



## Request for Proposal

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# Request for Proposal (RFP)

## Construction Manager General Contractor (CMGC) Services

**Windsor Library - Pikes Peak Meeting Room Renovation  
720 3rd Street, Windsor, CO 80550**

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Date of Issue: January 13, 2026

Proposal Submission Deadline: January 26, 2026, at 2:00 p.m. (MST)

### Prepared by:

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# 1. General Information

## 1.1. Introduction & Project Background

This Request for Proposal (“RFP”) is issued to provide the selection process for Construction Manager General Contractor (CMGC) services for the Windsor Library Meeting Room Renovation in Windsor, Colorado. Firms submitting a response to the RFP will be asked at a minimum to state their understanding/experience of the project and offer their methodology for meeting the criteria noted in this RFP, as well as completing the Proposal Form attached. Interviews will follow the submission of proposals according to the schedule contained in the RFP.

### **Project Background**

Clearview Library District has selected Level5 as the Owner’s Representative. The project is in early planning, and the goal is to bring on a General Contractor (CMGC) to provide cost estimating and constructability review to complete the design process and then build the project. The project scope does not warrant a full design team for the project. The Owner's Rep, Owner, and CMGC will work together to finalize the scope and costs for the project. It is anticipated that the CMGC will bring on a design/build electrical contractor to complete the electrical work for the project.

### **Project Description**

Minor renovations to the Pikes Peak Meeting Room in the Windsor Library to include, but not limited to, painting, flooring, lighting, demolition, new walls and doors, window coverings, and whiteboards.

### **Budget**

The overall budget for the project is approximately \$80,000, and includes demolition, construction, general conditions, and overhead & profit. “Soft Costs,”



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including design & engineering, permitting, FF&E, technology, contingency, and 3rd-party consulting services, are included in the overall budget.

### **Timeline**

The proposed timeline is as follows:

- **Design:** January – February 2026
- **Permitting / GMP:** February 2026
- **Construction:** February – March 2026

### **1.2. Location**

The project site is located at 720 Third Street, Windsor, Colorado.

### **1.3. General CMGC Scope of Services**

The exact scope of services required by the Client will be set forth in the agreement between the Client and the selected CMGC. The scope of work will consist of assisting the Client's staff in completing the Pre-construction Phase of the project, in preparation for final approval by the necessary municipalities and agencies. In conjunction with this approval, the CMGC will have also prepared a final Guaranteed Maximum Price (GMP). Upon approval by the Client's Board, the contractor will enter into a pre-negotiated contract to perform the construction management and general contracting services necessary to satisfactorily complete the project in compliance with the contract documents.

The CMGC's services during the Pre-Construction Services phase shall include, but may not be limited to, cost estimating, value engineering, scheduling, logistical planning, constructability analysis, bid package administration, bidding of trade contracts, and the submittal of a Guaranteed Maximum Price (GMP) Proposal for the Client's optional acceptance, reflecting the entire cost, scope of work and quality intent of the Project before any construction funds are committed. The



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GMP Proposal shall be supplemented with a clearly defined and detailed breakdown of costs for the entire Project.

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Construction costs must be clearly defined and included in the GMP Proposal. All proposed allowances included shall be approved by the Client and shall include estimated quantities and values justified by the CMGC. All clarifications, exclusions, and exceptions must be identified within pricing packages and the GMP Proposal.

The CMGC's services during the Construction Services phase shall include, but may not be limited to, construction management, administration, field supervision, coordinating subcontractors, maintaining quality, meeting schedules, and providing the general conditions work for the Project.

Generally, all trade contracts shall be competitively bid and assigned to the CMGC's contract; however, when circumstances warrant it, the CMGC will be allowed to self-perform work that it traditionally performs with its own forces. This work shall be competitively bid by the CMGC against other contractors performing the same scope of work.

The CMGC shall implement and maintain a project controls system with full access to the project information by all project stakeholders. The CMGC shall allow for an "open book" policy and facilitate review of all Project contracts, records, accounting, and other documentation and information, in any form, to the Client or persons designated by the Client for auditing purposes.

## **A. Pre-Construction Services**

The CMGC shall participate in the continuing design process as an integral member of the Project Team and shall perform Pre-Construction Services that, in general, shall include but not be limited to the following:

- 1) Attend all necessary work sessions with the Client to gather and distribute information on the Project as required. It is anticipated that attendance of



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one (1) two-hour work session, every week, for the duration of the pre-construction period would be required.

