

**SOUTH PARK, PARKS AND RECREATION DISTRICT**

**SOUTH PARK COMMUNITY CENTER**

**FAIRPLAY COLORADO 80440**

**REQUEST FOR PROPOSALS  
(RFP)**

**For**

**Design/Build Services**

**Issue Date: November 13, 2017**

# SECTION I: INTRODUCTION

## Invitation

The SOUTH PARK, PARKS & RECREATION DISTRICT (“the District”) located in Fairplay, CO and surrounding areas, seeks a Design Build Team (D/B T) for site planning, design and construction of the South Park Community Center located at 1190 Bullet Road, Fairplay, CO.

The District encourages those teams who have similar experience (design and construction) with recreation and municipal facilities to submit proposals. Prior experience on similar or related projects will be an important consideration in selecting a D/B T for this work. Firms or teams with experience designing and building recreation spaces, including renovation of spaces in an occupied facility will be given preference in the selection process. Include specifics in your proposal on any such experience your firm or team and staff have, including references for same.

## Project

Design-Build services for the development of the South Park Community Center. The South Park Recreation District, Friends of the Fairplay Community and Town of Fairplay are collaborating to build a facility that will serve the whole community. The plan includes a large multipurpose gymnasium which can serve as a community room or rooms that can be rented for weddings, funerals or other large gatherings, yet serve as indoor basketball courts, a volleyball court and make other indoor recreation events possible. This would have a walking/running track above, locker rooms, storage, and a climbing wall. Adjacent would be a commercial kitchen, small rooms for classes or recreation purpose, a knowledge center that would house computers and services for public use, and meeting rooms and facilities to lease for non-profit groups. This Center will also include a place the public can rent and use for business and meetings. The building will be built on the land currently owned by the District, adjacent to the current South Park Recreation Center.

The work will be carried out in two distinct phases. Phase One includes the award of the D/B T with design and preconstruction through schematic design. Phase Two will include the completion of the design, administration and construction through completion. Phase Two is contingent on voter approval of the 2018 ballot issues. There will not be a stipend offered for the Phase One work.

Initial concept drawings will be provided for reference. Enhancements to this plan are strongly encouraged and any betterments will be considered during award.

## Background

The District was approached by the Friends of the Fairplay Community about collaborating on building a Technology Center. The District has been looking at building Phase II of the current recreation center to include an indoor gym with a walking/running track above, extra rooms for classes and commercial kitchen to serve the community in an area that had not been addressed in South Park. The Friends needed an organization that could operate and maintain the Technology Center, once it had been built. The District saw the potential for a collaborative effort combining our two projects to create cost savings and convenience for the community we mutually serve.

The District and the Friends formed a steering committee to pursue building the Community Center. The South Park Community Center Committee (SPCC) was formed and a formal agreement executed. Members of the SPCC contacted the Colorado Center for Community Development and through a grant CCCD developed the South Park Community Center Site Plan (attached as Exhibit A) now referred to as the Conceptual Plan.

## SECTION II: TERMS AND CONDITIONS

### Purpose

The purpose of this solicitation is to bind a competent, experienced design-build team into a formal Agreement with the District to perform the work described in the Request for Proposals. A copy of this Agreement can be obtained via email from Angela Kanack SPPRD Board President, email: [angela.kanack.ak@gmail.com](mailto:angela.kanack.ak@gmail.com)

An initial conceptual floor plan has been prepared by the District and will serve as a general guide in kicking off this project. All proposals should be based on a project meeting those concepts. The building as conceived is approximately 38000 SF. Site work is also to be included in the design and construction. The concept plans will be available at the mandatory pre-proposal meeting on November 17th, 11:00 AM at the South Park Recreation Center, 1190 Bullet Road, Fairplay, CO.

This invitation should not be construed as a commitment of any kind on the part of the District, nor does it commit the District to pay for any costs incurred in the submission of a proposal package, nor for any costs incurred prior to the execution of a formal Agreement.

