

CITY OF CREEDE, COLORADO



REQUEST FOR STATEMENT OF QUALIFICATIONS AND PROPOSALS FOR  
CITY HALL AND PUBLIC WORKS GARAGE ARCHITECTURAL AND  
ENGINEERING DESIGN SERVICES

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## **I. INTRODUCTION**

The City of Creede, Colorado (the City) is requesting statements of qualifications and proposals from qualified architectural and engineering (A/E) firms to provide engineering and design services for a new City Hall and Public Works Garage (the Project).

Submitted proposals should include all of the requirements listed within this Request for Proposals (RFP). Bidders are encouraged to submit proposals within the scope of their expertise. All services are to be performed by persons appropriately licensed and registered under Colorado state law governing the practice of architecture and engineering.

This portion of the project is being partially funded with a Department of Local Affairs (DOLA) grant of \$277,500. The maximum amount budgeted for architectural and engineering services for this project is \$555,000.

The project deliverables are outlined in this RFP and shall include full construction documents and cost estimates for a new City Hall and Public Works Garage for the City of Creede, Colorado. The deliverables should be sufficient to allow the City to apply for construction grants and bid the project for construction.

## **II. BACKGROUND**

In 2022, the City received a University Technical Assistance Grant (UTAG) from DOLA which allowed the City to collaborate with the University of Colorado Denver School of Architecture and Design on developing some preliminary conceptual designs for a new city hall and public works garage. The product of this collaboration is attached as Exhibit A - Creede Town Hall and Public Works Final Report. After working through the various conceptual designs with the Board of Trustees, the design team finalized a design concept that is both aesthetically appealing and functional. The City now seeks a qualified design firm to further development of this concept and prepare all of the documentation necessary for the City to seek construction grants and to bid the construction portion of the project.

### III. BID RECIPIENT

Submittals will be accepted no later than **4:00PM (local time), October 14<sup>th</sup>, 2023**, to:

CITY OF CREEDE  
ATTN: LOUIS FINEBERG, CITY MANAGER  
2223 N MAIN STREET  
P.O. BOX 457  
CREEDE, CO 81130  
(or)  
[MANAGER@CREEDETOWNHALL.COM](mailto:MANAGER@CREEDETOWNHALL.COM)  
719-658-2276 X 1

The bidder proposes and agrees that if the bid is accepted to enter into an agreement with City to perform all work as specified or indicated in the bidding documents for the prices and within the times indicated in said documents and in accordance with the other terms and conditions as outlined in this RFP. For additional details or to answer applicable questions, please contact City Manager Louis Fineberg at (719) 658-2276 x 1.

### IV. BIDDER'S ACKNOWLEDGEMENT

The bidder accepts all of the terms and conditions outlined in this RFP. All bids will remain subject to acceptance for 60 days after the bid opening, or for such longer period of time that the bidder may agree to in writing upon request of the City.

### V. BIDDER'S CERTIFICATION

The bidder certifies that:

- A. The bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- B. The bidder has not directly or indirectly induced or solicited any other bidder to submit a false bid;
- C. The bidder has not solicited or induced any individual or entity to refrain from bidding;

### VI. SCOPE OF WORK

The purpose of this RFP is to procure a professional services agreement with an A/E firm to provide architectural and engineering services necessary to complete development of detailed construction documents and cost estimates for a new city hall and public works garage that meets the needs of the city and community. The scope of work includes but is not limited to the following phases or suitable alternatives as may be proposed:

- A. **Conceptual Design:** This phase will consist of the A/E team assisting the City in further developing the concept selected in Exhibit A and shall include a basic site plan, building footprint and floor plan, exterior design and architectural renderings. The conceptual

design shall be presented to the Board of Trustees at a public meeting. Upon approval of the conceptual design by the Board of Trustees, the project will move to preliminary design.

- B. **Preliminary Design:** This phase will advance the concept design as approved by the Board of Trustees. Preliminary design documents shall be prepared with an opinion of probable cost of construction. Preliminary design shall also consist of a more detailed site plan and architectural design concept. The A/E team shall prepare and present 30% schematic drawings as well as elevations and other renderings as necessary to adequately convey the scope and design intent of the project for review by all parties. The schematic design plan will be presented to the Board of Trustees at a public meeting for final approval before proceeding to the final design.
- C. **Final Design:** This phase will advance the development of the 30% plans produced by the A/E team in the preliminary design phase and shall consist of the development of detailed technical drawings and specifications as well refined probably cost estimates and other technical documents which will allow the City to apply for construction grants and to put the project out to bid. Specifically, this phase shall include architectural, structural, civil, acoustical, mechanical, and electrical systems components and shall identify all component materials, interior layout, exterior landscaping, parking and any other elements as may be appropriate to accurately reflect the complete project. The A/E team will present the final design to the Board of Trustees at a public meeting with detailed drawings, elevations and renderings. The Board of Trustees shall approve the final design before proceeding to the construction document preparation.
- D. **Construction Documents:** This phase will consist of the preparation of detailed construction drawings and specifications setting forth in detail the requirements for the construction of the project. These shall include a complete set of architectural, civil, site development, structural, mechanical and electrical drawings and specifications. A/E will assist in preparation of a written report summarizing the opinion of construction costs including any potential add alternates through the completion of this phase of the work. This phase should yield the final deliverables in the form of a complete set of technical documents that will allow the City to apply for construction grants and to put the project out to bid.

