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Construction & Facilities Maintenance Management REQUEST FOR PROPOSAL

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Introduction

About Rocky Mountain Pathways Ranch

Rocky Mountain Pathways Ranch (RMPR) is a nonprofit organization dedicated to helping teens grow and develop socially and emotionally. The RMPR program accomplishes this by creating a supportive and challenging environment that pushes students out of their comfort zones, and encourages them to try new experiences. The students are then asked to reflect on their experiences at the ranch, and those at the ranch will work to instill tools and values that help them carry the lessons learned at RMPR back home with them.

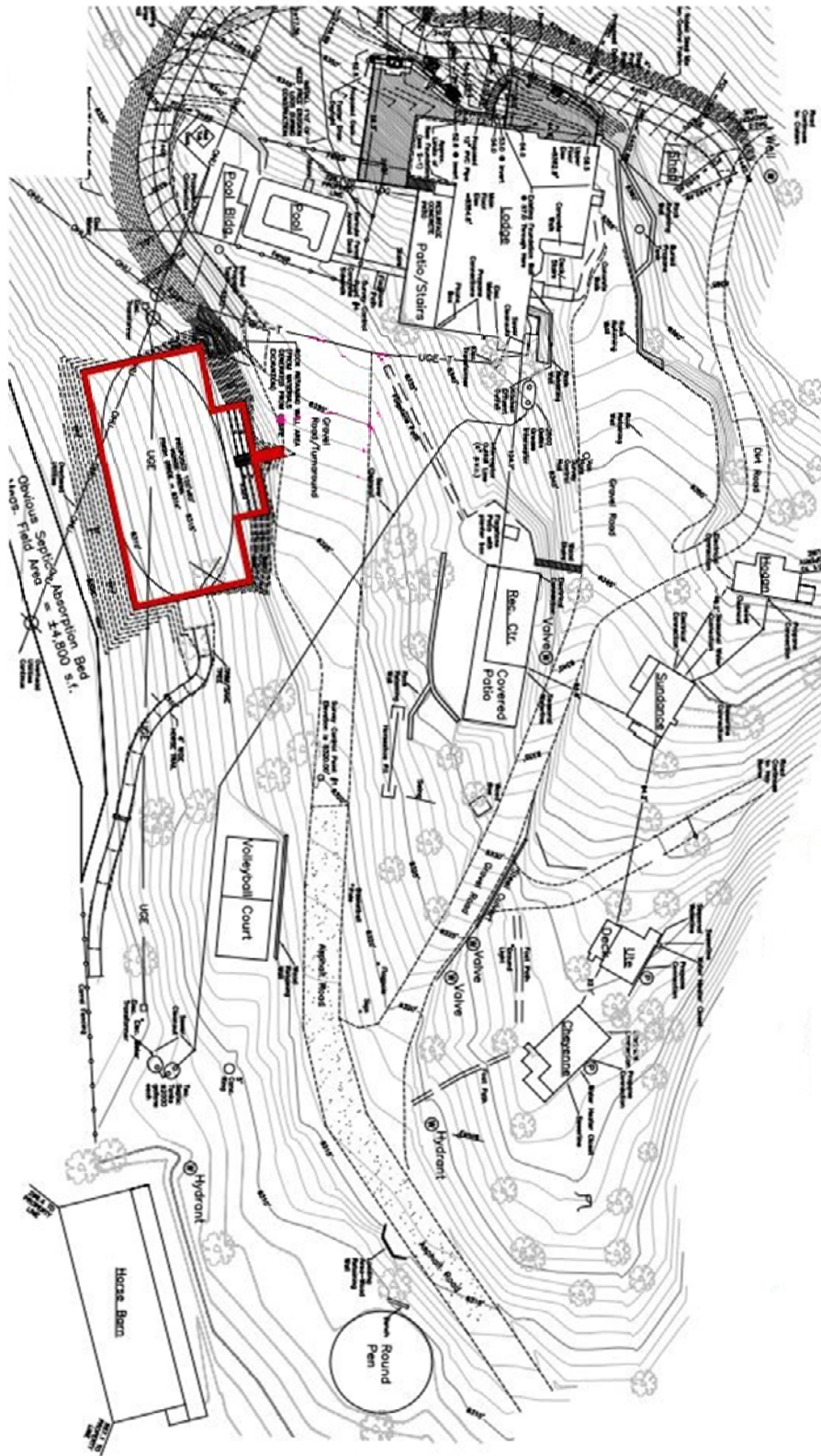
RMPR employ a diverse team of dedicated mentors and educators whose contributions to the ranch and our programming are paramount to our success, and to the success of our students.

Rocky Mountain Pathways Ranch is 62.5 acres of beautiful mountain landscape bordering Roosevelt National Forest. Our historic lodge houses up to 45 people. There are many recreational activities for guests to enjoy. RMPR is also home to 12 horses, 3 llamas, 2 alpacas, 2 goats, and a barn cat.