### **Minimum Qualifications**

Notice is hereby given to all interested parties that all teams will be required to meet all minimum qualifications listed below to be considered for this project. To be considered as qualified, interested teams shall have, as a minimum:

- Demonstrated specific Design / Build experience of similar scale and complexity.
- Demonstrated experience in completion of recreation related buildings utilizing Design, Bid, Build, CMGC, DB w/ GMP and/or DB Lump Sum, specifically related to recreational facilities.
- Demonstrated bonding capability up to \$20M for an individual project with current and anticipated workloads; provide letter from surety that affirms this capability.
- The Design Builder, (The Contractor and The Principal Architect of record) must be registered/licensed in the State of Colorado with a primary office in Colorado. For State Public Works C.R.S. 8-17-101 - Colorado labor shall be employed to perform at least 80% of the work. Colorado Labor means any person who is a resident of the state of Colorado at the time of the Public Works project.

Teams meeting the minimum qualification requirements may deliver a submittal for review.

## **Procurement Schedule**

To be considered, individuals are required to adhere to the following schedule for this procurement:

RFP Released toPublic	November 13 <sup>th</sup> 2017
Pre-Proposal meeting(mandatory)	November 17 <sup>th</sup> at 11:00 AM
Deadline for questions (emailonly)	November 21 <sup>st</sup> at 8:00 PM
Answers to all questions (email only)	November 27 <sup>th</sup> by 12:00 PM
ProposalsDue	December 1 <sup>st</sup> by 5:00 PM
Interviews	Week of December 11 <sup>th</sup>
Award	December 20th
Project Start (Phase One only)	January 8 <sup>th</sup> 2018

To be considered, proposals must be received by the District at the following location before 5:00 p.m. on December 1<sup>st</sup> 2017

South Park Recreation Center

PO BOX 1075

1190 Bullet Road

Fairplay, CO.

Attn: Angela Kanack SPPRD Board President

Any proposal received after that time shall not be considered, and shall be returned unopened to the proposer. Electronic or fax submittals shall not be considered.

However, the District shall be under no obligation to comply with the schedule shown above, provided that all prospective proposers or other interested parties known to the District shall be notified equally of changes made to this schedule by the District within a reasonable time after such changes are made. In no event shall any proposer have any redress to the District, be it financial or otherwise, in the event that the District alters this schedule in any way. Responsibility for submitting the proposal to the District on or before the above stated time shall remain solely and strictly that of the proposer. The District shall in no way be responsible for delays in the delivery of any proposal by U.S. mail or any other method of conveyance. The District shall not be responsible for premature opening of proposals that are not marked properly as described above.

After the deadline for submittals has passed the District will review all proposals and select the top firms for interviews. All firms will be notified once that selection has been made. Interviews will be scheduled for the week of December 11<sup>th</sup> 2017.

The District believes that an integrated design approach with the architect and contractor working together from start to finish will help insure that this project meets the needs of the owner and remains within the project budget.

The selection of this design/build approach is also an effort to contract with a team who can help the District maximize the project while maintaining the project budget. The District intends to select a D/B T who will design, obtain approvals and permits, and construct the project as conceived and budgeted.

All proposers are to submit with their proposal a full and complete fee schedule which will be considered during the evaluation of the proposals. The D/B T will be responsible for all necessary site plan and building approvals and permitting, and construction is anticipated to commence in June 2018. Time is of the essence in this schedule.

### **SECTION III: FORM OF RESPONSE**

This subsection contains detailed instructions to which proposers must adhere in the preparation and submittal of proposals to the District.

Proposers are advised that proposal content and completeness are most important, and that clear and effective presentations are preferred, with unnecessarily elaborate, decorative or extraneous materials discouraged. The proposal shall be submitted on plain 8.5" by 11" paper single-spaced and using full margins, except as desired by the proposer for emphasis or effect. Each section within the proposal shall be clearly defined for easy reference. Please refrain from submitting packets longer than 35 pages.

