

CITY OF WRAY, COLORADO



REQUEST FOR STATEMENT OF QUALIFICATIONS AND PROPOSALS FOR CITY
HALL AND CIVIC CENTER ARCHITECTURAL AND ENGINEERING SERVICES
RFP No. 115-2022

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I. INTRODUCTION

The City of Wray, Colorado (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 Wray City Hall & Civic Center.

Submitted proposals should include all of the following requirements listed within this Request for Proposals (RFP). Consultants are encouraged to submit proposals within the scope of their expertise. All services are to be performed by persons appropriately licensed and registered under 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 \$200,000. The maximum amount budgeted for architectural and engineering services is \$400,000.

The project includes the design of a new City Hall and Civic Center for the City of Wray.

II. BACKGROUND

In 2015, the City of Wray identified the existing City Complex as a priority for improvement and/or replacement. The unique round shape of the building, heating and cooling issues, energy inefficiency, flat rooftop, and aging structure lead the City to begin to explore building a new facility. In 2016 the city began discussing community needs and concepts for a new facility. In 2018, the city entered into a Memorandum of Understanding (MOU) with DOLA and the University of Colorado Denver, Colorado Center for Community Development to provide technical assistance in the development of conceptual designs and community prioritization of needs.

The outcome of the University Technical Assistance (UTA) process led to the development of three conceptual designs of a 19,045-sf facility. The conceptual design includes 9,875 sf of City Hall offices, conference room, vault, storage, and flexible work space; a 9,170-sf community civic center with catering kitchen and public restrooms.

This project scope will consider and utilize the conceptual designs from the UTA program to create final design, structural engineering, and construction documents that will be utilized for a future construction phase.

III. BID RECIPIENT

Submittals will be accepted no later than **2:00PM (local time), August 24, 2022**, to:

CITY OF WRAY
ATTN: JAMES DEPUE, CITY MANAGER
245 W 4TH STREET
P.O. BOX 35
WRAY, CO 80758
(or)
JDEPUE@CITYOFWRAY.ORG
970-332-4431

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents. For additional details or to answer applicable questions, please contact City Manager James DePue at (970) 332-4431.

IV. BIDDER'S ACKNOWLEDGEMENT

Bidder accepts all of the terms and conditions of the Instructions to Bidders. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

V. BIDDER'S CERTIFICATION

Bidder certifies that:

- A. This 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. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding;
and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:
 1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process;

2. “fraudulent practice” means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
3. “collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
4. “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

VI. SCOPE OF WORK

The purpose of this RFP is to solicit a contract with an A/E firm to provide Architectural and Engineering services necessary to complete the project. General Scope of Services includes but is not limited to the following:

- A. **Programming/Conceptual Design:** Assist the city in the development of a city hall and civic center that meets the needs of the city and community. Develop a basic site plan, building footprint/floor plan and exterior design concept format.
- B. **Schematic Design:** This scope will consist of drawings, outline specifications and other documents illustrating the scale and relationship of Project components. Schematic Design (SD) SD documents shall be prepared to prepare an opinion of probable cost of construction. Schematic Design (SD) shall consist of a basic site plan, scope description, and a building footprint/floor plan including square feet, outline specifications and exterior design concept. A/E team shall provide an estimate of the cost of construction upon SD delivery. A/E shall also assist in developing goals and priorities for the project. A/E shall present schematic drawings, including plans, elevations and other sketches as necessary to adequately convey the scope and design intent of the project for review by all parties, plan on coordinating with the City and present information and ideas at staff/council/community meetings.
- C. **Design Development:** The phase will consist of drawings, outline specifications, and other documents to fix and describe the size and character of the entire Project as to site (including civil and landscaping if required), architectural, structural, acoustical, interior design, mechanical, and electrical/low voltage systems, materials, and such other elements as may be appropriate. A/E will assist the city with the evaluation of furnishings and equipment, provide recommendations and provide proposed layout.
- D. The City of Wray is seeking an A/E project team that will be committed to a collaborative, transparent design process, incorporating city and community input. The A/E team shall be prepared to coordinate with the City of Wray staff and city council on

a regular basis as well as attend occasional council meetings, community meetings and other city events after normal business hours to provide updates.

