

REQUEST FOR PROPOSAL - N79679C

Gemini North Hilo Base Facility HVAC Renovation Construction Services (HBF)

**Gemini Observatory
HILO, HAWAII'**

INSTRUCTIONS TO OFFERORS

ASSOCIATION of UNIVERSITIES for RESEARCH in ASTRONOMY Inc. (AURA)

Operating the Gemini Observatory, North

PROPOSALS MUST BE RECEIVED BY

**Thursday 9 MARCH 2017 AT 3:00 PM MST
(CLOSING DATE)**

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SECTION I

ARTICLE 1. DEFINITIONS

1.1 All definitions set forth in the General Provisions of the Draft Contract, attachments and appendices are applicable to these instructions to Offerors.

1.2 The “Request for Proposal Documents” (hereinafter RFP Documents) consist of the following:

- (a) Instructions to Offerors;
- (b) Amendments issued prior to receipt of Proposals (if any);
- (c) Draft Contract, including:
 - i. Representations and Certifications
 - ii. Terms and Conditions
 - iii. Statement of Work

1.3 “Amendments” mean the written or graphic instruments issued prior to the execution of the Contract which modify or interpret the RFP Documents, including specifications, by additions, deletions, answers to Questions posted on the RFP Webpage, clarifications or corrections.

1.4 "Contract Documents" consist of the following:

- (a) Contract between AURA and the Contractor;
- (b) Representations and Certifications;
- (c) Terms and Conditions;
- (d) Construction of Specifications/Statement of Work
- (e) Construction Drawings;
- (f) Photos of Area of Work;
- (g) Amendments and all modifications incorporated in the documents before their execution.

1.5 “AURA” means the Association of Universities for Research in Astronomy, Inc., an Arizona non-profit corporation. The term "AURA" includes its authorized representatives. AURA operates the Gemini Observatory, North and is engaged in managing, operating and maintaining observatories and related activities for research in the field of astronomy. AURA desires to enter into a Contract to perform the **GEMINI NORTH HILO BASE FACILITY RENOVATION PROJECT** for the Gemini Observatory as described in the Statement of Work.

1.6 “Foundation” means the National Science Foundation, an agency of the United States of America created under the National Science Foundation Act of 1950. The term "Foundation" includes its authorized representatives.

1.7 “Offeror” means the person, authorized representative(s), or organization submitting a proposal, and if awarded, shall perform the Work described in the Contract as the “Contractor.”

1.8 “Contractor” means the person, authorized representative(s) or organization responsible for the completion of the Work. If a proposal is submitted on behalf of multiple parties, the term “Contractor,” shall apply to the party or parties responsible for completion of the Work.

1.9 “Work” means those tasks, requirements, and obligations described in the Statement of Work as included in the Contract Documents.

1.10 “Subcontractor” means a person or organization, with a direct agreement with the Contractor to furnish labor, or labor and materials, in support of the Statement of Work. The term also includes lower tier contractors of a Subcontractor, but it does not include suppliers who furnish materials not worked to a special design according to the drawings and specifications. Nothing contained in the Contract Documents shall be deemed or construed to create any contractual relation between AURA and any Subcontractor as defined above.

1.11 “Closing Date” means the specified date and time by when all proposal documents must be received by AURA.

ARTICLE 2. PROPOSAL PROCEDURES

2.1 Proposals shall be prepared on the forms provided in Section II and submitted in accordance with these RFP Instructions. **Section II, Offeror’s Proposal Document, must be completed in its entirety and submitted to the address indicated in Paragraph 2.5 below.** The Offeror’s price information shall be in accordance with the format provided in Section III. **Any proposal or part of a proposal not conforming to the specified formats shall be cause to reject the entire proposal.**

2.2 a. Prices quoted in the proposal(s) shall not include federal, state and local taxes due to tax exempt status.

b. Prices quoted in the proposal(s) shall include furnishing of all transportation, materials, equipment, tools, supplies, labor and services necessary or proper for performance and completion of the Work, except such as may be otherwise expressly provided for in the RFP documents.

2.3 In the event of discrepancy between the prices quoted in the RFP in words and those quoted in figures, the words shall control.