- 2) In conjunction with the Client, immediately identify the Project requirements and prepare a comprehensive Construction Budget. CMGC to identify all project-related construction costs, including (but not limited to) building and site construction, infrastructure improvement costs (on-site and off-site), construction within right-of-way, permitting, and other such costs that may be of consequence to Client.
- 3) Develop and continue to refine a comprehensive Project Schedule. Identify, set decision dates, and make recommendations to the Client and the Design Team on procurement of long-lead delivery items. Update and monitor the Project Schedule with the Client regularly to identify deviations and changes.
- 4) Provide value engineering and life-cycle costing for all materials, equipment, and systems mutually agreed upon to determine the best possible value to the Client. Conduct formal value engineering work sessions with the Client, and recommend design detail(s), system, and assembly alternatives.
- 5) Prepare estimates of the construction cost during each of the design phases based on detailed quantity surveys of the Drawings and Specifications. Advise the Client if it appears that the construction budget will not be met and make recommendations for corrective action. Prepare and update with each cost estimate a reconciliation report comparing the previous cost estimate, the current cost estimate, and the approved budget. Provide a narrative of the changes made from the previous versions, accompanied with an updated construction billing and cash flow forecast.
- 6) Review the drawings and specifications as they are being prepared, and recommend alternate solutions whenever design details affect budget,



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schedule, constructability, and consistency with local and traditional trade practice.

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- 7) Review the proposed design concepts, layouts, dimensions, clearances, and advise the Client of possible conflicts of the M/E/P building systems with the adjacent structure and finishes.
- 8) Recommend a strategy for bid packaging the drawings and specifications relative to the Project approach and other pertinent considerations. Administer the various bid packages for the Project.
- 9) Recommend and prequalify subcontractors and contract suppliers to develop a bidder's list for review and approval by the Client. It is the Client's policy that only prequalified subcontractors and suppliers shall be invited to bid on various procurement packages on the Project and, further, that awards are then based upon the lowest responsible and conforming bids received. Minimum of three (3) bids per subcontract or subtrade, including work to be self-performed, unless otherwise agreed to by Client.
- 10) Prepare a detailed approach to phasing of the work, mobilization, logistics, quality control, and safety of the public for review by the Client.
- 11) Prepare and submit a final Guaranteed Maximum Price (GMP) Proposal for the Client's optional acceptance reflecting the entire cost, scope of work, and quality intent of the Project before any construction funds are committed. The GMP Proposal shall be supplemented with a clearly defined and detailed breakdown of costs for the entire Project. All construction costs must be clearly defined and included in the GMP Proposal. All proposed allowances included shall be approved by the Client, and shall include estimated quantities and values justified by the CMGC. All clarifications, exclusions, and exceptions must be identified within your proposal.



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- 12) Identify and submit proposals for long lead items for direct purchase by the Client.
- 13) Assist the Client as necessary in interfacing with the Building Department and other authorities having jurisdiction over the Project in order to obtain the building permit(s) on a timely basis for the construction activities.

## **B. Pre-Construction ServicesConstruction Services**

The CMGC shall construct the work according to the construction documents and specifications within the scheduled time frame agreed to with the Client.

- 1) The CMGC will propose and utilize its own Online Project Management software to track project-related information, including but not limited to RFIs, ASIs, Punch Lists, Warranty Items, and O&M Manuals.
- 2) The CMGC will be required to provide warranty and closeout assistance. Warranty on items will be for a minimum of 1 year.

## **C. Cost Savings**

To the extent the actual cost of the work may be reduced through the course of the design refinement, Procurement and Construction, the reduction in cost shall revert entirely to the benefit of the Client. There shall be no "shared savings" compensation to the CMGC.

## **D. Construction Change-Order Markup**

For Client-approved changes to the scope of work, the CMGC shall propose a Percentage Fee for additive change orders to the Guaranteed Maximum Price (GMP) Contract amount. Deductive change orders will be credited only for the cost of the work.

## **E. Bidding & Construction Contingency**



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The CMGC'S contingency shall be used to cover costs of unforeseen job conditions, omissions of the estimate (with the exception of subcontracted work), and discrepancies between subcontractor and supplier scopes of work, which are properly reimbursable as Cost of the Work but are not the basis for a change order. The CMGC'S contingency shall be used with the Client's and the Design.

