

REQUEST FOR PROPOSALS (RFP)

**RECREATION CENTER/FIELD HOUSE
FACILITY PROJECT
ARCHITECTURAL DESIGN SERVICES**



Town of Mead RFP#: 2021-004

Issued: Friday, February 5, 2021

Last Day for Questions: March 8, 5:00 p.m.

Deadline for Proposals: March 12, 2021, 2:00 p.m. local time

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REQUEST FOR QUALIFICATIONS AND PROPOSALS:

Proposals must be received electronically in the E-Purchasing System no later than March 12, 2021, at or before 2:00 p.m. MST. Proposals will be time-stamped by the Rocky Mountain E-Purchasing System upon receipt. The Town of Mead, Colorado will only accept proposals submitted in the Rocky Mountain E-Purchasing System and will not accept hardcopy proposals, or proposals submitted by any other means.

If you have questions or need assistance, contact BidNet support at 800-835-4603. After uploading your proposal documents, you must click the SUBMIT button. The Town will not accept uploads that are “saved” but not “submitted”. To verify that your proposal was submitted successfully, you may contact BidNet Support or verify via the Bid Management tab in your account that the documents are not in “draft” status. No proposal will be considered which has not been received by the deadline set forth above, as determined by the Town of Mead. The Town reserves the right to reject any and all proposals and to waive any irregularities or informalities. All proposals shall remain subject to acceptance for 30 days after the time set for opening proposals.

The Town of Mead is committed to providing an equal opportunity for citizens and does not discriminate on the basis of disability, race, color, national origin, religion, sexual orientation, age or gender. The Town will make reasonable accommodations for citizens in accordance with the Americans with Disabilities Act.

A copy of the Request for Proposals may be obtained at: www.townofmead.org.

PROJECT OVERVIEW:

The Town of Mead is seeking qualified consultants to provide architectural design services for a public facilities project that would involve repurposing existing agricultural/industrial buildings for use as a Town recreation center/field house amenity.

Mead is a growing community of more than 4,500 residents, located approximately 40 miles north of Denver along Interstate I-25. Mead functions as a bedroom community for larger nearby cities like Fort Collins, Loveland and Longmont. To learn more about the Town of Mead, please visit: www.townofmead.org.

The Town has a contract to purchase a one-acre property containing approximately 16,000 square feet of agricultural/industrial space located 1.5 in the heart of downtown Mead at the southwest corner of Martin and 3rd St. Commonly referred to as the “Bean Plant,” the property originally served as a pinto bean processing facility as far back as the 1920’s and has seen a number of different uses since. The Town plans to renovate the existing buildings (to the degree possible) and convert the site for use as a small recreation center or “field house.” Ideally, the facility will include all-purpose courts (basketball, volleyball), exercise rooms (yoga, aerobics, etc.), locker/changing facilities, reception area, community room and storage space. This facility will house the Community Engagement Department (PIO, Recreation Coordinator, front desk and admin staff) and potentially other Town staff, so should also include office and conference space. The Town would like to begin construction on the facility as early as 2022, depending upon identified costs and availability of funds.

The Town of Mead requires the services of a professional architecture firm ("Consultant"), including any appropriate sub-consultants necessary to complete this project. A detailed budget for this project has yet to be developed and is part of the scope of work outlined below:

- a) Site Evaluation and Work Plan
- b) Public Outreach and Staff Charrettes
- c) Design Alternatives and Budget
- d) Ongoing Support

SCOPE OF SERVICES INCLUSIONS:

Site Evaluation and Work Plan

The Consultant shall:

1. Conduct meetings with key staff members and elected officials to gain an understanding of the need for the new facility and its intended uses.
2. Review existing documentation related to the property, including Alta survey, phase 1 environmental assessment and preliminary structural analysis.
3. Perform visual inspection of the site supported by written and photographic documentation and identify areas in need of further analysis.
4. Utilize appropriate subcontractors and other sources as needed to perform work required to complete site evaluation, including detailed structural analysis and any related work, such as limited demolition activities required to expose structural members.
5. Provide detailed site evaluation report outlining key findings and recommendations.
6. Provide detailed project work plan and preliminary schedule, including public outreach strategies.