2.4 Proposals shall be submitted in an electronic version using MS Office (2003 or later) or .pdf of the entire proposal, not later than the scheduled Closing Date. Proposals may also be submitted in hard copy format on 8.5" x 11" white bond paper using doubled spaced, single or double side, single column printing using no smaller than 12-point type.

2.5 A proposal may be deemed non-compliant if the entire submission package has not been received at the designated location by the Closing Date. Proposals may be delivered/mailed or emailed to:

Suzanne Baron Helming, Procurement Manager
AURA
950 N. Cherry Avenue
Tucson, AZ 85719
Email: Gemini.Contract.N79679C@gemini.edu

Submissions sent via USPS, FedEx or other commercial courier services must arrive at AURA on or before the Closing Date. Postmark or air bill pick up date will NOT be considered as evidence of delivery compliance.

2.6 Offeror may withdraw its proposal, either personally or by written request, at any time prior to the Closing Date. If a qualified Offeror determines that it will not submit a proposal, notice of such is requested by AURA.

2.7 Offeror's proposal shall be valid for one hundred eighty (180) days beginning with the Closing Date.

ARTICLE 3. COMMUNICATION AND QUESTIONS

3.1 Any questions or requests for clarification of this proposal must be directed to Gemini.Contract.N79679C@gemini.edu. Questions must be submitted by email, and must be received at least three (3) business days before the Closing Date. All questions and responses from any Offeror will be provided to all parties via the Gemini website. Any question not conforming to this format will be disregarded.

ARTICLE 4. REVIEW OF DOCUMENTS

4.1 AURA reserves the right to make additions, deletions, or modifications to the RFP Documents in writing by amendment at any time prior to the closing date. If, in the opinion of AURA, any such change causes an increase in the time required for submission of proposals, AURA may, at its sole discretion, adjust the Closing Date in the form of an Amendment posted on the Gemini website.

4.2 Offerors shall examine the RFP Documents carefully. Any request for interpretation or correction of any ambiguity, inconsistency, or error that Offeror discovers must be made as per Article 3, not later than three (3) days prior to the Closing Date.

4.3 All interpretations and corrections to the RFP or the Contract Documents will be issued in the form of an Amendment posted on the Gemini website. Offerors shall not rely on any interpretation or correction to the RFP or Contract Documents given by any other method.

4.4 Prior to receipt of proposals, addenda, if required, will be posted on the Gemini website.

4.5 The failure of Offeror to receive or examine any form, instrument, amendment or other document, or failure to acquaint itself with existing conditions shall not relieve Offeror from obligations and responsibilities with respect to its proposal or to the Contract. The submission of a proposal will be taken as prima facie evidence of compliance with this section.

ARTICLE 5. REPRESENTATIONS

5.1 Offeror, by submitting a proposal, represents that it is familiar with existing conditions under which the Work will be performed, including, but not limited to, environmental, cultural and operational requirements.

5.2 a. Offeror, by submitting its proposal, represents that it has read and understands all the RFP Documents and by submitting a proposal acknowledges acceptance of all of the Terms and Conditions of the RFP Documents as defined in Section 1.2 of these Instructions.

b. Any exceptions to the Contract Documents by Offeror shall be stated in writing on Offeror's letterhead, and submitted with its proposal with clear and concise justification(s). Offeror shall provide alternative wording for consideration by AURA.

c. Offeror, by submitting a Proposal, certifies that the Contract Documents, including the Terms and Conditions and SOW, have been reviewed and accepted by the contracts representative of the Offeror, or has noted such exception with its Proposal.

5.3 Offeror shall submit a resolution giving evidence of its qualification of corporate signature authority.

ARTICLE 6. ALTERNATE PROVISIONS

6.1 Offeror represents that its Proposal is based upon the specifications, terms and conditions described in the RFP documents, unless alternative provisions are expressly permitted by an Amendment.

6.2 A proposal containing an alternate provision(s) shall be accompanied by full and complete justification and technical description of the alternate provisions(s) along with a detailed cost analysis of the differences between the alternate and original provisions. AURA reserves the right to request such other additional information as may be required for approval either before or after receipt of proposals.

