



# TOWN REQUEST FOR PROPOSALS (RFP)

## PROJECT: TOWN HALL BUILDING ASSESSMENT – PHASE 2 IMPLEMENTATION

Town of Mt. Crested Butte  
P.O. Box 5800  
911 Gothic Road  
Mt. Crested Butte, CO 81225  
Office: (970) 349-6632

November 10, 2023

## REQUEST FOR PROPOSALS TOWN HALL BUILDINGS ASSESSMENT – PHASE 2

Town of Mt. Crested Butte, Colorado

Proposal Deadline: December 22, 2023, 3:00 PM (Mountain Standard Time)

### I. Introduction

The Town of Mt. Crested Butte (Town) is soliciting proposals from qualified firms to assess the existing Mt. Crested Butte Town Hall Buildings for potential expansion, reconfiguration, and renovation to meet future needs. Town Hall is located at 911 Gothic Road, Mt. Crested Butte, CO 81225. This Project involves two separate Town buildings, including the Town Hall Administration Building (#1) and the Town Maintenance Garage Building (#2).

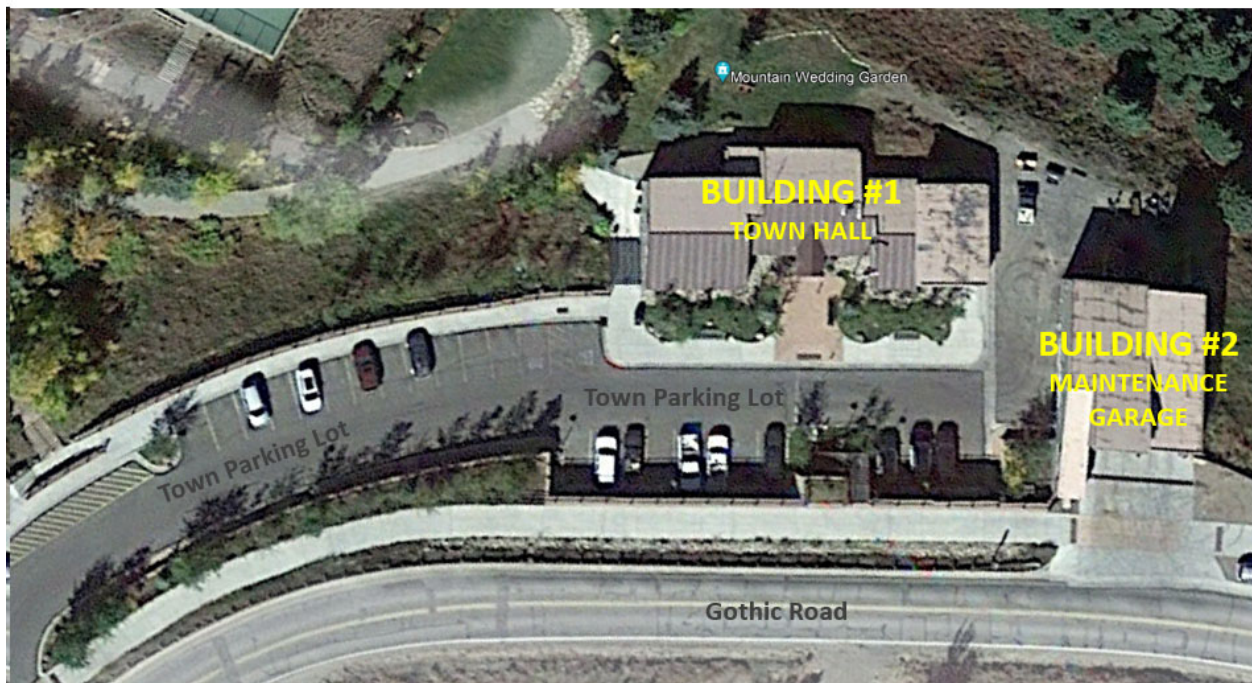
The purpose of this project is to identify a preferred plan for each building to better serve the existing and future space allocation needs of the Town, including staff, equipment, and storage requirements. The Town’s primary objectives for this Project are:

**Task 1:** Determine Space Allocation and Functional Building Layout Requirements.

**Task 2:** Identify Options for Building Re-Purposing, Reconfiguration, Renovation and/or Remodeling.

**Task 3:** Identify a Preferred Implementation Phasing Plan and Costs.

### Exhibit 1: Town Hall Buildings (Building Hall Building #1 and Town Maintenance Garage Building #2)



Town Exhibit: 11-02-2023.

**II. Project Description**

The Town is open to ideas on how best to use the building space for both buildings. The Town Staff anticipates working closely with the selected firm to help identify future Town space requirements for staff, equipment, and storage.

Below is information on the existing buildings:

**Town Hall Administration (Building #1):**

**Size:** 5,825 square feet

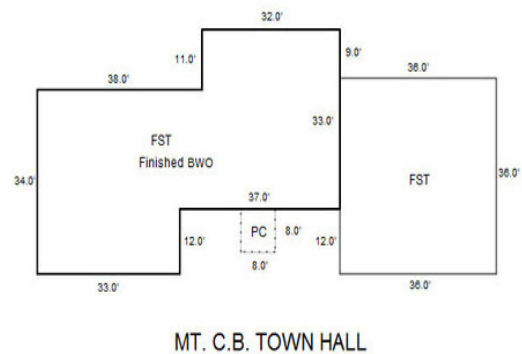
**Type:** Two levels

**Constructed:** 1979 (expanded twice)

**Function:** Houses Town Administrative Staff, Police, Council/Courthouse Chambers, Meeting Rooms. The upper floor has three offices for Town Administrative staff, a secured Police area including dispatch, a common officer room, and office, a Council Chambers room used for public and staff meetings, and two public restrooms. The lower floor has four offices for Town Administrative staff, a conference meeting room, kitchenette, a private restroom with shower facilities, and a mechanical room.

