conditional Proposals:

Conditional proposals may be rejected as non-responsive.

Proposal Ownership & Additional Information:

All proposals and accompanying documentation shall become the property of the EVRPD. Submission of a proposal constitutes proposer's acceptance of the procedures, evaluation criteria and RFP instructions. EVRPD reserves the right to solicit additional information or proposal clarification from anyone submitting a proposal, should the EVRPD deem such information necessary.

Reading of Proposals:

Proposals will be received and publicly acknowledged in the EVRPD Administration Office Friday, April 12, 2024 at 1:00 p.m. Proposers, their representatives and interested persons may be present.

Sales Tax:

Estes Valley Recreation and Park District is exempt by law from payment of Colorado Sales Tax and Federal Excise Tax.

Conflict Of Interest:

No EVRPD official shall have any interest in the contract.

Ethics:

The proposer shall not offer or accept gifts of value nor enter any business arrangement with any employee, official or agent of EVRPD.

Addenda:

Any interpretations, corrections, or changes to the RFP will be made by addenda. Sole issuing authority of addenda shall be vested by the EVCC Facilities Maintenance Manager. Addenda will be emailed to all who are known to have received a copy of this RFP. Proposers shall acknowledge receipt of all addenda.

Law Compliance:

Proposals must comply with all federal, state, county and local laws concerning this type of service.

Required Documentation:

The proposer shall provide all documentation required by this RFP. Failure to provide this information may result in rejection of the proposer's proposal.

Colorado State Law Governance; Non-Appropriation of Lease Payments:

Any Agreement issued as a result of this RFP shall be governed by and construed in accordance with the laws of the State of Colorado. All lease payments by EVRPD shall be subject to annual appropriation by EVRPD's governing Board of Directors in accordance with Article X, Sec. 20 of the Colorado Constitution ("TABOR Amendment"). In the event of such non-appropriation, EVRPD shall give notice of the event to the Lessor no later than December 1 of the fiscal year prior to the year for which non-appropriation is made.

SALES PROHIBITED / CONFLICT OF INTEREST

No officer, employee, or their dependent or person residing in and sharing the expenses of their household, shall have financial interest in the sale to the EVRPD of any real or personal property, equipment, material, supplies, or services. This rule also applies to subcontractors with the EVRPD. This shall not apply to members of any authority, board, committee, or commission of the EVRPD. Soliciting or accepting any gift, gratuity, favor, entertainment, kickback or any items of monetary value from any person who has or is seeking to do business with the EVRPD is prohibited. Any individual/owner knowing

of this type of activity is encouraged to report it in confidence to the Executive Director of the EVRPD, or the President of the EVRPD Board of Directors.

SPECIFICATIONS & EVALUATION

Specifications:

The work includes audio visual equipment, related construction services, cabling, and integration of the equipment. Construction services scope within this project providing cabling, wiring, and installing and attaching equipment to the building structure and finish, associated programming, user interface coordination, user training and closeout documents.

This bid is to include the labor costs of all required personnel to complete the project. Tools and or any necessary equipment to complete the project will be solely provided by the bid winner.

**Note:* EVRPD is a tax-exempt entity.

Bidders shall include a brief history of similar projects completed and the costs of those projects.

Evaluation:

A review committee will review the written proposals. The committee will submit their recommendations to the EVRPD Board of Directors. The EVRPD Board of Directors will make the final decision as to who is awarded the project bid. This award is tentatively scheduled to occur at the regular monthly Board meeting on Tuesday, April 16, 2024, at the Estes Valley Community Center, or a special board meeting at an earlier date to award the bid. All vendors who have submitted bids will be notified if an earlier date is determined.

AWARD NOTIFICATION

The award of the agreement pursuant to the provisions of this selection will not be based solely on financial considerations. EVRPD will notify all bidders in writing within four weeks after the bid deadline of the selected contractor. This RFP does not commit the EVRPD to award an agreement, nor pay any costs incurred in the preparation and submission of the proposal in anticipation of an agreement. EVRPD reserves the right to reject any or all, or any part, to waive any formalities or informalities, and to award the proposal to the individual/owner deemed to be in the best interest of the EVRPD. Once the successful individual/owner is selected, the agreement will be negotiated and finalized within ten (10) calendar days.