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Team's approval only, which shall not be unreasonably withheld. Requests for the use of the contingency shall be submitted by the CMGC within ten (10) calendar days of the event that caused such Cost of Work to be incurred, or as soon as the need is apparent, whichever is earlier. The CMGC's contingency shall not be used for repairing or replacement of the Work due to the CMGC's negligence or error. The balance of the CMGC'S contingency, which has not been expended for the Project according to the procedures set forth herein, shall be refunded entirely to the benefit of the Client, upon final invoicing. The CMGC shall also provide the Client and the Design Team documented status of the contingency amount on a monthly basis with each payment application.

## **1.4. Contacts**

### **Owner's Representative:**

**Level 5 collaborative**

**1613 Pelican Lakes Pt, Ste 200**

Windsor, CO 80550

Dan Spykstra

Phone: (970) 978-0077

e-mail: [dspykstra@thelevel5.com](mailto:dspykstra@thelevel5.com)



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**Owner/Client:**

**Clearview Library District**  
**Erica Rose – Library Director**  
1194 W Ash St.  
Windsor, CO 80550

***Notice: Direct contact with the Client, the Board, 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 CMGC procurement:

<b>Date</b>	<b>Time</b>	<b>Event</b>
January 13, 2026		CMGC RFP Issued
January 16, 2026	10:00 a.m.	<u>Mandatory</u> Pre-Bid Meeting
January 19, 2026	2:00 p.m.	Deadline for receipt of questions and inquiries
January 20, 2026		Final responses to questions, inquiries, and RFP amendments
<b>January 26, 2026</b>	<b>2:00 p.m.</b>	<b>Deadline for submission of proposals</b>
January 28, 2026	8:00 a.m.	Interviews, if needed
January 29, 2026		Library Board Approval
January 30, 2026		Notice to Proceed
February 2, 2026		Execute Agreement with selected CMGC
March 31, 2026		Construction Complete



## **1.6. Proposal Instructions**

1. Pages in the proposal shall be typed with the maximum number of pages of proposal information (except cover sheet, index sheet, blank pages, table of contents, and other supplemental proposal forms required or requested) to be limited to 25 pages numbered in sequential order.
2. **Submit a single electronic PDF file of your proposal by the submittal date/time aforementioned**; email to the Owner's Representative, whose contact is listed in Section 1.5 above.
3. No Proposing Firm may submit more than one proposal. Multiple submissions under different names will not be accepted from one firm, Joint Venture, or association.
4. 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 & Organization Information**

- A. Brief cover letter expressing interest
- B. If your firm has multiple offices, please provide this information for all offices. Indicate which office is going to perform the bulk of the services for this project.



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C. Statement of available bonding capacity for this project.

## **Part 2 – Project Experience**

A. Present at least three CMGC projects completed in the last five years, similar in size and complexity. Include:

1. Project location
2. Project size (square feet) of the project
3. Project completed construction value
4. Project construction start and completion date
5. Method of construction
6. Other relevant project information
7. General Contractor Staff directly involved with the project. Identify teams, Preconstruction Manager, Project Manager, Estimator, and Superintendent at a minimum
8. Client/Owner contact with telephone number
9. Owner's Representative contact with telephone number
10. Architect contact with telephone number

## **Part 3 – Project Team & Staff**

A. Resumes for:

1. Pre-Construction Manager
2. Estimator
3. Project Manager
4. Project Superintendent

B. Owner and other references (including telephone numbers and email), clearly identify which project and who the reference is in relation to. Please include relevant projects team members have worked on together.

C. Describe current workload of proposed staff and overlapping project responsibilities.



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D. Provide an organization chart graphically indicating how your firm would staff and structure the proposed team (both in the field and in the office) during the Pre-Construction and Construction phases.

Provide an organization chart graphically indicating how your firm would staff and structure the proposed team (both in the field and in the office) during the Pre-Construction and Construction phases.

#### **Part 4 – Organization & Management of the Project**

- A. What makes your pre-construction services unique? What tools do you use to enhance the process? How will preconstruction services benefit the Client? Describe your approach.
- B. Describe your approach to the schedule, specifically describe what you believe will be most important or critical to the schedule, and if you believe the construction timeline is achievable. Describe how you would propose scheduling the work to limit the impact on the patrons.

#### **Part 5 – Fee Proposal**

- A. Please refer to SECTION 2.1 PROPOSAL FORM for more information.
  - ❖ Insurance certificates naming the Client as additional insured will be required prior to work commencing, but not required as part of this submittal.

