

REQUEST FOR PROPOSALS FOR TOWN HALL ASSESSMENT

Town of Mt. Crested Butte, Colorado

Proposal Deadline: October 21, 2022, 5pm.

INTRODUCTION

I. Introduction

The Town of Mt. Crested Butte (Town) is soliciting proposals from qualified firms to assess the current building conditions for a potential renovation or replacement of the Mt. Crested Butte Town Hall (Town Hall). Town Hall is located at 911 Gothic Rd, Mt. Crested Butte, CO 81225. The purpose is to assess the condition of the existing buildings for a potential remodel to better serve the existing and future needs of the Town. The project scope includes two structures, an office building and a maintenance building. An asbestos assessment has already been completed for both buildings and found no contamination. The Town's primary objectives for the project are summarized below:

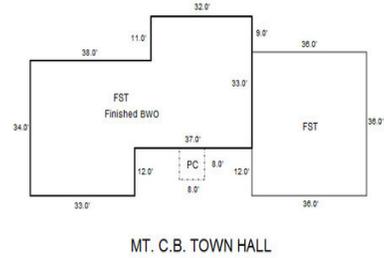
- A. Identify deficient building elements including but not limited to structural, mechanical, and foundation that are substandard or non-compliant with the 2015 IBC with a focus on health and safety.
- B. Identify environmental hazards including but not limited to pests, lead-based paint, and mold.
- C. Provide recommendations for repair or replacement of substandard building elements.

II. Project Description

The Town is exploring options for either renovation or replacement of Town Hall facilities to meet the current and future needs of the Town. Town offices are in Building 1 (see photo 1), constructed in 1979, with two levels, and is approximately 5,825 square feet. It includes office space for 23 employees on the second and first floors. The first floor has one private restroom with shower facilities, a kitchen, and mechanical room. The second floor has two public restroom facilities, the Police Department with a small kitchenette, and Council Chambers that is used for staff and public meetings.

Town maintenance facilities Building 2 (see photo 2) was built in the early eighties, is four levels, and is approximately 5,339 square feet. The basement level includes a workout space and mechanical rooms. The first level has two garage bays utilized by the Police, Maintenance, and Parks Departments. The third level has a small apartment that houses a Town employee, and the fourth level comprises two more garage bays utilized by the Police, Maintenance, and Parks Departments.

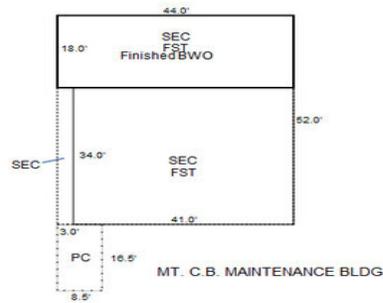
The future facilities should consider the current and long term needs and desires of the Town staff. Currently, the Police Department and the professional offices are accessed from the same entrance. The future facility should separate the Police Department from the general public services provided at Town Hall. The existing staff has outgrown Town Hall in its current configuration. Due to our small size, many of Town Staff are either department heads or project managers, so there is a need for individual private workspace to allow for focused work and virtual meetings, in addition to collaboration areas to allow for employees to congregated and workshop ideas without disrupting other employees.



MT. C.B. TOWN HALL

Sketch by Apex Medina™

Photo 1. Building 1



MT. C.B. MAINTENANCE BLDG

Sketch by Apex Medina™

Photo 2. Building 2

III. Scope of Work

The following sections describe the Scope of Work for the Building Assessment, Professional Estimate, and Architectural Services.

A. Building Assessment

1. Conduct an inspection and provide a report for both Town Hall structures. The inspection will include the following components:
 - a. Examine exterior of buildings. Examination shall include, but not be limited to, the building veneer, exterior paint, window assemblies.
 - b. Examine interior of buildings. Examination shall include, but not be limited to, paint, ceiling assemblies, window assemblies, wall assemblies and insulation.
 - c. Assessment of environmental hazards such as but not limited to water damage, mold, lead paint, and/or pests.
 - d. Structural assessment by a structural engineer licensed in the State of Colorado
 - e. Roof assessment
1. The following resources will be available for review by the selected party:
 - a. Asbestos Survey 2022
 - b. All existing prior building plans and studies will be made available to the selected applicant for review.
2. Visual/non-invasive inspections are expected to identify obvious defects and/or deficiencies based on observations and discussions with staff.
3. The scope of work may necessitate destructive or non-destructive methods to identify potential issues suspected but not readily visible.

B. Meetings

- i. The successful applicant would be expected to participate in regular project meetings and conduct interviews with Town staff and building users to obtain additional knowledge about the Town Hall facilities.

IV. Statement of Qualifications

Interested bidders shall digitally submit a Statement of Qualifications (SOQ)/Proposal. The SOQ/Proposal shall be organized and include the information below:

A. Project Specific Approach and Methodology

- i. Applicant shall describe its understanding of the project and the proposed technical and management approach. Applicants should expand on the scope of work if appropriate to accomplish the overall objectives of the project and provide suggestions which might enhance the results or usefulness of the Assessment(s).
- ii. Consultant shall also include a schedule of work.

B. Statement of Availability

- i. Applicant shall include a statement of the availability for the key personnel listed on the proposal to ensure timely completion of the project. This statement will include the anticipated notice to proceed date based on this availability.