SELECTION AND PERFORMANCE SCHEDULE

The following is the anticipated schedule of events for the RFP process:

Request for Proposal Available	Friday, March 22, 2024
Proposals Due	Friday, April 12, 2024
Proposals Publicly Read	Friday, April 12, 2024, 1:00 p.m., MST
Anticipated Notice of Award	Tuesday, April 16, 2024, at 6:00 p.m. <i>(Unless a later date is determined)</i>

ANTI-COLLUSION AFFIDAVIT

I hereby attest that I am the person responsible within my firm for the final decision as to the price(s) and amount of this bid or, if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his or her behalf and on behalf of my firm. I further attest that:

1. The price(s) and amount of this bid have been arrived at independently, without consultation, communication, or agreement for the purpose or with the effect of restricting competition with any firm or person who is a bidder or potential prime bidder.
2. Neither the price(s) nor the amount of this bid have been disclosed to any other firm or person who is a bidder or potential prime bidder on this project and will not be so disclosed prior to bid opening.
3. Neither the prices nor the amount of the bid of any other firm or person who is a bidder or potential prime bidder on this project have been disclosed to me or my firm.
4. No attempt has been made to solicit, cause, or induce any firm or person who is a bidder or potential prime bidder to refrain from bidding on this project, or to submit a bid higher than the bid of this firm, or any intentionally high or non-competitive bid or other form of complementary bid.
5. No agreement has been promised or solicited for any other firm or person who is a bidder or potential prime bidder on this project to submit an intentionally high, noncompetitive, or other form of complementary bid on this project.
6. The bid of my firm is made in good faith and not pursuant to any consultation, communication, agreement, or discussion with, or inducement or solicitation by or from any firm or person to submit an intentionally high, noncompetitive, or other form of complimentary bid.
7. My firm has not offered or entered into a subcontract or agreement regarding the purchase or sale of materials or services from any firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by any firm or person to refrain from bidding or to submit any intentionally high, noncompetitive or other form of complementary bid or agreeing or promising to do so on this project.
8. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any other project, in consideration for my firm's submitting any intentionally high, noncompetitive, or other form of complementary bid, or agreeing or promising to do so, on this project.
9. I have made a diligent inquiry of all members, officers, employees, and agents of my firm with responsibilities relating to the preparation, approval, or submission of my firm's bid on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, or other conduct inconsistent with any of the statements and representations made in this affidavit.
10. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Estes Valley Recreation and Park District, of the true facts relating to submission of bids for the contract.

I DECLARE UNDER PENALTY OF PERJURY IN THE SECOND DEGREE, AND ANY OTHER APPLICABLE STATE OR FEDERAL LAWS, THAT THE STATEMENTS MADE ON THIS DOCUMENT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE

(Please Type Contractor's Firm or Company Name)

DATE: _____

By: _____

Name: _____

Title: _____

(Please type name of 2nd Contractor's Firm or
Company Name, if Joint Venture)

DATE: _____

By: _____

Name: _____

Title: _____

SUBSCRIBED AND SWORN TO before me in the County of _____, State of Colorado,

this _____ day of _____, 20____.

My commission expires on: _____.

Notary Public

BID FORM:

DATE: _____

PROJECT: Estes Valley Community Center Audio Visual Upgrades

PROPOSAL OF: _____

Hereinafter called "Bidder", a (corporation), (partnership), (sole proprietorship) (Bidder strike out inapplicable terms)

The undersigned Bidder hereby offers and agrees to provide all labor, services, products, and materials required in the performances of Work to complete the following named project:
Estes Valley Community Center Audio Visual Upgrades, 660 Community Drive, Estes Park, CO , 80517 to the satisfaction of the Awarding Authority and in accordance with the accompanying Bidding and Contract Documents, submits the following bid.

- A. Bid Sum: The proposed total contract price is (Base Bid NOT INCLUDING ALTERNATES)

_____ Dollars
(total contract price amount in words, which governs)

(\$ _____)
(total contract price amount in numbers)

- B. Addenda: The Bidder acknowledges receipt of addenda numbers as follows, and has taken them into consideration in the preparation of this Bid:

(Signature of authorized representative of the Bidder) (Date)

(Name) (Title)

(Address)

(Telephone) (Email)

END OF BID FORM