### **1.8. Questions, Inquiries & Amendments Regarding This RFP**

Questions and inquiries regarding the RFP should be directed to the Owner's Representative by the date aforementioned. The Client will issue a response to all questions by email. Questions should not be submitted to the Client, the Board of Directors, or other parties; doing so will cause this candidate's removal from the RFP process.



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## **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 proposal. 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 & Selection Criteria**

The Client reserves the right to reject any or all responses to this RFP. Final selection of the shortlisted CMGC candidates will be on the basis of their apparent ability to best meet the overall expectations of the Client, as determined solely by the Client.

The Client reserves the absolute right to conduct investigations as it deems necessary for the evaluation of any proposal and to establish the experience, responsibility, reliability, references, reputation, business ethics, history, qualifications, and financial ability of the firm responding. The purpose of such investigation is to determine that the CMGC has the ability, experience, resources, and reputation necessary to perform the work and to support all warranties in accordance with the contract documents.

## **1.11. Selection Process**

- A. The Client will review all responses to this RFP that meet requirements and are received prior to the designated closing date and time.



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- B. Following interviews, if needed, the top firm's proposal, based on qualifications and fees, will be reviewed and, if necessary, negotiations will commence.

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- C. If a satisfactory agreement with the proposer cannot be reached at a price that is determined to be fair and reasonable, negotiations with that firm shall be formally terminated. Negotiations with the second-ranked proposer may then be initiated. Failing accord with the second-ranked proposer, the Client shall formally terminate negotiations and may then undertake negotiations with the third-ranked proposer or re-issue the RFP at their discretion.
- D. The Client will have sole determination of which proposal is in the Client's best interest.

## **1.12. 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 Firms, 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.

## **1.13. Modification & Withdrawal Of Proposal**

- A. Withdrawn proposals may be resubmitted up to the time designated for the receipt of proposals due date/time, provided that they are then fully in conformance with the RFP.
- B. If, within twenty-four hours after proposals are opened, any company that provides written notice to the 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 company may



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withdraw its proposal. Thereafter, that company will be disqualified from further bidding on the Work.

## **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, but the Client may, in its sole discretion, release any proposal prior to that date.

## **1.15. Cost Of Proposals**

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

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## 2. Proposal Form For Construction Manager General Contractor (CMGC)

(Please use additional sheets as necessary.)

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contact Person Name:** \_\_\_\_\_

**Contact Person Phone:** \_\_\_\_\_

**Contact Person Email:** \_\_\_\_\_

1. I acknowledge that the "Sample Agreement" attached to this RFQ/P (Exhibit D) has been reviewed and is agreed to as shown. \_\_\_\_\_(YES/NO). Do you request amendments to the "Agreement"? \_\_\_\_\_(YES/NO). Please list them if yes.
2. The undersigned Proposer declares and stipulates that this proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same Work, and that it is made subject to all the terms and conditions of the Request for Proposal and associated documents, all of which have been examined by the undersigned. \_\_\_\_\_(YES/NO).
3. The submission of the proposal constitutes an agreement and shall not be withdrawn after the proposal opening for a period of forty-five days.
4. Acknowledgment that the submitting agent carries (or will carry) a license in Weld County, Colorado \_\_\_\_\_(YES/NO).
5. The Proposer hereby acknowledges receipt of addenda numbers \_\_\_\_\_ through \_\_\_\_\_.



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6. Fees:

Construction Service Fees

General Conditions Per Months

Change Order Markup

7. List of construction items that will be self-performed.

A

E

B

F

C

G

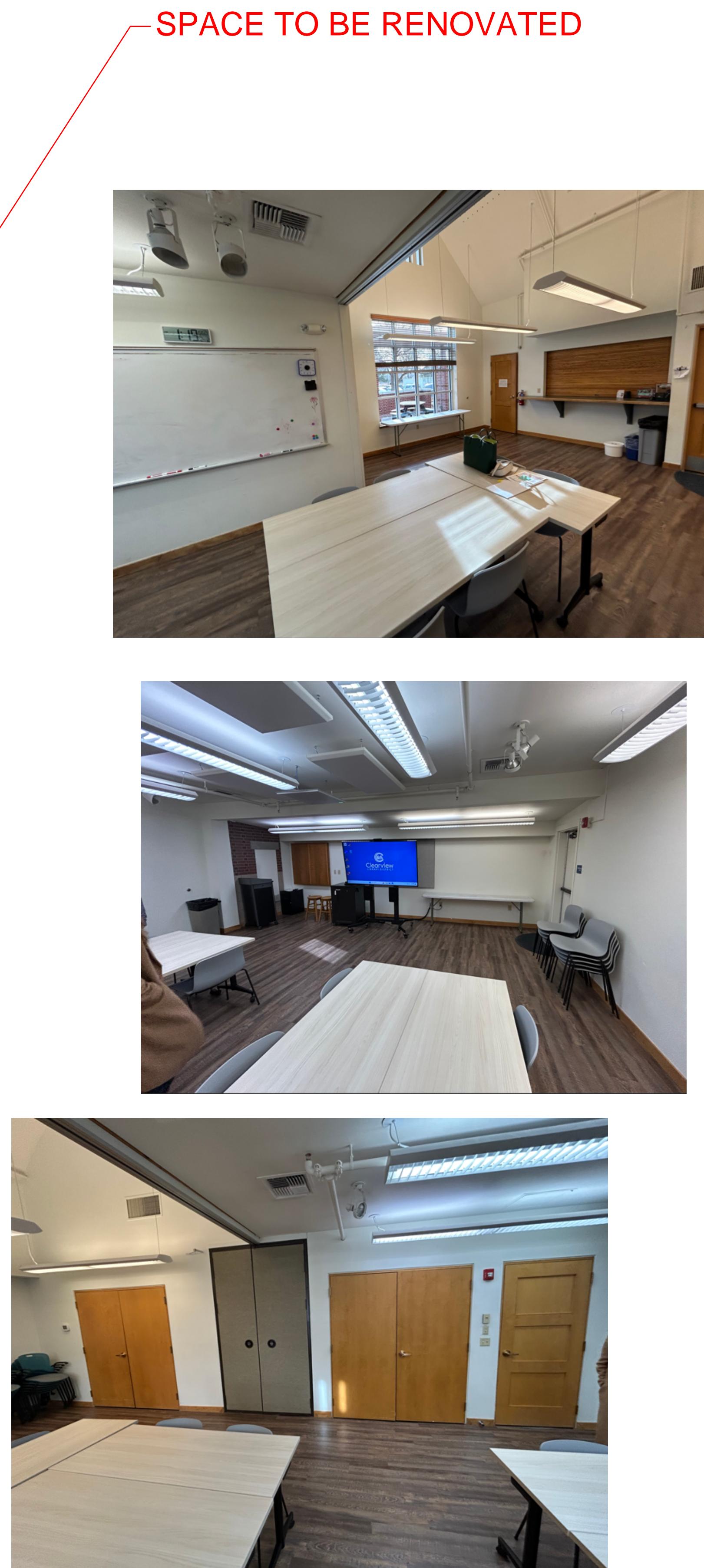
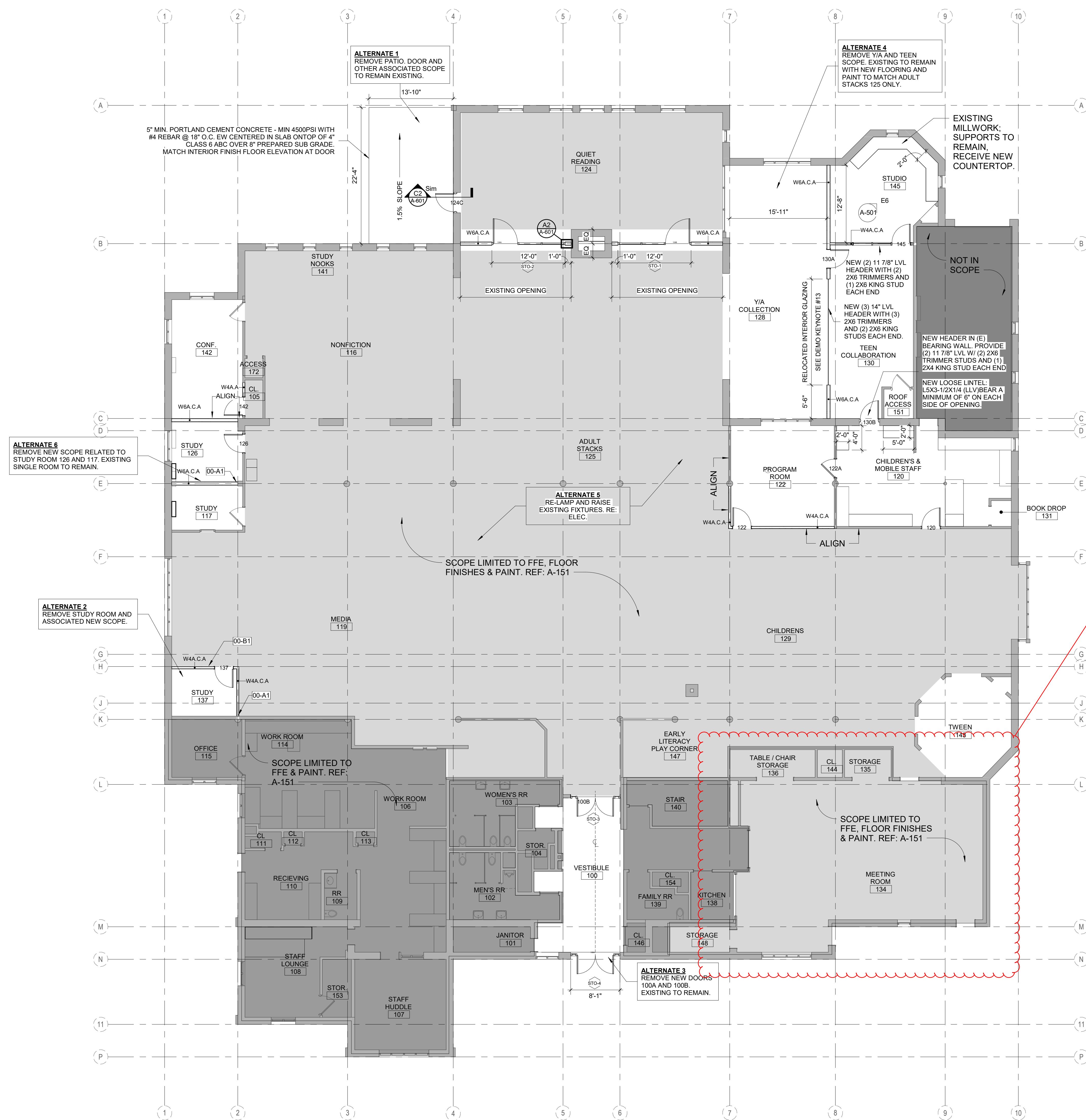
D

