



SUMMIT FIRE & EMS

REQUEST FOR PROPOSALS FOR PROFESSIONAL DESIGN SERVICES

SUMMIT FIRE & EMS FIRE PROTECTION DISTRICT
0035 County Shops Road
Frisco, CO 80443
(970) 262-5100

The Summit Fire & EMS Fire Protection District, a political subdivision of the State of Colorado ("**SFE**"), invites proposals from qualified architectural firms ("**Designer**") to perform professional design and construction administration services in connection with two public works construction projects.

Pre-Proposal Meeting:
June 3, 2024

Deadline for Questions
July 17, 2024

Deadline for Receipt of Proposals:
August 30, 2024

I. INTRODUCTION

SFE is a professional, all-hazards emergency response fire department that provides high-quality emergency medical, fire, hazardous material, technical rescue, and wildfire response to the communities of Copper Mountain, Frisco, Dillon, Dillon Valley, Heeney, Keystone, Montezuma, Silverthorne, Summit Cove, and Wildernest. SFE serves approximately 23,000 permanent residents and more than 150,000 visitors and part-time residents during peak periods. SFE has four fire stations located in Copper Mountain, Frisco, Dillon, and Keystone.

II. DESCRIPTION OF PROJECTS

SFE is seeking professional design services for the following two projects (individually a "**Project**" and collectively the "**Projects**"):

1. Project No. 1 - Fleet Maintenance Facility. The goal of this Project is to construct a new, properly sized, and equipped maintenance facility that will enable SFE's Fleet Maintenance Division to provide comprehensive and efficient maintenance and repairs, extend the life cycle of SFE's vehicles, ambulances, and fire apparatus, and keep SFE's fleet in front-line service. The Designer will provide design services to assist SFE in

evaluating two options:

a. *Option #1 - Stand-Alone Facility.* The Designer shall design a stand-alone facility to house SFE's Fleet Services Division. The facility components will include but are not limited to: two 80 foot bays and two smaller bays with apparatus exhaust system and work areas in each bay; parts inventory storage area and general storage area; office space; bathrooms with showers, one emergency chemical shower and one emergency eyewash station, reception area, and parking lot.

b. *Option #2 - Renovate and Expand Fire Station 11:* The Designer will design the renovation and expansion of SFE's Fire Station 11, which is located in Keystone. The expansion will be constructed on the North side of the Fire Station. The design components will include but are not limited to: two bays with apparatus exhaust system and work areas in each bay; office space; bathroom(s) with decon capabilities; and, parts inventory and general storage area.

2. Project No. 2 - Wildland Division Facility: The Designer shall design a) the renovation of SFE's Summit Cove Fire Station into offices, a common dorm room with dividers to house eight individuals, bathrooms, workout facility, communal kitchen, etc., and b) a second building on the "campus" consisting of single-story bay space to store vehicles, with a shop, bathrooms, loose equipment storage, etc.

III. SCOPE OF WORK

1. Services. The Designer shall, at a minimum, perform the design, bidding, and construction administration services attached as **Attachment A** for each Project (collectively, the "**Services**"). Without limiting the scope of the Services set forth in Attachment A, in general the Designer shall provide the following:

a. *Project Evaluation.* Critically evaluate the design components of each Project, taking into consideration the two options being considered for the Fleet Maintenance Facility, and the existing site conditions for each Project, and recommend to SFE a comprehensive design plan for each Project, which shall include:

i. Preliminary drawings, plans, specifications, maps, surveys, and other documents required for the construction of each Project ("**Construction Work**");

ii. A schedule, in a form acceptable to SFE, showing the estimated time required for each major component of the Construction Work for each Project; and,

iii. An estimate of the total cost of the completed Construction Work, by components, for each Project.

b. *Specifications.* Upon SFE's approval of the proposed comprehensive plan for each Project, the Designer shall create complete and detailed drawings, plans, specifications, maps, surveys, and other documents for each Project (collectively, the

"Specifications") necessary and appropriate for a Construction Manager/General Contractor(s) ("**CM/GC(s)**") hired by SFE to satisfactorily perform the Construction Work for each Project. The Specifications, and all other documents prepared or submitted by the Designer shall conform to applicable federal, state, and local laws, rules, regulations, ordinances, codes, standards, and orders related to the Construction Work ("**Applicable Laws**").