Public Outreach and Staff Charrettes

The Consultant shall:

1. Implement public outreach strategies as previously discussed with staff, utilizing multiple approaches, potentially including:
 - online surveys;
 - community input meetings;
 - event booths;
 - presentations at Town meetings;
 - open houses.
2. Survey questions and other input tools should target a wide variety of information on

general recreational needs in Mead along with site-specific feedback, including the following topics:

- Recreation activities
 - Equipment
 - Classes offered
 - Building style
 - Outdoor features
3. Conduct design charrettes to gather input from and explore design options with key staff members. Charrettes should be geared towards determining potential layouts for recreational facilities, community functions and office configurations.
 4. Compile all public input data received into detailed report and present findings to staff, the public and elected officials for discussion;
 5. Based on data collected, develop list of priority facility features for inclusion in design alternatives.

Design Alternatives and Budget

The Consultant shall:

1. Based on the data collected from the public, elected officials and staff, develop at least three alternatives for staff review. Alternatives should incorporate low, medium and high-cost options, with sub-alternatives within each range. Drawings should include preliminary site plan, floor plans and elevations.
2. Conduct work sessions to help staff and elected officials prioritize wants and needs based on previous input and refine working design alternatives provided by Consultant for discussion.
3. Develop draft cost estimates associated with each design alternative, present to staff during additional work sessions and revise as needed.
4. Develop materials for presentation of alternatives to the public in an open-house format to collect additional input on the proposed design options.
5. Based on public feedback, budget and discussion with staff, eliminate one design alternative and prepare the alternatives for presentation to the Board of Trustees for consideration.
6. Deliverable documents should be largely conceptual in nature, but include enough detail to help decision-makers envision the site and facilitate development of an accurate project budget. Submittal package should include the following (at a minimum):
 - Up to two alternatives
 - Conceptual site plan
 - Preliminary floorplans

- Architectural elevations
- Colored renderings
- Project cost estimates

Ongoing Support

The Consultant:

1. May serve in the capacity of the Town's "on-call" architecture firm for future town needs.
 - Specific future services may include final design and implementation work related to the recreation center project previously described in this RFP.
 - Other future services may include recommendations, design work and grant writing related to the construction of new Town facilities and/or remodeling or expansion of existing Town facilities.

PROJECT SCHEDULE:

Selection Process Phase 1:

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|-------------------------------|--|
| a. Week of February 5, 2021 | Issue RFP for Architectural Services |
| b. March 8, 2021, 5:00 pm | Last day for RFP questions |
| c. March 12, 2021, 2:00 pm MT | Proposal Submittal Due |
| d. Week of March 15, 2021 | Short listed Owner's Representative notified |

Selection Process Phase 2: SHORT LISTED FIRMS ONLY

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|---------------------------|-------------------------------|
| a. Week of March 29, 2021 | Interviews and firm selection |
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Project Schedule

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|--------------------------|-----------------------|
| a. May 2021 | Initial Assessments |
| b. June/July 2021 | Public Outreach |
| c. August/September 2021 | Evaluate Alternatives |
| d. October 2021 | Finalize Concepts |
| e. November 2021 | Public Hearings |

SUBMITTAL REQUIREMENTS:

General Requirements

Submissions must be prepared electronically using 8.5" x 11" paper format and must be submitted as a single pdf file through Rocky Mountain E-Purchasing system. File size may not exceed 20MB. Submissions are strictly limited to a maximum of 10 total pages. Additional pages such as cover pages, tables of contents, appendices, etc., are not permitted. The following table displays the order in which respondents shall arrange content. Proposals that do not follow all these directions will not be considered.

Order Proposal Content

- Introductory Letter/Statement of Understanding
- Project Team and Structure
- Relevant Project Experience
- Project Approach and Fee Schedule
- Maximum Total 10 pages

Introductory Letter/Statement of Understanding

- Name of the individual or firm.
- Contact information for the person authorized to serve as point of contact during the RFP evaluation process and to negotiate on behalf of the firm or team if selected.
- General statement of interest and availability for the project described in this RFP.
- Statement of understanding of the project.

Project Team and Structure

- Identification, qualifications, expertise, and availability of the key staff proposed to be assigned to the project, including subconsultants.
- Relevant information regarding team organization or leadership in place to ensure efficiency and accountability during the course of the project, as well as quality control and schedule control. Include details of the relationship and history of working with the proposed subconsultants.
- Location of all project team members and their applicable licensure and certifications.
- Knowledge of and experience with pertinent federal, state, and local laws, regulations, and policies.

