



## **TOWN REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQP)**

[Mt. Crested Butte, CO](#)

**PROJECT: EXTERIOR REPAIRS TO TOWN  
BUILDINGS (TOWN HALL  
ADMINISTRATION BUILDING AND  
TOWN MAINTENANCE GARAGE  
BUILDING)**

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

November 16, 2023

**REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQP)****TOWN HALL BUILDING EXTERIOR REPAIRS****Town of Mt. Crested Butte, Colorado**

Proposal Deadline: December 22, 2023, 5:00 PM (Mountain Standard Time)

**I. Introduction and Project Purpose:**

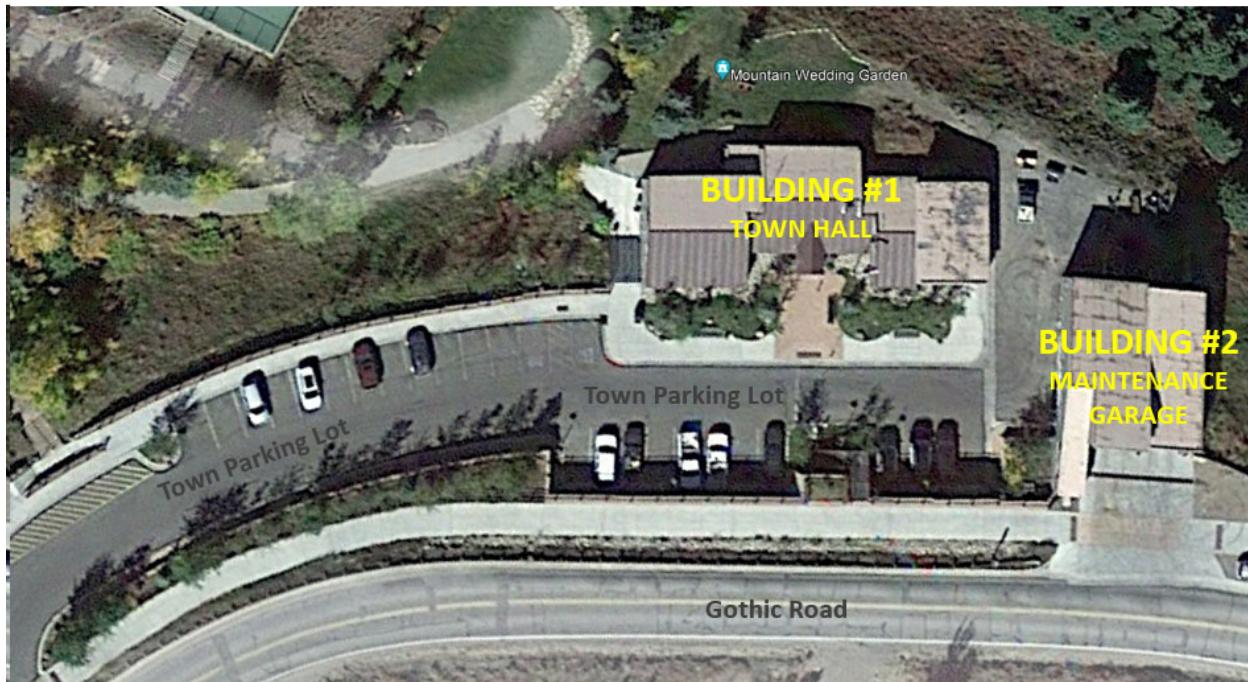
The Town of Mt. Crested Butte (Town) is soliciting proposals from qualified firms to provide exterior repairs to the Mt. Crested Butte Town Hall Buildings. Town Hall is located at 911 Gothic Road, Mt. Crested Butte, CO 81225. This Project involves exterior repairs to two separate Town buildings, including the Town Hall Administration Building and the Town Maintenance Garage Building.

The purpose of this Project is to provide exterior building siding and roof repairs in 2024 and a longer-term phased improvement plan to best serve the future needs of the Town. The improvements may involve a combination of refurbishment, repairs and replacement. Project phasing and costs are a major consideration for the Town. The Town's primary objectives for this Project are:

**Task 1:** Assess the need and timing of exterior repairs – per building and type of repair.

**Task 2:** Identify a phased means and method for accomplishing exterior repairs – per building.

**Task 3:** Identify the repair costs proposed for 2024 – per building and type of repair.

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

Town Exhibit: 11-02-2023.

## II. Project Background and Purpose

The Town conducted a Phase 1 – Building Assessment Study completed in August, 2023. This study included a structural and environmental assessment, also generally outlining the recommended exterior building repairs and improvements over a 10-plus year timeline. A copy of the Phase 1 - Building Assessment Study report is available upon request.