RMPR is managed by Pathways Management Group which manages over 30 schools in California, Arizona, Idaho, Tennessee, Illinois, Louisiana and South Carolina. Pathways Founders have dedicated their lives to helping at-risk students and is focused on teenagers who are in danger of dropping out of school through our education model and other student programs.

Rocky Mountain Pathways Ranch's governance requires that all spending and contracts be approved by their governing board. Board meetings occur once every quarter.

Map of Rocky Mountains Pathways Ranch



Request for Proposal

Purpose

Pathways Management Group (PMG) is requesting proposals from Construction and Facilities Maintenance Companies (“Vendors”) for commercial construction projects and daily facilities maintenance services on behalf of Rocky Mountain Pathways Ranch. PMG intends to enter into a one year agreement with an option of a subsequent three year extension with a single company for the construction projects and facilities maintenance needs of RMPR.

Objective

PMG is seeking a comprehensive construction and facilities maintenance management solution on behalf of Rocky Mountain Pathways Ranch. The work will include all processes required for the remodel of current RMPR structures as well as maintenance management for the entire property to ensure safe, well-maintained grounds and facilities for the animals, staff and guests.

Scope of Service

RMPR will be renovating various structures on the property within the next three years. Plans currently include renovation of the main lodge, construction of an indoor riding arena and various cabin improvements. Responsibilities of the Vendor include but are not limited to:

- Preparing and negotiating all cost estimates, budgets and schedules
- Acting as the General Contractor for all construction work
 - Competitively bid and select qualified, licensed subcontractors
 - Obtaining necessary permits
 - Managing subcontractor performance
- Reporting on work progress and budget/schedule performance to clients
 - Ensuring compliance to all building codes
- Managing the design and construction processes (design/build)
 - Responsible for the quality, cost and schedule of all projects
- Providing technical expertise as required on all construction tasks/projects

Additionally, the RMPR property requires constant maintenance and responsibilities of the Vendor in regards to facilities maintenance management include but are not limited to:

- Managing the maintenance team and ensure that projects are prioritized and completed in a timely manner
 - Preferable for the manager to be on site at least 2-3 days/week
- Providing technical expertise as required on maintenance tasks/projects
- Grounds keeping including landscaping
- Barn projects and maintenance
- Project management (for current property projects and future expansion)

- Maintenance of all property vehicles and upkeep of vehicle records
- Maintenance of all RMPR structures
 - Structures include: main lodge, barn, recreational room, 4 cabins, pool house and 2 staff house (off-site).
- Supporting with training of property machinery/vehicles
 - 4 15-passenger vans
 - 1 Chevy Suburban
 - 1 Chevy Tahoe
 - 1 Work Truck
 - 1 Plow Truck
 - 1 Horse trailer

Calendar of Events

The following calendar of events is our best guess as to the timeline and milestones for the appropriate actions and decisions. PMG reserves the right to alter or modify this calendar without cause or notice.

Distribution of RFP	Friday, March 7, 2018
Confirmation of Intent to Bid email	Wednesday, March 14, 2018
Question Deadline	Friday, March 16, 2018
Completed RFP submission	Friday, March 23, 2018
Identification of final vendors	Monday, March 26, 2018
Written recommendation submitted to Board	Tuesday, March 27, 2018

Limitation of Liability

PMG shall not be liable or responsible for any and all expenses incurred by any vendor in response to this RFP. This RFP does not constitute a billable engagement or a valid contract. This RFP shall be solely an invitation to participate in this evaluation of Construction and Facilities Maintenance Management needs for Rocky Mountain Pathways Ranch. PMG reserves the right to reject any and all proposals without liability.

RFP Responses

PMG's objective in receiving a response to this RFP from each Vendor is to evaluate the compatibility between RMPR and the Vendor. PMG will evaluate each response it receives based on criteria it finds important and relevant to the request. Those criteria could range from cost, overall comprehensive solution, experience, key personnel, technical approach, efficacy, efficiency, or any other criteria the review staff deems important. PMG will be placing significant emphasis upon the proposal response format and content as well as the total cost summary.

Please use this as your overview and roadmap through the RFP process.

Notice of Intent to Bid

If there is an intent to bid after reviewing the RFP, please notify Pathways Assistant Superintendent, Jessica Ray via email to formally notifying PMG of your intention to bid. The intent to bid must be received no later than 5:00pm (PST) on Wednesday, March 14, 2018.

Formal Bid Proposal Submittal

All proposals must be submitted no later than 5:00pm (PST) on Friday, March 23, 2018 to the office of Jessica Ray. Electronic copies must be sent via email to schan@emsofl.com. Hard copies can be mailed to:

Attn: Jessica Ray
320 N. Halstead St., Ste 220
Pasadena, California 91107

If additional information is needed, please submit all inquiries via email to the office of Jessica Ray at schan@emsofl.com. Please include the subject line of "RMPR RFP". All questions will be compiled and answers to all questions will be sent out to all bidders. All materials provided to PMG become the property of PMG and may be returned at its sole discretion. PMG reserves the right to disqualify or reject any proposal that does not completely fulfill the submission requirements. Acceptance of any proposal will be at PMG's sole discretion, with or without cause. Furthermore, PMG reserves the right to negotiate all terms, conditions and compensation under this RFP.