Relevant Project Experience

- Specific examples of at least 3 recent projects within the last 5 years that are relevant and similar to this project. Provide a reference name and contact information for the clients of these projects.
- Identification of which key personnel were responsible for the relevant tasks.
- Experience with pavement management and pavement condition data collection.

Project Approach and Fee Schedule

- Provide the planned approach in providing the services requested, including the use of subconsultants (if needed).
- Provide information on hourly billing rates for personnel classifications, including subconsultants, that would likely be providing anticipated services described, and any related fees for travel, printing, etc.
- Provide a Fee Estimate and schedule to complete the work.
- Preference given to lump sum or not to exceed cost proposals

Selection Criteria & Evaluation:

Consultant selection for this project will be based on an evaluation of the proposals. The Town

reserves the right to request additional information or to reject all proposals and not select a consultant.

Professional firms will be evaluated on the following criteria. These criteria will be the basis for review and assessment of the written proposals and optional interview session. At the discretion of the Town, interviews of the top-rated firms may be conducted. 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	<ul style="list-style-type: none"> Does the proposal address all elements of the RFP? Does the proposal show an understanding of the project objectives, methodology to be used and results/outcomes required by the project? Are there any exceptions to the specifications, Scope of Work, or agreement?
2.0	Assigned Personnel	<ul style="list-style-type: none"> Do the persons who will be working on the project have the necessary licenses, skills and qualifications? Are sufficient people of the requisite skills and qualifications assigned to the project?
1.0	Availability	<ul style="list-style-type: none"> Can the work be completed in the necessary time? Are other qualified personnel available to assist in meeting the project schedule if required? Is the project team available to attend meetings as necessary?
3.0	Cost and Work Hours	<ul style="list-style-type: none"> Does the proposal include detailed hourly billing rates and fees for all personnel and subconsultants? Are the proposed rates competitive?
2.0	Overall Team Capability	<ul style="list-style-type: none"> Does the team have the resources, financial strength, capacity and technical skills required to successfully complete the project? Has the team successfully completed previous projects of this type and scope? Does the team have a good understanding of the scope of work for this contract?

Reference Evaluation (Top Rated Firm):

The Project Manager will check references using the following criteria. The evaluation rankings will be labeled Satisfactory/Unsatisfactory.

QUALIFICATION	STANDARD
Overall Performance	<ul style="list-style-type: none"> Would you hire this Professional again? Did they show the skills required by this project?

Timetable	<ul style="list-style-type: none"> • Was the original Scope of Work completed, or on-call services provided, within the specified time? • Were deadlines met in a timely manner?
Completeness	<ul style="list-style-type: none"> • Was the Professional responsive to client needs? • Did the Professional anticipate problems? • Were problems solved quickly and effectively?
Budget	<ul style="list-style-type: none"> • Was the original Scope of Work completed within the project budget?
Job Knowledge	<ul style="list-style-type: none"> • Did the Professional possess the skills and knowledge required to satisfactorily complete the project? • Were problems corrected quickly and effectively?

Terms & Conditions:

1. The Town reserves the right to:
 - Reject any and all proposals received as a result of this RFP.
 - Waive or decline to waive any informalities and any irregularities in any proposal or responses received.
 - Adopt all or any part of the proposer's proposal.
 - Negotiate changes in the scope of services to be provided.
 - Select the proposer it deems to be most qualified to fulfill the needs of the Town. The proposer with the lowest priced proposal will not necessarily be the one most qualified, since a number of factors other than cost are important in the determination of the most acceptable proposal.
2. The successful proposer shall be required to enter into a written Agreement for Professional Services ("Agreement") with the Town in a form approved by the Town Attorney. The Town's form Agreement is attached to this RFP as ATTACHMENT A and is incorporated herein by reference. In the event of any conflict between this RFP and the Agreement, the terms and conditions of the Agreement shall control. The successful proposer will be required to furnish, as part of the Agreement, a certificate evidencing that the successful proposer has Professional Liability (errors and omissions) Insurance with a minimum limit of coverage of One Million Dollars (\$1,000,000) per claim and annual aggregate (the "Required Policy"). The Required Policy will be required to be endorsed to include the Town of Mead as a Certificate Holder.