The purpose of this RFQP Project is to provide a more detailed 2024 plan to repair the building exterior, including a detailed evaluation of labor and material resources. The bidder's proposal does not necessarily need to adhere to the Phase 1 recommended improvements – see Exhibit 3 and 5 below. The Town is open to ideas on how best to repair the buildings.

Below is background information on the Town buildings included in the RFQP Project:

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

**Constructed:** 1979 (expanded twice)

**Function:** Houses Town Administrative Staff, Police, Council/Courthouse Chambers, Meeting Rooms.

**Size:** 5,825 square feet

**Type:** Two levels

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



Town Exhibit: 11-02-2023.

**Exhibit 3: Town Hall Building – Phase 1 Building Assessment Report**

Building Component	Condition	Estimated Remaining Useful Life
<b>Town Hall - Exterior Wall Cladding &amp; Roof Selective Repairs</b>		
Exterior Cladding (Wood Siding) - Selective Repairs	Poor	1-5 years
Metal Roof - Selective Repairs	Fair/Poor	10+ years
<b>Town Hall - Exterior Wall Cladding &amp; Window Replacement</b>		
Exterior Cladding (Wood Siding) Replacement	Poor	1-5 years
Window & Door Replacement	Fair	6-10 years
<b>Town Hall - Roof Replacement</b>		
Metal Roof Replacement	Good/Fair	10+ years

Phase 1 Study Recommendation (August 2023).

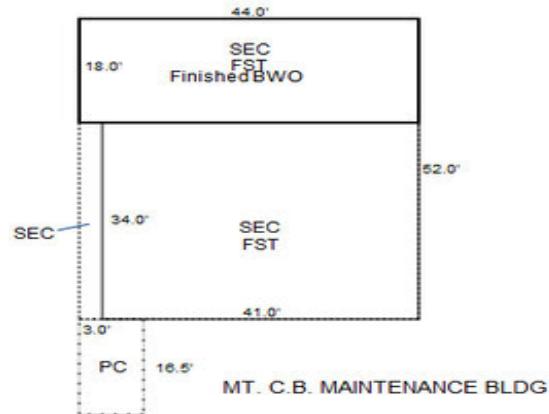
**Town Maintenance Garage (Building #2):**

**Constructed:** 1979

**Function:** Houses Town Parks equipment and storage space, vehicle garage/storage space, apartment unit, and Police exercise workout room.

**Size:** 5,339 square feet

**Type:** Three levels

**Exhibit 4: Town Maintenance Garage Building (Building #2)**

Town Exhibit: 11-02-2023.

**Exhibit 5: Town Maintenance Garage – Phase 1 Building Assessment Report**

Maintenance Bldg - Exterior Wall Cladding & Window Replacement		
Exterior Cladding (Wood Siding) Replacement	Poor	1-5 years
Window & Door Replacement	Fair	5-10 years
Maintenance Bldg - Roof Replacement		
Metal Roof Replacement	Fair	6-10 years

Phase 1 Study Recommendation (August 2023).

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

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

**Task 1:** Assess the need and timing of exterior repairs – per building and type of repair.

**Task 2:** Identify a phased means and method for accomplishing exterior repairs – per building.

**Task 3:** Identify the repair costs proposed for 2024 – per building and type of repair.

**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 repair needs and the proposed technical approach for labor and materials. 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 detailed 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 and resources 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 for the proposed 2024 project 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 RFQP, 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 RFQP 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.

**Proposal Evaluation and Scoring:**

- A. Project Approach and Methodology = 30 points
- B. Experience, Resources, and Level of Commitment = 30 points
- C. Budget = 30 points
- D. References = 10 points

**VI. Proposal Format**

The proposal shall conform with the following:

- Cover letter to include signature of authorized bidder representative (not to exceed 1 page)
- Proposal body limited to ten (10) 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 of Proposal: Proposals must be submitted electronically by December 22, 2023 by 3:00 pm (MST) to [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.

Through December 8: Schedule Site Visit  
Through December 15, 2023: Respond to Questions and Requests for Information  
December 22, 2023: Proposals Due  
January 30, 2024: Evaluation / Selection / Award  
March 15, 2024: Develop Scope of Work / Execute Contract / Issue Notice-to-Proceed  
May 15, 2024 (Weather Dependent): Start 2024 Repairs  
October 1, 2024 (Weather Dependent): Complete 2024 Repairs

RFQP inquiries 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.

End of RFQP  
November 16, 2023