**Town Staff Occupancy:** 24 Employees (15 Admin and 9 Police)

**Exhibit 2: Town Hall Building (Building #1)**



**Town Maintenance Garage (Building #2):**

**Size:** 5,339 square feet

**Type:** Three levels

**Constructed:** 1979

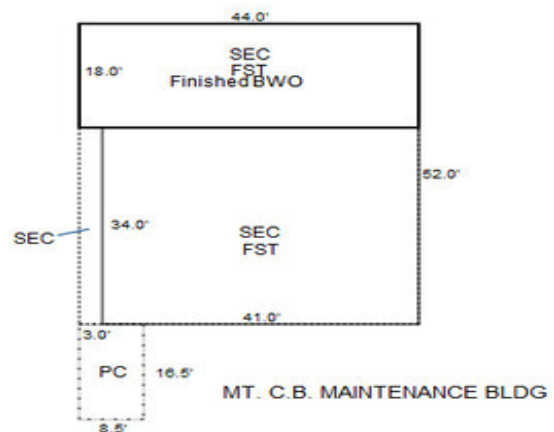
**Function:** Houses Town Parks equipment and storage space, vehicle garage/storage space, apartment unit, and Police exercise workout room. The upper level is the vehicle garage storage with two at street-level bays. The mid-level is the apartment and Town Park garage with two bays for vehicle and equipment storage. The lower level is the Police workout room and mechanical.

**Town Staff Occupancy:** 1 Town Employee Apartment

The building facilities should consider existing building deficiencies, in parallel with the current and long-term needs of the Town staff. Currently, the Police Department and the administrative offices are accessed from the same entrance, as the future layout 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.

The Phase 1 Town Hall Building Assessment Study was completed in August 2023, and determined the buildings are in good structural condition, but needing exterior repairs over the next ten-plus years.

**Exhibit 3: Town Maintenance Garage Building (Building #2)**



### **III. Project Scope of Work**

The following describes the anticipated Scope of Work for each major study task for the Phase 2 Building Assessment study. The Scope of Work should treat each building individually but not necessarily autonomously.

**Task 1 Scope:** Determine Space Allocation, Deficiencies, and Functional Layout Requirements.

Task 1A: Identify existing and future space allocation requirements for each Town department.

Task 1B: Identify existing building, vehicle parking, and access deficiencies.

Task 1C: Identify the most effective functional layout for accommodating Town staff/departments.

**Task 2 Scope:** Identify Options for Building Re-Purposing, Reconfiguration, Renovation, Remodeling.

Task 2A: Identify building envelop expansion options, as applicable.

Task 2B: Identify corrective building interior layout options.

Task 2C: Identify up to three (3) schematic building floorplan options – for each building.

**Task 3 Scope:** Identify a Preferred Implementation Phasing Plan and Costs.

Task 3A: Identify and refine a preferred building plan option – for each building.

Task 3B: Identify the preferred building implementation schedule – for each building.

Task 3C: Identify implementation costs - for each building.

#### Meetings

The successful Bidder would be expected to participate in regular project meetings and conduct interviews with Town staff to obtain additional project knowledge, priorities, and options.

### **IV. Proposal Content:**

Interested bidders shall organize and include in the Proposal the following:

#### **A. Project Approach and Methodology**

- i. Bidder shall describe their understanding of the Project and the proposed technical and management approach. Bidders 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 Project.
- ii. Bidder shall also include a schedule of work.

#### **B. Statement of Experience, Resources, and Level of Commitment**

- i. Bidder 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. Budget**

- i. Bidder 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 proposed Scope of Work.

**D. References**

- i. Bidder shall provide a list of three (3) 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.

**V. Proposal 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 = 40 points
- B. Experience, Resources, and Level of Commitment = 35 points
- C. Budget = 15 points
- D. References = 10 points

**VI. Proposal Format**

The proposal shall conform with the following:

- Cover letter to include signature of authorized bidder representative (1 page)
- Proposal body limited to fifteen (15) single-sided pages (page limit excludes cover letter, dividers, references, and license and insurance evidence)
- Minimum 11-point font
- Evidence of professional licensure and insurance

Format: Proposals will only be accepted in digital format.

Submittal: Proposals must be submitted electronically by December 22, 2023 by 3:00 pm (Mountain Standard Time) to Tiffany O’Connell, Town Clerk, at [toconnell@mtcb.colorado.gov](mailto:toconnell@mtcb.colorado.gov).

**VII. Proposal / Project Schedule**

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

- December 22, 2023 at 3:00 pm (MST): Proposals Due
- January 30, 2024: Bidder Selection / Award
- March 1, 2024: Execute Contract / Notice to Proceed
- May 15, 2024: Draft Report Submitted to Town
- July 1, 2024: Final Report / Project Complete Submitted to Town

Inquiries concerning this RFP should be directed to:

Jeffrey Smith, Capital Projects Manager  
Town of Mt. Crested Butte  
[jsmith@mtcb.colorado.gov](mailto:jsmith@mtcb.colorado.gov)  
Office: (970) 349-6632, Ext 108 | Mobile: (970) 596-5263

**Insurance**

The selected Bidder (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.

- A. 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.
- B. 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
- C. 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.

- D. 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.
- E. 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.
- F. 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.
- G. 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.
- H. 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.