The contract, if any, shall be awarded to the Vendor whose proposal is most advantageous to RMPR. PMG may at its sole discretion select the response that best fits its needs and may choose to cancel the RFP.

RFP Format

Vendors must submit formal bid proposals in strict conformance with the format, headings and procedure as stated below:

1.1 Overall Goals and Objectives	Vendor acknowledgement of PMG's goals and objectives for the RFP
1.2 Background	Summary of the Vendor's background
1.3 Terms and Conditions	Provides a high-level summary of the proposed terms and conditions for executing a contract (may include a copy of a proposed contract for consideration)
1.4 Processes	Processes for Change Orders, Status Reports, Communication, WBS (Work Breakdown Structure)
2.1 Cost Matrix	Please Complete Attachment B and include any other costs associated with scope of work
2.2 Cost Management	Policies and sample calculations for Do Not Exceed, Risk Assessment, Contingency Funds
2.3 Payment Schedule	Preferred Payment Schedule (i.e., typical Draw schedule)
3.1 Vendor Capabilities	Description of Vendor's capabilities and indicates intention to sub-contract for various services
3.2 Delivery of Products and Services as Contracted	Vendor describes how it will fulfill the requirements as stated in the RFP. Please complete Attachment A (rough estimates are acceptable)
3.3 Industry Experience	Vendor describes its experience with similar customer requirements and provides examples, if possible
3.4 Sample Project	Provide an example of a project with a similar scope. Include timeline estimates and actuals, estimated costs, actual costs, etc.
4.1 Project Team	Provide names and biographies about the project team members
4.2 Management Personnel	Provide names and biographies about project leadership, as well as company leadership
4.3 Cultural Compatibility	Vendor states how it will accommodate to customer cultural issues, such as dress codes and working hours
4.4 Special Requirements	Provide any additional information regarding special situations such as emergencies or if a situation arises that is outside of the scope of the contract.

Attachment A

Attachment A1: Project Schedule	
Description	Duration Need
Contractor To Pull Permit from the City	
Scheduling/Timeline for Carpet, Doors, Hardware, Glass Inserts, Cabinets and new MEP	
Complete Architectural Drawings (See Attachment A2)	
Safe off existing Mechanical, Electrical, and Plumbing	
Demolition	
Frame Walls	
Rough Electrical	
Rough Plumbing	
Drywall/Windows	
Doors	
Tee-Bar, lighting and Ceiling Tiles	
ADA Concrete Ramp	
Painting	
Carpet, Tile, Sheet Vinyl and Cove Base	
Punch-Walk Completion and Substantial Completion	
Finishes	
Safe off existing Mechanical, Electrical, and Plumbing	
Demolition and Concrete Saw Cutting	
Interior Barricade & Temporary Shoring Wall (if needed)	
Frame Walls	
Electrical	
ADA AC Paving and Signage	
Tee-Bar, lighting and Ceiling Tiles	
Painting	
Concrete Ramp Asphalt Scope of Work	
Punch-Walk Completion & Substantial Completion	
Close-out package & Punch Walk Inspection	

Attachment A2:
Description of Work as per Architectural Drawings

Sheet #	Description	Duration Needed
T-1.0	Architectural Title Sheet	
T-1.1	Letter of Approval	
T-2.0	Commercial Accessibility	
T-2.1	Commercial Accessibility Notes	
T-3.0	ADA: Doors and Maneuvering	
T-3.1	ADA: Restrooms and Drinking Fountains	
T-3.2	ADA: Details for Signs	
A-1.0	Site Plan	
A-1.1	Enlarged ADA Complying Parking	
A-1.2	Enlarged ADA Ramp Plan	
A-2.0	As-Built/Demo Floor Plan	
A-2.1	As-Built/Demo Ceiling Plan	
A-3.0	Proposed Floor Plan	
A-3.1	Proposed Ceiling Plan	
A-3.2	Proposed Electrical Plan	
D-1.0	Details	
D.1.1	Details	
E-1.0	Electrical Notes & Symbols	
E-2.0	Single Line Diagram & Load Calc's	
E-3.0	Lighting Plan	
E-4.0	Power Plan	
E-5.0	Photometric Plan	
E-6.0	Title 24 Energy Calculations	
E-6.1	Title 24 Energy Calculations	
M-1	Mechanical General Notes	
M-2	Proposed Floor Plan- Duct Plan	
M-3	Proposed Floor Plan- Roof Plan	
M-4	Details	
P-1	Plumbing General Notes and Specifications	
P-2	Waste & Water Plan	
P-3	Cold Water & Hot Water Plan	
P-4	Waste and Water, Cold and Hot Water Riser Plans	

Attachment B

[illegible]