**Proposal:** Five (5) original copies of the proposal, bound together with all required attachments and a CD with the proposal in a PDF format. The proposal shall be submitted in a sealed envelope and clearly marked with the following information: (a) the phrase "South Park Community Center Proposal, (b) the date and time specified for receipt of proposals; and (c) the name and address of the proposer.

The proposal shall contain the following information and attachments:

- **Cover Letter:** Identify the proposer's name, mailing address, telephone number and contact person(s). The letter must be signed by the proposer, and should be limited to one (1) page. Consortiums, joint ventures or teams submitting proposals will not be considered to be responsive unless it is established that all contractual responsibility shall rest solely with one firm or one legal entity, which shall not be a subsidiary or affiliate with limited resources. Indicate the entity responsible for execution on behalf of the team.
- **Organizational Information:** Provide a statement of the proposer's corporate status and background, including but not necessarily limited to the following: Legal status; organizational structure; current list of owners, officers and principals; management philosophy; brief history; type(s) of business conducted; business locations and facilities; customer base; and ability to obtain the required insurance. For teams include this information for all members, and clearly state which firm will be the contracting firm with the District.
- **References:** List any similar projects including experience with recreation facilities, work with municipalities similar to South Park Recreation District, experience in Colorado mountain towns, that have been performed by the proposing firm(s). List also projects on which any teams have worked together

Provide the following information for each reference:

Client Name: \_\_\_\_\_

\_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_ Project Dates: \_\_\_\_\_

\_\_\_\_\_

Project Description \_\_\_\_\_

\_\_\_\_\_ Original Project Budget: \_\_\_\_\_

Final Project Cost: \_\_\_\_\_

Explanation of variation from original budget to final project cost: \_\_\_\_\_

- **Project Team & Project Organizational Structure:** Describe the qualifications, experience, and availability of the proposer's candidates for project team. Proposers are advised that failure to provide the individuals indicated in the proposal may constitute cause for cancellation of contract

award or termination of any Agreement between the District and the proposer. Additionally, describe other key personnel who will contribute to the Project with appropriate expertise in recreational facility design and construction. Such descriptions shall include, but not necessarily be limited to name and job title, years of experience, qualifications, expertise, hourly billable rate and availability. Include resumes as available.

- **Project Approach:** Describe the approach that the proposer would take in designing and building the project to meet the District's needs. Project approach should be concise. Design processes and elements should be detailed in this section of the proposal. Any other creative or innovative ideas should be detailed in this section. It is anticipated and expected that the D/B T selected will meet the projected schedule, completing the project on time and within the budget designated including the fees proposed, and will provide all design and construction services in conformance with general standards for design/build projects. The D/B T will also be responsible for assistance during initial building startup and for any warranty work needed during a **one-year warranty period**.
- **Project Schedule:** Provide a schedule that identifies milestones, meeting dates, review periods, and delivery/completion of documents/tasks. The District intends to award the Phase One design in December of 2017. Pending voter approval, authorization of Phase 2 is expected in May 2018. This is an aggressive schedule and we are looking for detailed timelines from each proposer. The project schedule should be organized to include all tasks necessary including programming, schematic design, design development, construction drawings, permitting and bidding, and construction administration.
- **Fee Schedule:** Proposal shall include a fee schedule for both design services and construction. Provide a complete line item budget for the work completed within each phase. Each proposer shall certify that its price proposal shall remain valid for a period of at least one hundred and twenty (120) days. In the event that a contract award by the District is delayed beyond the 120-day period, such award shall be conditioned upon the proposer's acceptance.
- **Financial Information:** Provide a statement of the proposer's financial condition relative to the performance of this Project, specifically addressing ability to finance and maintain cash flow during the Project. Include an audited financial statement prepared by a certified public accountant, consisting of balance sheet, income statement, applicable notes and disclosures, and statement of changes in financial position, of the proposer's firm covering the past three (3) fiscal years (or since commencement of operations, if less than three years), and an audited financial statement of any sub-consultant(s) proposed to perform twenty percent (20%) or more



of the Project work, covering the past two (2) fiscal years. The most recent year's financial statements must include either an Auditor's Report Letter or an Accountant's Review Letter.

