

**REQUEST FOR PROPOSAL
ARCHITECTURAL SERVICES**

FOR THE:

**Architectural and Civil Engineering Plans for Building
and Site Design for
Multi-Jurisdictional Emergency Services
Administration Building**



Issue Date: May 12, 2017

**ISSUED BY THE:
Lake Dillon Fire Protection District
Box 4428
Dillon, CO 80435**

**and
Summit County Government
Box 68
Breckenridge, CO 80424**

TABLE OF CONTENTS

PART 1 – GENERAL

I. PURPOSE	3
II. SCOPE OF SERVICES	
A. GENERAL PROJECT DESCRIPTION	3
B. PROJECT REQUIREMENTS	3
C. PROJECT SCHEDULE	5
III. INSTRUCTIONS TO CONSULTANTS	
A. SUBMITTAL REQUIREMENTS	5
B. SUMMIT COUNTY CONTACTS	6

PART 2 – SELECTION PROCESS

IV. SELECTION CRITERIA AND METHOD	6
--	----------

PART 3 – PROFESSIONAL SERVICES AGREEMENT

V. TERMS AND CONDITIONS	8
VI. AGREEMENT FOR PROFESSIONAL SERVICES (SAMPLE)	8

PART 4 – ATTACHMENTS **11**

PART 1 – GENERAL

I. Purpose

Lake Dillon Fire Protection District (“District”) and Summit County Government on behalf of its Ambulance Service Department (“County”) are soliciting statements of qualifications and a proposal for competent, experienced consultant teams to provide all architectural and engineering design related services for site and building design and construction of an approximately 11,100 sq. ft. 2 story + basement joint administration building for their respective operations (the “Project”) at the Summit County Commons Campus in Frisco, CO in accordance with the County Commons PUD guidelines. This project is part of parcel 12 and the specific development guidelines can be found at <http://www.summitcountyco.gov/DocumentCenter/Home/View/597> It is envisioned that a successful consultant team will include architect(s), engineers and landscape professionals with demonstrated experience in public facility architecture as well as all applicable engineering

services and to function as the owner's representative during construction.

II. Scope of Services

The services will consist of detailed site building plans, including preparation of all plan documents needed to obtain Summit County development application and building permit approval, grading permits, and to prepare bid-ready construction documents for all phases of the Project.

The building will need to be designed to follow the guidelines for the County Commons PUD and related codes. Particular emphasis should be placed on innovative, sustainable and cost effective design that demonstrates environmental soundness and neighborhood compatibility. The two entities desire for the development to be energy efficient and environmentally sustainable in all aspects of its design and operation. We would like for the development to meet a LEED or equivalent standard if possible; however we do not intend to actually pursue the award of the LEED designation due to the costs of commissioning and certification.

A. General Project Description

The Project site is a vacant parcel located just north of the existing Summit County Maintenance Building which is southeast of the intersection of Peak One Blvd. and County Shops Rd. in Frisco, CO 80443. The parcel is located in the County Commons PUD and is not located within the Town of Frisco city limits.

The two entities will be jointly funding the design and construction of this administrative building. An existing conceptual floor plan (pdf is attached), approved by both entities and is available for review for the bidding process. It is the desire of the two entities to utilize the basic design of the existing conceptual floor plan. The County and the Fire District will utilize a Design-Bid-Build process, in which the construction documents prepared through this requested contract will then be put out for a competitive bid prior to selecting a contractor.

B. Project Requirements

General Requirements

- The consultant will be expected to provide a full range of architectural and engineering services as well as all required studies and to accept project management and owner's representative responsibility at all levels.

Preliminary Design

- At the preliminary design level the consultant will utilize the conceptual floor plan documents that have been previously developed and be required to provide detailed design plans for all components of the project. A status set of plans will be kept available to the County and the Fire District for review and submittal to the appropriate agencies, utility companies, and affected property owners as needed.
- The plans must locate all existing utilities and structures. They must be shown both

horizontally and vertically and in relation to the proposed improvements. All utility conflicts must be identified and relocation/removal plans must be coordinated through the appropriate utility companies.

