

# REQUEST FOR PROPOSALS

**Design, Building, Project Management and Owner's Representation Services**

*FOR THE:*

## **780 Little Beaver Trail Employee Housing Renovation Project**



**Issue Date: January 24, 2022**

**Issued by the Summit County Transit Department  
(Summit Stage)**

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## PART 1 – GENERAL

### I. Purpose

Summit County is soliciting proposals from experienced consultant teams to provide architectural and engineering design services as well as building, project management and owner's representation services to renovate the Employee Housing Property at 780 Little Beaver Trail in Dillon Colorado in accordance with the guidance provided in this Request for Proposals. It is envisioned that this employee housing property will house the maximum number of occupants in private, fully-functional, one-bedroom units complete with kitchens, private bathrooms, storage for recreational gear and designated outdoor parking spaces. One additional bedroom will adjoin optionally to at least two other one-bedroom units allowing for modularity in an otherwise pure, single-bedroom unit facility. It is envisioned that a successful consultant team will include architectural/engineering specialists, planning specialists and project management specialists, cost estimating specialists with demonstrated experience in designing and building public facilities and housing facilities. The property is not intended to be routinely accessed by the public. Nor is it intended to have businesses operating on site. However, public transit routes, a public bus stop and bicycle/pedestrian access is anticipated.

Summit County (Summit Stage) shall use local funds generated by sales taxes to complete this employee housing renovation project as more fully described below. The project will support the goals of the Summit County Commission and the Summit County Transit Advisory Board to reduce greenhouse gases, provide quality, dependable mass transit services and mitigate the local, workforce housing shortage.

### II. Scope of Services

The services will consist of preliminary and final design documents including the preparation of the plan documents needed to obtain application approval, building and grading permits, and detailed construction documents for all phases of the project. The services will also consist of project management and owner's representative services which include cost estimation and bid/selection management throughout the entire project.

All buildings will need to be designed to follow local development codes and related building codes. Particular emphasis should be placed on innovative, sustainable and cost effective design and construction methods that demonstrate environmental soundness, neighborhood compatibility and access to all current and future modes of transportation. The County desires 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; however we do not intend to actually pursue the award of the LEED designation due to the costs of commissioning and certification.

The consultant team will be required to provide convenient, comfortable and safe accommodations for current residents of the property during major construction activities that would substantially affect the quiet enjoyment of the property.

#### A. General Project Description

The County purchased 780 Little Beaver Trail in August of 2021. The intent of this purchase was to add units to existing workforce housing in the area and bolster Summit Stage's ability to offer housing to new and existing, long-term employees. Currently, the property consists of two adjoining buildings and four units ranging from two to four bedrooms with three full kitchens, five bathrooms, two hydronic heat boilers and two water heaters.

The next planned step is to renovate the property and reconfigure it to maximize the number of one bedroom units. Accordingly, it is recommended that all proposers focus their efforts on providing a cost-effective, environmentally sustainable, efficient and convenient solutions that will provide a quality living experience and access to multiple modes of transportation to employees for the next several decades. It is anticipated that the consultant team will utilize a "Design-Bid-Build" process, in which construction documents will be published for a competitive bid prior to selecting contractors to provide the necessary services. The consultant team will be responsible for the quality and timeliness of work from all contractors as well as the accounts payable, accounts receivable and budget adherence functions of the project.

This project has been approved for funding using the Summit County Transit Fund. Project oversight will be provided by the Transit Department, the County Manager's Office and the Public Works Project Management Team.

## **B. Project Requirements**

### General Requirements

- The consultant team will be expected to provide a full range of architectural, engineering, cost estimating, accounts payable, accounts receivable, budget monitoring/adherence and building services and accept project management, work quality and timeliness responsibilities at all levels. The services shown below are not to be considered the final scope of work. The final scope of work will be determined between the selected consultant and the County.
- All work shall be completed using the latest design and construction standards, guidelines, practices, and procedures.

### Architectural Design and Engineering

- At all levels of design, the consultant team will be required to provide detailed design plans and cost estimation for all components of the project. A status set of plans will be kept available to the County for review as the consultant team prepares submittals to the appropriate agencies, utility companies, and affected property owners.
- 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 consultant team will coordinate the identification of rights-of-ways and easements, if applicable, and complete the preparation of right-of-way/easement exhibits and plans as required by local governance.
- The consultant team will be responsible for preparing documents in accordance with the requirements of the current federal and state environmental regulations including the National Environmental Policy Act of 1969 (NEPA) if needed during the project.
- An initial site assessment will be conducted by the consultant to determine if any hazardous materials may exist in the project area.
- During construction, if one acre or more of earth disturbance is anticipated a CDPS permit may be required. A Storm Water Management Plan (SWMP) may be required. The consultant team will be responsible for keeping the project in compliance with the CDPS.
- If geotechnical investigation services are required for the design of this project, they will be provided by the consultant. If necessary, 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 inform and guide the accounts receivable and accounts payable functions as well as the billing which will be submitted monthly to Summit County.
- A preliminary drainage report may be required 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 if required.
- At the completion of the preliminary design phase, the consultant team shall provide the County with plans, related specifications and an engineer's estimate. The plans/specifications should be approximately 50% complete. The consulting team, once approved by Summit County, will move expediently to each of the next project phases as determined by the final, negotiated scope of work.