C. References

- i. Applicant shall provide a list of three references for the firm and any subconsultants, including the names, addresses and telephone numbers of recent clients, preferably other public agencies for which applicant has done similar work. Include a list of specific projects associated with each reference, date work was performed, cost and key personnel involved.

D. Budget

- i. Applicant shall include a cost proposal that includes all labor costs, overhead costs, subconsultant costs, and an itemized list for direct expenses associated with completing the scope of work.

V. Evaluation Factors:

The Town reserves the right to reject any/or all proposals where the bidder has not met the minimum prerequisites of the RFP, who have previously failed to perform properly or complete contracts of a similar nature, and to reject a proposal of a bidder who is in the opinion of the Town, not in a position to perform the contract. Failure to provide any of the information requested in the RFP may result in the disqualification of the submittal.

The contract will be awarded based on the following factors. Each factor will be rated based on the merits of the proposal and under typical circumstances the contract will be awarded to the bidder receiving the highest number of points. The Town reserves the right to award the contract in the best interest of the Town regardless of score.

- A. Project Approach and Methodology, 60 points.
- B. Budget, 15 points.
- C. Experience and Qualifications, 15 points.
- D. Location, 10 points. The highest number of points will be allocated to a firm(s) located in Gunnison County.

VI. Schedule

The Town anticipates the project will follow the estimated schedule below. The applicant shall provide a project schedule based on the estimated deadlines below.

- A. Review and Ranking of Proposals: October 24, 2022
- B. Recommendation to Town Council and award of Contract: November 1, 2022
- C. Notice to Proceed: TBD
- D. Building Assessment Completion: TBD

VII. Format

- A. The proposal will include the following elements:
 - i. Cover letter with signature of authorized representative/principal of the organization
 - ii. Technical Qualifications
 - iii. Experience with similar projects
 - iv. Experience of key staff
 - v. Evidence of professional Engineering licensure in the State of Colorado
 - vi. Budget in accordance with Section X Scope of Services as applicable
 - vii. Proposed project schedule
- B. Format
 - i. Proposals will only be accepted in digital format.
 - ii. The proposal shall be no more than 6 double-sided pages, exclusive of references, evidence of license(s), page divider(s), and cover letter. The RFP does not have minimum number of pages.
 - iii. The proposal will use a minimum 11pt font.
- C. Submittal

- i. Proposals shall follow the format and content specified and must be **submitted by October 21, 2022 to toconnell@mtcb.colorado.gov**.

VII. Inquiries

Inquiries concerning this RFP should be directed to:
Carlos Velado, Community Development Director
Town of Mt. Crested Butte
cvelado@mtcb.colorado.gov
(970) 349-6632

VI. Insurance

The firm(s) selected (Contractor) shall obtain and maintain, and ensure that each Subcontractor shall obtain and maintain, insurance as specified in this section at all times during the term of this Contract. All insurance policies required by this Contract shall be issued by insurance companies as approved by the State.

- D. **Workers' Compensation:** Workers' compensation insurance as required by state statute, and employers' liability insurance covering all Contractor or Subcontractor employees acting within the course and scope of their employment.
- E. **General Liability:** Commercial general liability insurance covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:
 - i. \$1195,000 each occurrence;
 - ii. \$1,195,000 general aggregate;
 - iii. \$1,195,000 products and completed operations aggregate; and
- F. **Automobile Liability:** Automobile liability insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit of \$1,195,000 each accident combined single limit.
- G. **Additional Insured:** The Town shall be named as additional insured on all commercial general liability policies (leases and construction contracts require additional insured coverage for completed operations) required of Contractor and Subcontractors.
- H. **Primacy of Coverage:** Coverage required of Contractor and each Subcontractor shall be primary over any insurance or self-insurance program carried by Contractor or the Town.
- I. **Cancellation:** The above insurance policies shall include provisions preventing cancellation or non-renewal, except for cancellation based on nonpayment of premiums, without at least 30 days prior notice to Contractor and Contractor shall forward such notice to the Town in accordance with §14 within seven days of Contractor's receipt of such notice.
- J. **Subrogation Waiver:** All insurance policies secured or maintained by Contractor or its Subcontractors in relation to this Contract shall include clauses stating that each carrier shall waive all rights of recovery under subrogation or otherwise against Contractor or the Town, its agencies, institutions, organizations, officers, agents, employees, and volunteers.
- K. **Certificates:** Contractor shall provide to the State certificates evidencing Contractor's insurance coverage required in this Contract within seven Business Days following the

Effective Date. Contractor shall provide to the State certificates evidencing Subcontractor insurance coverage required under this Contract within seven Business Days following the Effective Date, except that, if Contractor's subcontract is not in effect as of the Effective Date, Contractor shall provide to the State certificates showing Subcontractor insurance coverage required under this Contract within seven Business Days following Contractor's execution of the subcontract. No later than 15 days before the expiration date of Contractor's or any Subcontractor's coverage, Contractor shall deliver to the State certificates of insurance evidencing renewals of coverage. At any other time during the term of this Contract, upon request by the State, Contractor shall, within seven Business Days following the request by the Town, supply to the Town evidence satisfactory to the Town of compliance with the provisions of this section.