6.3 Failure to provide justification or technical descriptions for approval purposes may be cause to reject the proposal.

ARTICLE 7. COMPLETION TIME

Offeror shall specify in its proposal the time required to complete the work described. The time of performance shall be dated from receipt of a Contract, and all costs included in the proposal shall be for the Work to be completed within that period.

ARTICLE 8. EVALUATION OF PROPOSAL

8.1 Proposals will be opened and evaluated privately by AURA after the Closing Date.

8.2 Proposals will be evaluated according to the Source Selection Plan on the following major factors:

- Technical Criteria
- Price
- Schedule
- References
- Experience

8.3 All proposal documents received will be considered confidential and will not be released.

8.4 The award of the Contract(s), if any, made by AURA, will be made to the Offeror(s) that presents the best value. AURA reserves the right to determine, at its sole and exclusive discretion, which proposal, if any, best meets the “best value” requirement and whether it is in the best interests of AURA to accept the proposal. Therefore, Offeror shall ensure that all requested information is included in its proposal.

ARTICLE 9. REJECTION OF PROPOSALS

9.1 AURA reserves the right to accept or reject any or all proposals or any combination thereof, to withhold an award for any reason it may determine, or to waive any irregularities or informalities in the proposals or in the submission of proposals.

9.2 All submitted proposals shall become the sole and exclusive property of AURA.

SECTION II

OFFEROR'S PROPOSAL for FIXED PRICE CONTRACT

DATE: _____

TO: AURA Contracts Office
 950 N. Cherry Avenue
 Tucson, AZ 85719

FROM: _____
 (Legal Name of individual, firm or corporation bidding)

 (Complete Business Address)

 (Signature)

 (Title)

1. By submitting this Proposal the Offeror accepts all of the terms and conditions of the RFP Documents as defined in 1.2 of the Instructions to Offerors.
2. In compliance with AURA's Request for Proposal No. N79679C, the Offeror hereby proposes to furnish all labor, materials, equipment and supplies to perform the Work for AURA's **GEMINI NORTH HILO BASE FACILITY RENOVATION PROJECT** in accordance with the Specifications, pertinent Contract Documents and Statement of Work.
3. Offeror's Proposal Submittal shall include the following:
 - A. A Cover Sheet contracting General Information (RFP Number, Proposal Title name/address of the firm, Technical and Administrative points of contact, DUNS number, Teamed Organizations if any, and any other pertinent information);
 - B. An abstract summarizing the proposed effort, not to exceed 500 words;
 - C. The Technical Proposal, which shall address:
 - a. Relevant Technical Experience of Offerors
 - b. Relevant Technical Experience and Role of any proposed subcontractors
 - c. Names, resumes, and role of Key Technical Personnel

- d. A minimum of 5 references on project of a similar size, complexity and nature
- e. Unique Qualifications
- f. Preliminary Project Plan including project schedule and proposed milestone payments (as described in Construction Specifications)
- g. Price Breakdown (Refer to Attachments)
- h. Documented Injury and Illness Prevention Plan
- i. Documented Hazardous Communication Program
- j. Documented Safety Program
- k. Documented Safety Program
- l. Proposed Deviations from Requirements with justifications and impact on Price and Schedule; and

D. Any other relevant information.

4. The Offeror hereby specifies, in accordance with Article 7, Completion Time, of Instructions to Offerors (Section I), that work shall be completed within ____ calendar days after receipt of the Contract.

5. In accordance with the above completion schedule (Paragraph 3) and enclosed specifications, the Offeror hereby proposes to accomplish the work described above for the total of:

_____ DOLLARS (\$)

This amount includes all applicable federal, state and city taxes.

HBF MILESTONE PAYMENT SCHEDULE

As part of Bid Proposal, Contractor shall provide a Milestone Payment Schedule having a minimum of 12 payments. Bidder’s Milestone Payments shall be based on verifiable deliverables identified in Bidder’s preliminary Project Schedule. Sum of Bidder’s Milestone Payments shall equal Bidder’s full Contract Cost.

Milestone	Month	Value (\$ or %)	Cumulative Value
1-			
2-			
3-			
4-			
5-			
6-			
7-			
8-			
9-			
10-			
11-			
12-			