### Construction Administration and Project Management

- The consultant team will be expected to provide construction administration and project management services including submittal review, documentation, continuous full time field inspections for the project and bid, selection and contractor management.
- The consultant team may also be required to produce "as constructed" drawings at the completion of the project. Final drawings shall also be submitted in PDF format. All material submitted at the completion of the project shall become property of Summit County.

- The consultant team acting as owner’s representative, throughout the duration of the construction, must also keep monthly progress reports, daily logs, and all other documentation as required by local and state agencies.

**C. Procurement and Project Schedule (Anticipated)**

- |   |                             |
|---|-----------------------------|
| • RFQ Advertisement Issued  | January 24, 2022            |
| • Pre-proposal Meeting  | February 7, 2022 (1:30 PM)  |
| • Deadline for Questions  | February 14, 2022 (5:00 PM) |
| • Responses to Questions Posted on Website  | February 16, 2022 (5:00 PM) |
| • Proposals Due Via Email to <a href="mailto:chris.lubbers@summitcountyco.gov">chris.lubbers@summitcountyco.gov</a> | February 28, 2022 (4:00 PM) |
| -----   |                             |
| • Consultant Interviews   | Week of March 7, 2022       |
| • Contract Negotiations/Award   | March 14, 2022              |

A pre-proposal meeting will be held on **February 7, 2022 (1:30 PM)** online using the following instructions and link:

Topic: 780 Little Beaver Trail Employee Housing Renovation Project  
 Time: Feb 7, 2022 01:30 PM Mountain Time (US and Canada)

Join Zoom Meeting  
<https://summitcountyco-gov.zoom.us/j/3785199300>

Meeting ID: 378 519 9300

This meeting will be the best time for respondents to ask questions pertaining to this project. Questions can also be sent via email to: Chris Lubbers, [chris.lubbers@summitcountyco.gov](mailto:chris.lubbers@summitcountyco.gov)

### III. Instructions to Respondents

#### A. Submittal Requirements

Qualified consultant teams interested in performing the work described in this request for proposals should submit the following information to Summit County (Summit Stage) in any order they choose.

1. Qualifications of your firm and staff proposed to perform the work on this project.
2. A list of similar projects completed in the last five years.
3. A list of critical issues that the firm considers to be of importance for the project.
4. A proposed scope of work and project schedule for the proposed design and management of the project, and an estimate of the number of hours required to complete each project task. Upon award, the scope of work will be revised with Summit Stage staff to formulate the final scope of work for the project.
5. References from at least three other projects with similar requirements that have been completed within the past five years and that have involved the staff proposed to work on this project. As part of the reference check process, Summit Stage may choose to visit one or more of the listed projects and/or request a copy of the plans and documentation completed.
6. A sample plan and profile sheet(s) of a similar project should be included in each submittal. Examples should be formatted no smaller than 8.5"x11" and no larger than 11"x17".
7. Detail any experience your firm has with facility and housing design.
8. Firm's willingness to enter into the Summit County Standard Contract Agreement included as part of the Request for Proposals.
9. Limit the total length of your proposal to a maximum of 20 pages excluding covers.
10. Submit your proposal in PDF format via email to [chris.lubbers@summitcountyco.gov](mailto:chris.lubbers@summitcountyco.gov)
11. The Request for Proposals is available electronically at [www.summitcountyco.gov](http://www.summitcountyco.gov)
12. Proposals must be sent via email no later than the date and time stated in Section C: Procurement and Project Schedule.
13. Summit Stage and Summit County reserve 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 Summit Stage and Summit County to do so. Further, Summit Stage and Summit County expressly reserve the right to accept a proposal that in their sole determination, best meets their needs regardless of whether the proposal accepted is the lowest price proposal received. The total cost of preparation and submission shall be borne by the respondent. 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 Stage and Summit County 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:

Chris Lubbers – Transit Director  
Summit Stage  
Telephone: 970-668-4161

## PART 2 – SELECTION PROCESS

### IV. Selection Criteria and Method

The Summit County Purchasing Policy process prescribes the consultant team selection criteria and method. This document is available by contacting the Summit County Finance Department at 970-453-3434. A selection committee may include representatives from the County Manager, Public Works, Finance or Transit Departments.

#### 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?

### Reference evaluation (Top Ranked Firm)

The County 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 was performed, 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 effectively?

**PART 3 – PROFESSIONAL SERVICES AGREEMENT**

**V. Terms and Conditions**

The successful consultant team, 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 (Sample of Standard Contract)**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between Summit County, Colorado, whose address is PO Box 68, Breckenridge, Colorado 80424, hereinafter referred to as County, and \_\_\_\_\_ whose address is \_\_\_\_\_, hereinafter referred to as "Contractor".