## VII. OTHER PROVISIONS

- A. The City is seeking an A/E project team that will be committed to a collaborative, transparent design process and that is willing to incorporate City and community input into the final design. The A/E team shall be prepared to coordinate with City staff and the Board of Trustees on a regular basis as well as attend occasional Board meetings as necessary to provide updates on project progress.
- B. The consultant shall provide optional costs estimates for construction bidding advertisement, review, and award (bidding process), construction management services and reporting.
- C. The A/E team shall be qualified and capable of providing the following areas of expertise (at a minimum) either with in-house professionals or sub-consultants as specified:

- a. Civil Engineering
  - b. Structural Engineering
  - c. Mechanical, Electrical and Plumbing (MEP) Engineering
  - d. Landscape Architecture
  - e. Interior Design, including Furniture, Fixtures, and Equipment (FF&E)
  - f. Lighting Design
  - g. Acoustical Engineering
  - h. Fire Protection Design
  - i. IT and low voltage infrastructure design
- D. The following professional services are required for the project:
- a. Cost estimating (total project, sub-projects, and contingency);
  - b. Development of a full set of construction documents and specifications;
  - c. Service as the City's design project manager and liaison to all other required design professionals;
- E. Bidders should be prepared to commence with work as defined by this RFP no later than November 2023.
- F. Bidders should be prepared to work with the City as required to submit all necessary documentation associated with grant reporting to DOLA.

### VIII. CONTENTS OF PROPOSAL

The bidders interested in this project shall submit one (1) PDF copy. The proposal package shall be limited to no more than thirty (30) pages and shall include, but not be limited to, the following:

1. The name, address, and daytime telephone number for the individual authorized to enter into a professional services agreement with the City.
2. The names and addresses of all members of the project design team including the project manager.
3. Statement of qualifications that include licensure information for each project design team member as well as relevant experience and similarly completed projects.
4. References that can attest to the ability of the project design team to successfully complete the project as outlined in this RFP. Please provide three references at a minimum.
5. Pursuant to the described scope of work and available budget outline above, a description of the approach of the project design team in completing this project;
6. Names, addresses, and descriptions of key subcontractors which your firm would employ and a description of their relevant experience and past performance.
7. A detailed schedule for the work to be performed, including the range of start dates to which your firm is prepared to commit and anticipated completion dates by phase. This schedule should work within the timeframes outlined within this RFP. Any conflict in the two should be explained.
8. A rate schedule for all members of the design team along with projected hours for each member and other anticipated costs such as travel and lodging. **Please put**

**the not to exceed fee documentation in a separate sealed envelope and include it with your proposal. Mark the envelope “FEE”.**

9. Proof of Insurance. Aggregate limit of \$2,000,000 and Each Occurrence of \$1,000,000.

**IX. TIME OF COMPLETION AND PRELIMINARY SCHEDULE**

A. Preliminary Project Schedule is as follows:

September 21 <sup>st</sup> , 2023:	Publication of RFP Notice
October 20 <sup>th</sup> , 2023:	Proposals Due by 2:00PM
November 14 <sup>th</sup> , 2023:	Project Presentations to the Board of Trustees / Design Team Selection
November 30 <sup>th</sup> , 2024	Professional Services Agreement Approved
April/May 2024:	Final Plans Completed

**X. SELECTION CRITERIA**

The following topics will be considered in the Qualifications Based selection of a partner:

<u>CRITERIA</u>	<u>POINTS POSSIBLE</u>
1. Capability to perform all aspects of project.	25
2. Qualifications and expertise of key personnel assigned to the project and their proven ability to work on similar projects.	25
3. Success of previously completed projects	20
4. Degree to which the response accomplishes the project’s goals.	15
5. Familiarity with the project location.	10
6. Ability to meet schedules within budget.	5
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TOTAL POSSIBLE POINTS	100

**XI. REQUESTS FOR CLARIFICATION**

Any requests for clarification of additional information deemed necessary by any respondent to present a proposal shall be submitted in writing, via postal service or email, to Louis Fineberg, City Manager referencing this request.

Written requests must be received a minimum of five (5) calendar days prior to the submission deadline. Any requests received after this deadline will not be considered. All requests received prior to the deadline will be responded to by the City Manager in the form of an addendum addressed to all prospective respondents.

Direct contact with City elected officials or City staff (with the exception of the City Manager) during the selection process, except when and in the manner expressly authorized by the Request for Proposal documents, is strictly prohibited and may render the submittal as non-compliant. Violation of this requirement is grounds for disqualification from the process.

**XII. TERMS AND CONDITIONS**

1. Bidders are expected to examine exhibits, specifications, schedule of delivery, and all instructions. Failure to do so will be at the bidder's risk.
2. Each bidder shall furnish the information required in this RFP.
3. The project will be awarded to the responsible bidder whose submittal, conforming to this RFP, will be most advantageous to the City of Creede, price and other factors considered.
4. Any interpretation, correction or change of the RFP documents will be made by an addendum. Interpretations, corrections and changes of the RFP documents made in any other manner will not be binding, and the bidder shall not rely upon such interpretations, corrections and changes. The City's representative will not be responsible for oral clarification.
5. All submittals must be received at the address and by the date and time specified herein.
6. Any submittal received after the identified date and time will be returned unopened.
7. Following the selection process, the proposal for the selected bidder shall be made available for public review, except for any items that the bidder has requested, in writing, to remain confidential under applicable law.
8. The City of Creede reserves the right to withdraw the entire project or any project component from award consideration if it is in the best interest of the City to do so.
9. The City of Creede reserves the right to reject any or all proposals, to waive any informalities or irregularities therein, and to negotiate other terms in the proposals.