- The County will coordinate the identification of rights-of-ways and easements, if applicable, and complete the preparation of right-of-way/easement exhibits and plans.
- An initial site assessment will be conducted by the consultant to determine if any hazardous materials may exist in the project area.
- All geotechnical investigation services required for the design of this project will be provided by the consultant. These services will include a detailed soils report.
- The consultant must provide detailed written monthly progress reports throughout the duration of the design. The progress reports will be part of the billing submitted monthly.
- A preliminary drainage report will be required for review which shall consider historical flows on the site and suggest appropriate measures to address passing of such flows. The drainage report shall address all historical storm water crossings as well as analysis of the roadway drainage.
- At the completion of the Preliminary Design Phase, the consultant shall provide the two entities with four (4) 11"x17" sets of review plans, related, and an Engineer's Estimate. The plans/specifications should be approximately 75% complete. The consultant shall also be prepared to provide the Fire District and the County with drawings in electronic PDF format.
- The consultant shall attend all required planning, public and design meetings.

Final Design

- At the final design level the consultant will be required to provide detailed design plans for all aspects of the project. This includes roadway plan/profile, drainage, property restoration, erosion control, and traffic control sheets.
- The consultant will be required to prepare contract documents and specifications. The technical specifications format shall be within acceptable industry standards. The bidding documents will contain County standard contracts and bid forms, to be provided to the consultant.
- Near the completion of the Final Design Phase the consultant shall provide the Fire District and the County four (4) 11"x17" sets of review plans, related specifications, and an Engineer's Estimate. The plans should be approximately 95% complete. The consultant shall be required to provide the Fire District and the County with Final Drawings electronically (PDF format).
- The consultant shall attend a formal Final Office Review (FOR) meeting conducted by the two entities.
- The consultant shall incorporate all comments into the final set of bid documents, and submit one stamped and signed set by the Professional Engineer/Architect in charge.

Construction Administration

- At the time of construction it is the owners' intent that the selected consultant will provide construction administration and project management including submittal review, documentation, and continuous full time field inspection for the project. Any

required materials testing not provided by the construction contractor will be arranged by the County Building Department. Bids shall include line item fees for these services, which will be contingent on construction and agreement by the owner and consultant to a future phase contract for these services.

- The consultant will also be required to produce “as constructed” drawings at the completion of the project. Final drawings shall also be submitted on cd in PDF format. All material submitted at the completion of the project shall become property of Summit County and the Lake Dillon Fire Protection District.
- The Project Representative, throughout the duration of the construction, must also keep monthly progress reports.

C. Procurement and Project Schedule (Anticipated)

- | | |
|-------------------------------|------------------------|
| • RFP Advertisement Issued | May 19, 2017 |
| • Deadline for Questions | June 2, 2017 (5:00pm) |
| • RFP due | June 16, 2017 (5:00pm) |
| • Shortlist Due | June 23, 2017 |
| • Consultant Interviews | Week of July 10, 2017 |
| • Contract Negotiations/Award | July 17, 2017 |

The project schedule currently anticipates the following approximate timeline for key project tasks and milestones:

Summit County Development Review:

- Summit County Pre development review – Early September, 2017 (1 month prior to sketch plan submittal)
- Submit Sketch Plan Application – October 1, 2017
- Summit County Sketch Plan Review Process – 2 weeks
- Submit Development Application – November 2017
- Application materials include: site plan, architectural plans, drainage and grading plan, landscaping and revegetation plan, lighting plan, and any additional materials that may be required by the County (i.e. detailed soils information, site hazard analysis, etc.)
- Summit County Development Application Review Process – 52 days minimum, but plan to allow up to 3 months) – November 2017 – January 2018)
- Assist with contractor bidding process January, 2018

III. Instructions to Bidders

A. Bid Submissions

Contractor shall provide a sealed proposal for the Multi-Jurisdictional Emergency Services Administration Building by **5:00 PM on June 16, 2017**. Proposal shall be submitted to the Project Manager at the address below:

**Lake Dillon Fire Protection District
U.S. Mail = P.O. Box 4428 Dillon, CO 80435
or via UPS/Fed EX to:
Lake Dillon Fire Protection District
401 Blue River Parkway, Silverthorne, CO 80498**

Plainly mark on the outside of the envelope the name and address of the Bidder, time set for bid submittal, project name, bid package number, and the name of the contents. All proposals and supporting documents shall be submitted with three (3) hard copies of each item along with an electronic copy on an USB thumb drive mailed to the address above. Owner will not be held responsible for Excel spreadsheet errors.