In the event the proposer intends to borrow any funds to finance any portion of the work pertaining to this Project, a letter of intent from the bank or other lending agency must be attached, indicating the minimum amount which will be loaned and the applicable percentage rate of interest to be charged. The letter of intent may contain the qualification that the loan will only be consummated upon award of a contract by the District.

In lieu of the detailed financial statement described above, a statement that indicates your company's financial health and stability to cover the project will be accepted. More detail, as described above, will be required upon selection.

Financial information submitted to establish the financial capability, price proposal, overhead rates, and other aspects of the proposer's fiscal condition shall be handled as confidential data and utilized on a "need-to-know" basis for proposal evaluation. The District shall make all reasonable efforts to avoid disclosure to parties unrelated to the proposal evaluation process.

- **Statement of Insurance:** The proposer must provide the minimum insurance coverage levels specified below and give evidence of same with copies of certificate(s) of insurance or letter(s) of intent to provide insurance from competent provider(s) doing business in the State of Colorado with an "A" rating as shown in the most recent edition of "Best's Insurance Reports."
  - General Liability \$1,000,000 per occurrence and \$2,000,000 aggregate.
  - Workers Compensation Insurance per Colorado Revised Statutes.
  - Comprehensive Automobile Liability \$500,000 per occurrence.
  
- **Attachment A:** Acknowledgment of Receipt of RFP Packet and Addenda: This form must be completed and signed by the proposer, and attached to the proposal. The form is attached to this RFP.

Any proposal not submitted in this format shall be deemed to be non-responsive and shall not be considered further by the District. The signer of the proposal must declare that the only person(s), company or parties interested in the contract as principals are named herein; that it is, in all

respects, fair and in good faith without collusion or fraud; and that the signer of the proposal has the authority to bind the principal firm.

## Selection Process

Each responsive proposal received by the District shall be evaluated in a consistent manner as described in this subsection. A responsive proposal is one, which complies with all material aspects of the solicitation, both as to the method and timeliness of submission, and as to the substance of any resulting contract. Prospective proposers are advised to submit all required forms, attachments, insurance certificates, and other information as requested in the RFP. The District, at its discretion, intends to identify up to three (3) proposers who are considered to be best qualified to perform the work required by the District.

An evaluation committee will review all responsive proposals. Proposals will be evaluated on the completeness, ideas, process, qualifications, experience, schedule and price. Firm or teams invited to interview must bring to the interview the Project Manager and Lead Engineer, who the District would be working with during the project.

At the District's option, the best qualified firms or teams will be invited to participate in oral interviews with the evaluation committee for the purpose of clarifying and confirming offerings and assertions made in the proposals.

The District reserves the right to delay making an award as necessary to permit proper study and analysis of all proposals received, to split award on proposals, to reject any or all proposals received, and to make a pre-award survey to determine the capability of any or all proposers.

The District reserves the right to reject any or all proposals if it believes there is a sound documented business reason for doing so, and to negotiate matters of Consultant performance, project schedule and other issues not directly related to the proposal price submitted prior to awarding a contract. The District reserves the right to cancel the procurement process at any time during the evaluation process if it appears that the proposals received are not suitable for any reason whatsoever.

## Pre-proposal Conference

A mandatory pre-proposal conference will be at the South Park Recreation Center on November 17<sup>th</sup> beginning at 11:00 a.m. MST, for the purpose of reviewing the project and responding to questions or clarification regarding the contents of this RFP. A site visit will follow immediately.

## Inquiries

Any and all proposers may make inquiries in writing (via email only) to District at any time prior to November 21<sup>st</sup> 2017 at 8 p.m. All clarifications given to any prospective proposer shall be similarly furnished to all prospective proposers in summary form as an addendum to this RFP if the lack of such information could reasonably be considered prejudicial towards uninformed proposers. No technical assistance shall be given by the District to any proposer in preparation of its proposal. Only questions submitted in writing and addressed in writing by the District may be considered to be part of this process.