- E. The City's priorities will continue to be refined as the design process begins.
- F. The consultant shall provide optional costs estimates for construction bidding advertisement, review, and award (Bidding process), construction management services and reporting.
- G. Design Development documents shall be provided to the City of Wray. Design Development Documents shall be developed in sequence replicating the proposed Bidding Packages. Based on the approved schematic design and adjustments authorized by the City, the A/E shall prepare Design Development drawings and/or preliminary specifications as appropriate for all project areas. These drawings and specifications shall describe the design intent and shall be suitable for preliminary pricing.
- H. A final color and material presentation will be prepared for city's approval. Presentation shall consist of color boards, drawings and professional renderings sufficient to convey the overall design intent.
- I. **Construction Documents:** This phase consists of drawings and specifications setting forth in detail the requirements for the construction of the Project. These shall include 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. A/E team shall provide all drawings, documents and specifications necessary for construction of all areas of work.
- J. The A/E firm shall provide the following disciplines (at a minimum) either with in-house professionals or sub-consultants if applicable.
 - 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
- K. The following professional services are required for the project:
 - a. Cost estimating (total project, sub-projects, and contingency);
 - b. Complete development of full set of design documents including construction details;
 - c. Serve as the City of Wray's Design Team Representation and liaison for all required engineering trades;

- d. Prepare a complete set of project specifications for construction phase bidding;
- e. Proposers should be prepared to begin Design Team services defined by this RFP no later than October 3rd.

VII. CONTENTS OF PROPOSAL

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

1. Provide the name, address, and daytime telephone number for the individual authorized to enter into a contract with the City. Specify the name of the project supervisor if different.
2. Statement of Qualifications; include similarly completed projects and up to three references.
3. For each scope of work outlined above, describe the level of work to be performed.
4. The team of people who would execute the work, with descriptions of the experiences and skill so each and his/her role in the consultants' firm and in the team. Key personnel to serve as the official point of contact for any contractual relationship.
5. Names, addresses, and descriptions of key subcontractors which your firm would employ and a description of their relevant experience and past performance.
6. For any subcontractors identified in the proposal, the City of Wray must know if work is being done outside of the consultant's firm. The City reserves the right to approve all subcontractors that were approved of during the RFP process. Denial of a subcontractor by the city will NOT absolve the consultant from completing the work for the contracted price.
7. A schedule for the work, including the range of start dates to which your firm is prepared to commit and anticipated completion dates. This schedule should work within the timeframes outlined within this RFP. Any conflict in the two should be explained.
8. Rate Schedule: provide projected hours and estimated costs. The cost shall be identified as an hourly cost with a not to exceed amount identified. All miscellaneous costs shall be included in this amount. **Please put the not to exceed fee documentation in a separate sealed envelope and include it with your proposal. Mark the envelope "FEE".**
9. Provide a written statement detailing the reporting responsibilities of the selected professional or qualified firm versus the reporting responsibilities of the City of Wray.
10. Proof of Insurance. Aggregate limit of \$2,000,000 and Each Occurrence of \$1,000,000.

VIII. TIME OF COMPLETION AND PRELIMINARY SCHEDULE

A. Preliminary Project Schedule is as follows:

June 29, 2022:	First Publication of RFP Notice
August 24, 2022:	Proposals Due to the City of Wray by 2:00PM
September 13, 2022:	Project Presentations/Interviews/Review of Proposals by the Wray City Council and Possible Award
October 12, 2022	Work May Begin (Subject to City Approval)
July 31, 2023:	Final plans are completed and presented to City

IX. 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

X. 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 James DePue, 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 James DePue 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.

XI. TERMS AND CONDITIONS

1. Proposers 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 the Request for Proposals.
3. The Contract/Purchase Order will be awarded to the responsible bidder whose submittal, conforming to the Request for Proposals, will be most advantageous to the City of Wray, price and other factors considered.
4. Any interpretation, correction or change of the RFP documents will be made by Addendum. Interpretations, corrections and changes of the RFP documents made in any other manner will not be binding, and proposer 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 Proposer shall be made available for public review, except for any items that the Proposer has requested, in writing, to remain confidential under applicable law.
8. The City of Wray reserves the right to withdraw the entire project or any Project Element(s) from award consideration if it is in the best interest of the City to do so.
9. The City of Wray reserves the right to reject any or all proposals, to waive any informalities or irregularities therein, and to negotiate other terms in the proposals.