These Instructions to Bidders are hereby deemed to be a part of the Contract Documents for this Project. Contractor is encouraged to study them closely and ask any questions they may have. Successful proposals shall comply with requirements included in these instructions.

- Base bids shall include the complete scope of work as defined in this RFP.
- Late proposals will not be accepted. It is the responsibility of all firms to ensure that the proposal arrives at the address above by, or prior to, the date and time specified in the RFP.
- Bidder may not withdraw his/her bid within fourteen (14) calendar days after the actual date of the Bid.
- Proposal shall be analyzed on the basis of cost/fee schedule, proposed completion schedule, previous relevant work experience, experience of project team submitted, references, and performance characteristics. The successful Bidder shall be the acceptable combination offering the best benefits to the project in the opinion of the Owner. The Owner reserves the right to reject any or all bids and to waive informalities and irregularities.
- Any Addenda issued during the time of bidding must be addressed by bidders and included with the bid submitted. Failure of a Bidder to receive any Addendum shall not release the Bidder from any obligation under his/her bid, provided said Addendum was sent by email to the address furnished by the Bidder for transmittal of email.
- Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be respected in accordance with applicable LDFPD and Summit County Procurement Regulations.
- All material submitted regarding the RFP becomes the property of LDFPD and Summit County and will be returned to the proposing firm at their option. LDFPD and Summit County reserve the right to use any or all ideas presented in reply to this RFP. Disqualification of a RFP does not eliminate this right.
- LDFPD and Summit County are not liable for any cost incurred by a firm in developing its proposal unless stated otherwise in the RFP.
- All proposals must be received by the date and time specified in the RFP. In the event of an emergency situation (i.e., large snow storm, tornado, etc.), which causes the Lake Dillon Fire Protection District to close their offices, the Project Manager has

the authority to reschedule the RFP closing date. All firms will be allowed to resubmit their proposals prior to the new date and time specified. All proposals submitted must be valid for a minimum period of 120 days after the date of the proposal opening. Each Proponent must submit with the proposal a list of all subcontractors, independent contractors or sub-consultants employed or proposed to be employed by the Proponent in the performance of the contract.

Submittal contents shall be standardized to simplify comparison and evaluation of all responses. All responses shall be organized in the manner set forth below:

1. Cover Letter - The letter should state the firm's interest in being considered for the project and also include pertinent information for the firm's contact person.
2. General Firm Profile - A general description of the firm is required. Describe the general nature of services provided by the firm, the location of main and branch offices, and the number of years the firm has provided services similar to those requested by this RFP. Any sub-consultants who are proposed to be a part of the design team must be identified.
3. Key Personnel - Provide the names of the key personnel to be involved in the project, along with a brief summary of their areas of expertise and their intended role in the project. Resumes may be included as part of the supplemental information but cannot substitute for the required summary page. Please indicate the persons possessing the licenses and certifications necessary to perform the type of work being requested.
4. Additionally, a one-page organizational chart for this project shall be provided, indicating the key personnel, their relationship to the overall project and their position within the firm. It is a requirement of Summit County Government that the key personnel identified during the consultant selection process will participate in and execute the project. Substitution of key personnel after an award of contract will require approval by Summit County Government, as project lead professionals are considered essential.
5. Statement of Availability - A statement of availability shall outline the personnel that will be committed to this project and their availability to proceed with the work within the project timeline described earlier.
6. Reference Projects - A listing of no more than five reference projects of similar size and scope shall be provided. Ideally, this list should include municipal facilities in a similar climatic region and should include projects that have involved an evaluation of similar processes. Particular emphasis should be placed on innovative, sustainable and cost-effective solutions. Indicate which members being proposed for the project team were involved in the reference projects and what their role in the reference projects was. Provide contact information for the project owners, the nature of the firm's scope of work on the project and the date the contract started and ended. Each project listing shall be no longer than one page in length.
7. Project Approach - A description of the anticipated project approach that includes technical and management factors that will lead to a superior plan and eventually a superior design and operation shall be provided. Respondents are encouraged to use

