Request for Quotation (RFQ)
RFQ 583-14

Greenhouse Design

Due: March 28, 2014

at 2:00PM MOUNTAIN TIME

Buyer:
Steve Boyd
Purchasing
802 Grand Avenue
Glenwood Springs, CO 81601
sboyd@coloradomtn.edu
Introduction.

Colorado Mountain Junior College District ("CMC") is a Colorado statutory junior college district established in 1967, and includes three residential campuses, eight commuter campuses, a Distance Learning program and administrative offices. The District covers all or part of thirteen counties in Colorado, encompassing 12,000 square miles. Please visit our website at www.coloradomtn.edu for more information about our college.

CMC is seeking quotations from experienced and qualified professionals who provide the following services for a greenhouse design for our Steamboat Springs campus located at 1275 Crawford Ave, Steamboat Springs, CO 80487.

Overview of Basic Criteria for the Greenhouse:

Energy Goal: net zero energy consumption. The college plans to have some solar PV installed on the site to operate fans, lights, outlets, ventilation and monitoring system, and other typical electric-powered devices used inside a greenhouse. The heating for the greenhouse should be derived almost entirely from effective passive solar design, with a backup heating source or sources for supplemental heating during extended periods of cloudy weather combined with very cold nights.

Climate: The structure should maintain a Mediterranean climate that never or rarely drops below 40 degrees F.

Building Size: approximately 2000 sq. ft. with enough roof height to accommodate a fig tree and semi-dwarf fruit trees to be incorporated into a food forest (approximately 15-18 ft. for at least a portion of the space).

Light Penetration: Light for the structure should penetrate to all areas to effectively promote plant growth. The structure should also provide protection from over-insolation in the summertime that could harm the plants through overheating and too much direct sun exposure.

Flooring: The greenhouse should have a floor that is open to the ground beneath (i.e. no cement floor).

Ventilation/shading: An adequate system of ventilation and shading should be incorporated for maintaining proper temperature within the structure. These systems should be operable both automatically and manually, and care should be taken to avoid wherever possible cold blasts of air circulating directly onto plants during the winter.
Snow Load and Shedding: Because Steamboat Springs receives heavy amounts of snow in the winter, special care should be taken during the design process to address roof snow load and snow shedding from the structure. Snow and rain that shed from the roof could provide water percolation and drainage that could benefit the outdoor gardens, however, and this possibility should be considered in the design process.

Raised Beds: Preliminary design of raised beds and pathways within the greenhouse may be included with design proposals but is not required. The greenhouse will incorporate raised beds throughout. These beds and pathways may be designed by college staff.

Watering System: Designs for the structure should include basic access to water (city water is available on the site) that can be used in a micro-irrigation system. Design of the micro-irrigation system need not be included in responses to this RFQ.

Sinks and Hose Bibs: One three-compartment sink should be included in the design. Sewer access will be provided by the College. At least two points of access for garden hose attachment should be included in the design.

Entrances/Exits: At least two points of entrance/exit should be included in the design. Vestibules for these egress points are desirable as well in order to minimize cold air drafts.

Lighting: Appropriate and efficient lighting for the structure should be included in the design. No grow lights are desired.

Leakage and Mold: The College is interested in hearing about design specifics that address avoidance of roof leaks and mold growth within the structure.

Fire Suppression Sprinklers: The structure must include a fire suppression sprinkler system.

Electrical System: Designs should include placement of electrical outlets and any necessary electrical equipment associated with maintaining the desired climate within the greenhouse.

Attention: Additional important building requirements/considerations are included in the attached Program Needs Summary for the Bear Park Greenhouse and Gardens site development (Exhibit A). See the section titled "Greenhouse Design." Although this document discusses ancillary structures and full site design/development, this RFQ is focused on the greenhouse only.

Site Characteristics:

The site itself is oriented toward the South and is not shaded by trees from the southern side. The site slopes toward the south, though it is relatively flat, and it backs up to a steep berm. Digging into the berm and building a retaining wall as the back wall of the greenhouse is unlikely to be an option due to costs and due to the lack of final settling of the new berm. Garden terracing of the berm is likely to be undertaken by the College.