Written inquiries shall be directed, by email, to:

Angela Kanack SPPRD Board President;

angela.kanack.ak@gmail.com

The District shall provide a copy of its written response to any inquiries received to all proposers made known to the District by November 27<sup>th</sup> 2017 by noon.

## Addenda

Any or all changes, additions, or clarifications in connection with this RFP shall be issued by the District in the form of written addenda. Each proposer must sign the "Acknowledgment of Receipt of RFP Addenda" form (Attachment A) and submit the executed form with its proposal. Oral comments, responses and/or representations shall not be binding upon the District.

## Consideration of Proposals

The District reserves all rights to investigate the qualifications of any and all individuals and firms under consideration, to perform a financial audit of one or more firms, to confirm any part of the information furnished in a proposal, and to require further evidence of managerial, financial or professional capabilities which are considered necessary for the successful performance of work described in this RFP. The District reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.

## Disclosure of Proposal Contents

All proposals and supporting documents, except such information that discloses proprietary or financial information submitted in response to qualification statements, becomes public information held in custody of the District after the proposal submittal date given in this RFP. The District assumes no liability for the use or disclosure of technical or cost data submitted by any proposer.

Nevertheless, if a proposal contains information that the respondent does not want disclosed to the public, or used for any purpose other than the evaluation of this offer, all such information must be indicated in the Cover Letter with the following or similar statement:

"The information contained on pages \_\_\_\_\_ shall not be duplicated, used in whole or in part for any purpose other than to evaluate the proposal provided; that if a contract is awarded to this firm as a result of the submission of such information, the District shall have the right to duplicate, use or disclose this information to the extent provided in the contract. This restriction does not limit the District's right to use the information contained herein if obtained from another source."

All such nondisclosure items specified in the proposal shall be subject to disclosure as provided in Part 2 of Article 72 of Title 24, C.R.S. ("The Colorado Public Records Act") or as otherwise provided by law

## Original Proposal

The successful proposal must be an original work product of the submitting individual, firm or team. Copying, paraphrasing, or otherwise using significant portions of the work product of another organization when presenting a proposal to the District shall not be permitted. Failure to adhere to this instruction may result in the rejection of the proposal.

## Investigation of Conditions

All proposers are encouraged to review this RFP carefully and to investigate all conditions involved in the execution of work. The selected firm shall not be allowed additional compensation for items on which it has failed to inform itself prior to the opening of proposals.

### Withdrawal of Proposal

Prior to the due date indicated in the RFP packet, any proposer may withdraw its proposal submitted to the District by written, telegraphic, or fax notification, or in person by a firm principal or authorized representative, provided his/her identity is made known and a receipt is signed for the return of the proposal. Regardless of form, such notice must be in written form and received by the District prior to the hour and date specified for receipt of proposals. After proposals are opened as prescribed herein, no proposal may be withdrawn for a period of one hundred and twenty (120) calendar days. Negligence on the part of a proposer in preparing its proposal shall not confer a right of withdrawal after the date proposals are received by the District.

## Single Proposal Response

In the event that only one (1) proposal is received in response to this RFP, the District may require assistance from the single responsive and responsible proposer in the preparation of a proposal price analysis in order to determine whether the single proposal received by the District is fair and reasonable.

## Conflicts and Inconsistencies

In the event of a conflict or inconsistency between any of the RFP and attachments, including drawings, specifications, and the Sample Agreement or Appendix thereto, the District shall resolve such conflict or inconsistency and provide written notice of the single interpretation to all known proposers by written addendum.

## Contract Award

The District maintains the right, but shall be under no obligation, to award a contract to the responsive and responsible proposer whose offer is deemed by the District to be most

advantageous to the District as determined by capability, qualifications and other factors set forth herein.

## News Releases

Written approval by the District is required prior to any public disclosure regarding this RFP or any subsequent awards.