this section of the submittal to detail scope of services proposed. Competitive advantages or special capabilities of project teams should be highlighted in this section as well as the intended methods to ensure:

- a. Cost effectiveness
 - b. Ability to meet budgets and schedules
 - c. Effective project management
 - d. Optimum facility performance and ease of operation
 - e. Environmental soundness and neighborhood compatibility
 - f. Stringent quality control
8. Estimate of Resources - Based on the firm's understanding of the scope of work required, provide a estimate of the firm's resources that should be dedicated to the project. This can be in a form of the firm's choosing but should clearly convey a sense of the amount of effort and resources the firm believes will be required for the project.
 9. Fee Proposal - A fee proposal is required but will not be the only selection consideration as identified on page 11 of this RFP. Fees shall be organized according to section 1.03 and reflect the scope of work identified in section 1.02. All reimbursable expenses should be included within the fee proposal as line items.
 10. Project Schedule - Provide a project schedule that includes projected durations for each of the areas identified in section 1.03. The schedule shall also include project milestones and deliverables.
 11. Supplemental Information - Firms are encouraged to submit any additional or supplemental information that may be considered by the selection team when narrowing the list of firms invited to participate in formal interviews if interviews are used in the selection process. Firms should discuss any critical assumptions, extenuating circumstances, or other factors that may be critical to understanding the submitted qualifications.

Interpretation of Documents

If any person contemplating submitting a bid for the proposed contract is in doubt as to the meaning of any part of these Instructions to Bidders, Bid Forms, or Specifications he/she may submit to the Project Manager, Chief Jeff Berino, a written request via email at jberino@ldfr.org any interpretation thereof, at any time prior to the submission of proposal.

The person submitting the request shall be held responsible for its prompt delivery or transmittal.

Bidder or its consultants may communicate directly during the bidding phase with the Owner, without exception.

Any interpretation of the proposed documents shall be made only by Addendum duly issued, and a copy of such Addendum shall be posted online along with the RFP on the County's website.

The Owner or Project Manager shall not be held responsible for any other explanations or interpretations of the proposed documents.

The successful Bidder shall be required to provide all labor, materials, tools, supplies, equipment, supervision, and all incidentals required to provide a complete product as it pertains to the RFP documents.

Submission of a bid indicates the Bidder has carefully read and understands these Instructions to Bidders.

Bonds, Taxes, Permits, and Insurance

This is a tax-exempt project; therefore please exclude all taxes from your proposal. The successful candidate will be provided with all necessary tax information.

LDFPD and Summit County Government Standard Requirements

Right to Reject any and All Proposals: LDFPD and Summit County do not obligate themselves to accept the lowest, or any other proposal, and reserves sole discretion to reject any or all proposals, to re-advertise, to conduct further investigations or negotiations, and to waive formalities or irregularities in the process or of any proposal. When considering proposals and determining whether the Contract will be awarded and, if so, to which vendor, the LDFPD and Summit County, in its sole discretion, deems to be appropriate.

Assignment: The successful Bidder is prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of Summit County.

Appropriation of Funds: Owner affirmatively represents that its governing body has duly appropriated such sums which are equal to or in excess of the contract amount, and that such contract amount may be lawfully paid by Owner to Contractor subject to the terms and conditions of the contract documents. In the event that Owner approves a change order or other additional compensable work to be performed by Contractor, (other than that contemplated by the contract documents under any remedy-granting provision), Owner will issue a written assurance at the time of such approval that such additional compensation to be paid has also been duly appropriated by the Owner's governing body.