Budget: The College estimates the funds available for the greenhouse structure to be approximately $100,000 to $250,000, including design. Proposals outside of this range may be considered, but will be evaluated carefully according to the design rationales offered.
**Design Congruent with the New Academic Center Building:** Greenhouse design should be congruent with the Academic Center at the CMC Steamboat Springs campus (Exhibit B).

**Qualifications:** Proposals must include the following information:

1. Number of greenhouses the designer has designed, their sizes and locations.
2. A description of how the designer’s past experience relates to the greenhouse project at CMC, Steamboat.
3. A description of how the designer’s experience has led to her/his current thinking on greenhouse design.
4. A rationale for the materials preferred in the design.
5. At least three references relating to the quality and functionality associated with past greenhouse design.
6. Proposals must include a detailed budget that references estimated costs for design, materials, and construction.

CMC reserves the right to make multiple awards resulting from this RFQ or to award no contract at all.

**Deadlines.**

<table>
<thead>
<tr>
<th>Event</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISSUE DATE</td>
<td>03/07/14</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>WALK THROUGH</td>
<td>03/13/14</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>QUESTIONS DUE</td>
<td>03/18/14</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>QUESTIONS ANSWERED</td>
<td>03/21/14</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>REQUEST FOR QUOTATIONS (RFQ) DUE</td>
<td>03/28/14</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>CANDIDATE INTERVIEWS</td>
<td>04/18/14</td>
<td>TBD</td>
</tr>
<tr>
<td>TARGET AWARD DATE (SUBJECT TO CHANGE)</td>
<td>04/30/14</td>
<td>4:00 PM</td>
</tr>
</tbody>
</table>

CMC will evaluate and recommend for award based on a quotation that best meets price, quality, delivery, service, past performance and reliability. CMC will accept quotations from alternate brand names if the product is equivalent to or better than the specification, in CMC’s judgment. In such case, please clearly state any exceptions to, or deviations from, the specifications, terms or conditions, including specifications and pictures depicting proposed equals. Responses not specifying brand name and model number shall be considered as offering the exact product specified by CMC. Please submit your best and final offer.
If you are interested in this project you may send any questions you have to Steve Boyd via e-mail to sboyd@coloradomtn.edu by 3/24/14 at 2:00 PM Mountain Time. All questions will be answered in an Addendum posted to the CMC website by 4:00 pm Mountain Time on 3/25/14.

If you would like to submit your quotation you may do so by emailing sboyd@coloradomtn.edu BEFORE 2:00 PM MOUNTAIN TIME ON 3/28/14.

Along with your quote, please submit a certificate of liability insurance per the attached requirements for evidence only. If your bid is accepted and a contract awarded, an authorized certificate of insurance will be required with all endorsements at that time. **CMC cannot accept a late or incomplete quotation.** If your quotation is received after the proposed date and time or is incomplete it will not be accepted. The official time for submittal will be the time stamped on the email received by CMC. Please submit your quotation at least 10 minutes early to avoid timing discrepancies. You will receive an error message if your email was not successfully delivered. In the absence of that message you can assume confirmation that your quotation was accepted, CMC cannot promise to individually confirm all quotation submittals.

The bid award will be posted to the Purchasing Department’s website at www.coloradomtn.edu/purchasing under the bids, RFPs, RFQs, section at the time defined above. It shall be the bidder’s responsibility to monitor the website on a regular basis for any changes, addenda.

**Miscellaneous Terms.**

**Contract Terms.** Any contract resulting from a selection arising from this RFQ shall include CMC’s Terms and Conditions, and any other written requirements of CMC, including but not limited to the CMC insurance requirements. Tax and Delivery. All prices must be firm and quoted complete and F.O.B. CMC. Do not include sales and use tax as CMC is a tax exempt entity.

Submission of Quotes. By submitting a response to the RFQ, each bidder represents that it has read and completely understands the RFQ documents, has answered all of the questions (failure to provide requested information may result in rejection of the response) and has signed the response.

Errors. Bidders shall promptly notify CMC of any ambiguity, inconsistency, or error, which they may discover upon examination of the RFQ documents.