## Cost of Proposal Preparation

The District shall not be liable for any costs or expenses incurred for preparation of proposals submitted in response to this RFP or for any other cost incurred prior to issuance of a formal Notice to Proceed. Proposers shall not include such expenses as part of the price proposed. The District shall be held harmless and free from any and all liability, claims or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

## Omission of Details

No advantages shall be taken by any proposer as a result of the omission of any parts or details which are necessary for the provision of detailed design and engineering services even though such details may not be mentioned in this RFP.

## SECTION IV: SCOPE OF SERVICES

### Scope of Work

#### **Phase One**

##### **Programming/Site Opportunities and Constraints/Project Goals–**

The project goals will be defined and clearly articulated. Site opportunities and constraints should be identified. Space allocation and preliminary layouts shall be provided for buildings, storage, parking, site amenities, landscaping, etc. This Phase should be based on the conceptual drawings provided by the District. A preliminary Budgetary Cost Estimate (BCE) should be prepared at this stage, which will, along with the design fee, construction fees and other fees, become the basis for a Guaranteed Maximum Price (GMP) for the project.

### Schematic Design–

This phase will expand on the Programming Phase with the development of more detailed sketches, drawings and preliminary treatment options. The Schematic Design Phase will fit the programming into the site with sufficient detail to show that the design meets the project goals and can comply with applicable codes. More detailed floor plans and elevations, along with a more detailed site plan should be developed at this stage. An updated opinion of cost will be provided at this time. Some form of a public open house will be scheduled at this stage to provide an update to Public, and a presentation of the plans to District will be scheduled at this level.

#### **Phase Two (Upon voter approval and funding)**

**Design Development/Entitlements** – This phase will refine the design details including general materials, specifications, and finishes. This phase will also include ensuring that the design meets applicable codes. An updated opinion of cost should be provided in this phase. The proposer will be required to attend Planning Commission/Town Council meetings as necessary to obtain final site approval.

**Construction Documents** – This phase will include the preparation of the construction and permitting plans/documents that will be used for building permit application. These documents will govern the construction phase of the project.

**Construction Administration** – The proposer will provide a cost for review of submittals, substitution requests, construction inspection at critical points, and advice to the District on issues that arise during construction.

**Construction** – The proposer will then construct the project. This phase shall include obtaining all permits necessary for the project. The District will pay for all permit fees. Construction is to commence in June 2018.

The contract with the successful bidder will specify that notice to proceed with each phase of the design and construction will be at the discretion of the parties.

## Schedule of Deliverables

The proposer will submit the following deliverables, perform the following activities and produce the following specified work product.

1. Programming Report addressing the scope of work as described above.
2. Schematic Design Plan as described above.
3. Design Development Plan as described above.
4. Construction Documents as described above.



# SECTION V: SUBMITTAL FORMS

## PROPOSAL SUBMITTAL CHECKLIST

This form must be completed and returned with the proposal submittal.

	<b>Proposer's Initials</b>	<b>District Initials</b>
Signed Cover Letter		
Organizational Information		
References		
Project Management and Personnel		
Project Approach		
Project Schedule		
Fee Schedule		
Financial Information		
Statement of Insurance		
Attachment A - Acknowledgment of Receipt of RFP Packet and Addenda		

Signature of Proposer: \_\_\_\_\_

Company: \_\_\_\_\_

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

**ATTACHMENT A**

**ACKNOWLEDGMENT OF RECEIPT  
OF ADDENDA**

The undersigned hereby acknowledges receipt of the District Request for Proposals (RFP) addenda issued during the procurement process.

Addendum#1: \_\_\_\_\_ dated \_\_\_\_\_

Addendum#2: \_\_\_\_\_ dated \_\_\_\_\_

Addendum#3: \_\_\_\_\_ dated \_\_\_\_\_

Failure to acknowledge receipt of all addenda may cause the proposal to be considered non-responsive to this solicitation.

Name of Proposer: \_\_\_\_\_

Signature of Proposer: \_\_\_\_\_

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