Immigration Certification and compliance: Vender shall complete and include, with proposal submittal, a signed copy of the "Addendum A" Contractor Immigration and Compliance form that is attached to this document.

The RFP is available electronically at www.ldfr.org or www.summitcountyco.gov

Summit County and Lake Dillon Fire Protection District reserves the right to reject any and/or all proposals, to further negotiate with the successful consultant and to waive informalities and minor irregularities in proposals received, and to accept any portion of the proposal if deemed to be in the best interest of either entity to do so. The total cost of preparation and submission shall be borne by the consultant. All information submitted in

response to this request for proposal is public after the Notice of Award has been issued. The consultant should not include as part of the proposal any information which they believe to be a trade secret or other privileged or confidential data. If the consultant wishes to include such material, then the material should be supplied under separate cover and identified as confidential. Entire proposals marked confidential will not be honored. Summit County and Lake Dillon Fire Protection District will endeavor to keep that information confidential, separate and apart from the proposal subject to the provisions of the Colorado Open Records Act or order of court.

B. Contacts

Questions related to the submittal requirements and procedures should be directed to:

Chief Jeff Berino
Fire Chief
Lake Dillon Fire Protection District
970-262-5104
jberino@ldfr.org

PART 2 – SELECTION PROCESS

IV. Selection Criteria and Method

Selection Criteria

Review and Assessment

Professional firms will be evaluated on the following criteria. These criteria will be the basis for review of the written proposals and interview session.

The rating scale shall be from 1 to 5, with 1 being a poor rating, 3 being an average rating, and 5 being an outstanding rating.

WEIGHTING FACTOR	QUALIFICATION	STANDARD
2.0	Scope of Proposal	Does the proposal show an understanding of the project objective, methodology to be used and results that are desired from the project?
2.0	Assigned Personnel	Do the persons who will be working on the project have the necessary skills? Are sufficient people of the requisite skills assigned to the project?
1.0	Availability	Can the work be completed in the necessary time? Can the target start and completion dates be met? Are other qualified personnel available to assist in meeting the project schedule if required? Is the project team available to attend meetings as required by the Scope of Work?
1.5	Motivation	Is the firm interested and are they capable of doing the work in the required time frame?
2.0	Firm Capability	Does the firm have the support capabilities the assigned personnel require? Has the firm done previous projects of this type and scope?
1.0	Cost	Does the proposal show value for the product and services being offered

Reference evaluation (Top Ranked Firm)

The County and the Lake Dillon Fire Protection District will check references using the following criteria. The evaluation rankings will be labeled Satisfactory/Unsatisfactory.

QUALIFICATION	STANDARD
Overall Performance	Would you hire this Professional again? Did they show the skills required by this project?
Timetable	Was the original Scope of Work completed within the specified time? Were interim deadlines met in a timely manner?
Completeness	Was the Professional responsive to client needs; did the Professional anticipate problems? Were problems resolved quickly and effectively?
Budget	Was the original Scope of Work completed within the project budget?
Job Knowledge	If a study, did it meet the Scope of Work? If Professional administered a construction contract, was the project functional upon completion and did it operate properly? Were problems corrected quickly and effect?

PART 3 – PROFESSIONAL SERVICES AGREEMENT

V. Terms and Conditions

The successful consultant, upon award of a formal contract, shall be paid on a specific rate of pay basis, not to exceed a stipulated amount without a prior authorization. The consultant may submit invoices at monthly intervals for work satisfactorily completed. The amount of such partial payment shall be based upon certified progress reports and billings covering work performed.

VI Agreement for Professional Services:

Owner intends to utilize AIA forms of agreements with certain additions and deletions to contract for the Project design, AIA B101-2007, and construction services. Owner will provide an initial draft of the proposed modifications to bidders upon its completion by Owner's attorney. Owner shall issue a notice of award to the successful bidder at which time the parties will have a period of time to finalize negotiation of the contract documents.