WITNESSETH:

WHEREAS, the County is in need of hiring an independent contract professional to perform the following "Professional Services:" the professional services listed in the Scope of Services attached hereto as ordered by the County and

WHEREAS, the Contractor has the time available and is willing to perform the Professional Services, according to the terms of this Agreement.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties hereto agree as follows:

1. TERM: The term of this Agreement shall be from \_\_\_\_\_, through and until \_\_\_\_\_.
2. SERVICES PROVIDED BY CONTRACTOR: Contractor agrees to perform the Professional Services for the compensation provided below and as attached in the Scope of Work.  
  
COMPENSATION: County agrees to pay Contractor for all service performed hereunder as follows: the Professional Services shall be provided at the rates set forth in the Scope of Work and shall not exceed the maximum compensation of \$ \_\_\_\_\_  
  
Invoices will be submitted by the Contractor monthly for services performed and expenses incurred pursuant to this Agreement during the prior month. All compensation amounts payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available.
3. INDEPENDENT CONTRACTOR: Contractor agrees that he or she is an independent contractor and will not become an employee of the County, nor is he or she entitled to any employee benefits from the County as a result of the execution of this Agreement.



4. INDEMNIFICATION, DESIGN AND INSURANCE: Contractor shall indemnify the County and CDOT, its officers and employees, against liability for injury or damage caused by any negligent act or omission by Contractor in the performance of this Agreement and shall hold the County harmless from any loss occasioned as a result of the performance of this Agreement. Contractor shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all services rendered by Contractor and shall, without additional compensation, promptly remedy and correct any errors, omissions, or other deficiencies. Contractor shall maintain commercial general liability insurance in the amount of \$500,000 combined single limits and errors and omissions insurance in the amount of \$1,000,000.
5. NON-ASSIGNMENT: Contractor may not assign or transfer this Agreement, any interest therein or claim there under, without the prior written approval of the County.
6. ACCESS TO RECORDS: County shall have access to Contractor's financial records for the purposes of audit. Such records shall be complete and available for audit 90 days after final payment hereunder and shall be retained and available for audit purposes for at least five years after final payment hereunder.
7. TERMINATION: Either party may terminate this Agreement at any time by providing the other party with a 10-day written notice thereof. Furthermore, this Agreement may be terminated at any time without notice upon a material breach of the terms of the Agreement.
8. TIME OF THE ESSENCE: Time is of the essence in each and all provisions of this Agreement.
9. ENTIRE AGREEMENT/MODIFICATIONS: This Agreement constitutes the entire understanding between the parties with respect to the promises and covenants made therein. No modification of the terms of this Agreement shall be valid unless made in writing and agreed to by both parties.
10. NON-APPROPRIATION: No portion of this Agreement shall be deemed to create an obligation on the part of County to expend funds not otherwise appropriated in each succeeding year.
11. WAIVER OF IMMUNITIES/THIRD PARTY LIABILITY: No portion of this Agreement shall be deemed to constitute a waiver of any immunities of County or its officers or employees may possess, nor shall any portion of this Agreement be deemed to have created a duty of care with respect to any persons other than County and not a party to this Agreement.
12. COUNTY REPRESENTATIVE: County will designate, prior to commencement of work, its project representative ("County Representative") who shall make, within the scope of his or her authority, all necessary and proper decisions with reference to the project. All requests for contract interpretations, change orders, and other clarification or instruction shall be directed to County Representative.
13. MONTHLY REPORT: Commencing thirty (30) days after the date of execution of this Agreement and every thirty (30) days thereafter, Contractor is required to provide the County with a written report of the status of the work with respect to the Scope of Services, Work Schedule, and other material information. Failure to provide any required monthly report may, at the option of the County, suspend the processing of any partial payment request.
14. ACCEPTANCE NOT WAIVER: County's approval of drawings, designs, plans, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve Contractor of responsibility for the quality or technical accuracy of the work. County's approval or acceptance of, or payment for, any of the services shall not be construed to operate as a waiver of any rights or benefits provided to County under this Agreement.

15. OTHER REQUIREMENTS: The design work under this contract shall be compatible with the requirements of a separate contract between the Local Agency and the State (which is incorporated herein by this reference) for the design/construction of the project. The State is an intended third party beneficiary of this contract for that purpose.
16. Upon advertisement of the project work for construction, the consultant shall make available services as requested by the State to assist the State in the evaluation of construction and the resolution of construction problems that may arise during the construction of the project.

The Contractor shall review the construction contractor's shop drawings for conformance with the contract documents and compliance with the provisions of the State's publication, "Standard Specifications for Road and Bridge Construction", in connection with this work.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
SUMMIT COUNTY, COLORADO

By: \_\_\_\_\_  
Clerk to the Board

By: \_\_\_\_\_  
County Manager

CONTRACTOR:

By: \_\_\_\_\_ Name: \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Title

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

WITNESS my hand and official seal.