Qualifications of Bidders. CMC reserves the right to reject any bid if evidence shows that bidder is not properly qualified to carry out the obligations anticipated under this RFQ; bids will be considered from vendors with a demonstrated history of successfully providing similar goods and services to CMC or other institutions of higher education and evidence of appropriate insurance requirements. CMC shall reject any response to the RFQ that makes any material misrepresentation in the response.
Appropriation of Funds. Any contract resulting from a selection arising from this RFQ shall be contingent upon sufficient appropriations by the CMC Board of Trustees, in its sole discretion.

Federal and State Law. All quotations must conform to the minimum federal and state regulations applicable to CMC with respect to bidding, discrimination, wage rates, conflicts of interest, etc.

Rejection/Acceptance of Proposal. CMC reserves the right to reject any and all quotations and to waive informalities. CMC reserves the right to purchase none, all or part of the materials/services listed and to reject any and all quotations, whichever is deemed to be in the best interest of CMC. CMC shall not be required to enter into a contract with any vendors submitting responses to this RFQ.

Thank you for your interest in CMC and this project.
Colorado Mountain College Insurance Requirements

All vendors/companies (herein referred to as “Vendor”) providing services to/for Colorado Mountain College District (“CMC”) must maintain the following types of insurance with minimum limits of liability as stated below for the duration of the contract:

### Coverage Minimum Required Limits

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Minimum Required Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial General Liability (CGL)</td>
<td>$1,000,000 Occurrence/$2,000,000 aggregate</td>
</tr>
<tr>
<td></td>
<td>$2,000,000 Products / Completed Operations aggregate</td>
</tr>
</tbody>
</table>

The Vendor shall maintain CGL coverage for itself and all additional insureds for the duration of the services performed for CMC and maintain Completed Operations coverage required herein in full force and effect until the expiration of any applicable statutes of limitations. Colorado Mountain Junior College District and its affiliates shall be listed as an additional insured, including without limitation for Ongoing Operations and Products and Completed Operations. The insurance shall include a provision that such insurance afforded by the policy for the benefit of the additional insureds shall be primary and non-contributory to any insurance or self-insurance maintained by the additional insureds. In addition, a Waiver of Subrogation shall be issued in favor of CMC.

### Automobile Liability

$1,000,000 Combined Single Limit

If Vendor uses any type of motor vehicle to perform a service for CMC, Vendor shall provide Automobile Liability insurance covering the use, operation and maintenance of any automobiles, trucks, trailers or other vehicles owned, scheduled, hired or non-owned by vendor/company providing bodily injury, including death, and property damage coverage. Colorado Mountain Junior College District and its affiliates shall be listed as an additional insured. The insurance shall provide a provision that such insurance afforded by the policy for the benefit of the additional insureds shall be primary and non-contributory to any insurance maintained by the additional insureds. In addition, Waiver of Subrogation shall be issued in favor of CMC.

### Workers’ Compensation

Statutory Limits ($100,000/$500,000/$100,000)

If Vendor has any employees, Vendor shall carry Workers’ Compensation insurance in compliance with state law. The Workers’ Compensation and Employer’s Liability Insurance policy for the Vendor shall contain a Waiver of Subrogation in favor of CMC.

### Additional Provisions

CMC requires that insurance carriers be licensed to conduct business in the State of Colorado and a minimum A.M. Best Rating of A-.

Vendor shall require in all Vendor’s subcontracts, if any, the same limits and coverage required herein.

A copy of Vendor’s Certificate of Liability Insurance, along with additional insured, primary and non-contributory endorsements and the Waiver of Subrogation, must be issued from Vendor’s agent or carrier at least (5) working days prior to commencing work.

Each insurance policy shall state that CMC will receive thirty (30) days prior written notice of any cancellation, non-renewal, or material alteration of the Vendor’s insurance policies.

### Certificate Holder:

Colorado Mountain Junior College District
Risk Management Department
802 Grand Avenue
Glenwood Springs, CO 81601

Note: Additional coverage may be required dependent upon the nature and scope of services provided and/or work performed. Any deviation from these requirements must be discussed with and approved by CMC Risk Management prior to work commencing.

Please direct questions to: gpedrick@coloradomtn.edu Phone: 970-947-8375 Fax: 970-384-5807