H

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*End of Proposal Form\*\*\***

# RFP EXHIBIT A



WINDSOR LIBRARY RENOVATION  
720 3rd Street  
Windsor, CO 80550

Owner  
Clearview Libraries  
720 Third St.  
Windsor, CO 80550  
970-686-5603

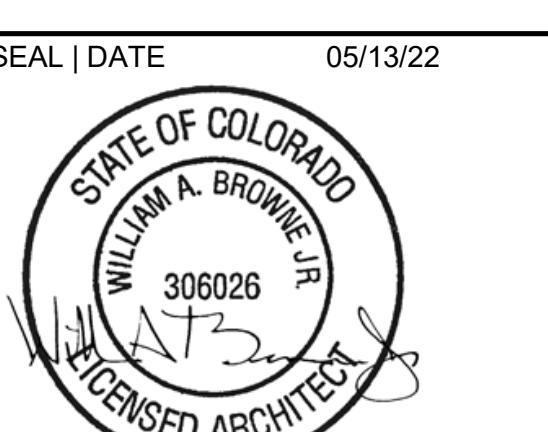
Architect  
**RATIO**  
1650 Grant Street  
Denver, Colorado 80203  
303-607-0040

Structural Engineer  
Larsen Structural Design  
320 Maple Street, Suite 120  
Ft. Collins, CO 80521  
970-568-3355

Mechanical / Plumbing Engineer  
The Ballard Group, Inc.  
2525 South Wadsworth Blvd. Suite 200  
Lakewood, CO 80227  
303-988-4514

Electrical Engineer  
Innovative Electrical Systems, Inc.  
8035 West Iffl Lane  
Lakewood, CO 80227  
303-807-7181

ACOUSTICAL ENGINEER  
ENGINEERING DYNAMICS, INC.  
3925 S. Kalath St.  
Englewood, CO 80110  
303-716-4367



SEAL / DATE 05/13/22  
SHEET ISSUE 1 CONSTRUCTION DOCUMENTS 05/13/22

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