c. *Approvals and Permits.* Assist SFE or the CM/GC(s) in obtaining all approvals and permits required by Applicable Laws for performance of the Construction Work for each Project.

d. *Supervision of the Construction Work.* Supervise the CM/GC's expeditious and economical performance of the Construction Work for each Project in accordance with the Specifications and the terms of the construction agreement entered into between SFE and the CM/GC(s) ("**Construction Agreement**"). The Designer shall carefully inspect all materials and equipment prior to their incorporation into the Construction Work and shall promptly reject those not in compliance with the Specifications. The Designer also shall supervise and inspect the incorporation of the materials and equipment in the Construction Work and the workmanship with which such materials and equipment are incorporated. The Designer, as SFE's representative, shall have sole responsibility for requiring the CM/GC(s) to perform the Construction Work in accordance with the terms of the Construction Agreement and the Specifications, and, in performing the duties incident to such responsibility, the Designer shall issue to the CM/GC(s) such directives and impose such restrictions as may be required to obtain reasonable and proper compliance by the CM/GC(s) with the terms of the Construction Agreement and the Specifications; provided, that the Designer shall not be required to exercise any actual control over employees of the CM/GC(s) or its subcontractors. The Designer shall work with the CM/GC(s) and SFE to resolve any construction issues that may arise. The Designer shall approve pay applications and assist in developing change orders, as necessary. The term "supervise" when used herein shall not confer upon the Designer responsibility for the CM/GC's construction means, methods, or techniques.

e. *Changes to Specifications.* If, after the Construction Agreement has been signed, it is determined that change(s) in the Specifications are advisable for a Project, the Designer shall prepare and submit to SFE and the CM/GC all necessary details in connection with such change(s). Upon approval of the change(s) by SFE and the CM/GC, the proposed change(s) shall be submitted by the Designer to SFE in the form of an amendment to the Construction Agreement.

f. *Inspection.* Upon completion of component parts of the Construction Work, the Designer shall inspect, and have such tests conducted, as necessary to ensure conformance with the Specifications, the standards required by the Construction Agreement, and the warranties and guarantees given in connection therewith.

g. *CM/GC Bid Process.* To extent requested, assist with the CM/GC(s) bid process, including analysis of bids received. Assist with the preparation of bid documents,

as requested.

h. *Construction Agreement(s)*. To the extent requested, assist SFE and its legal counsel in drafting and negotiating the Construction Agreement(s), and any amendments.

i. *Progress Reports and Attendance at Meetings*. Provide periodic progress reports to and, if requested, attend periodic meetings with, SFE representatives or the Board of Directors.

SFE has the right to modify the scope of work for one Project or both Projects at any time in its sole discretion.

IV. Submission Requirements

Proposals may be submitted by email, by U.S. mail, or by hand delivery. All proposals must be **received** by SFE by 5:00 p.m. (MST) on August 30, 2024 ("**Submission Deadline**") at SFE's administrative offices at 0035 County Shops Road, Frisco, CO 80443.

Email proposals shall be emailed to Travis Davis at tdavis@summitfire.org. The "Subject" line of the email shall state: "Confidential - Design Professional Proposal."

Hand delivered or mailed proposals shall be hand delivered or mailed to the attention of Travis Davis at 0035 County Shops Road, Frisco, CO 80443. The proposal shall be in a sealed opaque envelope that states:

Attention: Travis Davis
Design Professional Proposal
DO NOT OPEN - CONFIDENTIAL

Telephone or facsimile proposals will not be accepted, and any proposal received after the Submission Deadline will not be considered. A Designer electing to submit a proposal by email is recommended to confirm receipt by calling Travis Davis at (970) 262-5100 ext. 128. SFE will not search for emailed proposals that are not delivered or are delivered to "spam" or "junk" folders. Designers responding to this RFP do so solely at their own expense.

All questions about this RFP must be received no later than 5:00 pm (MST) on July 17, 2024 ("Question Deadline"). Questions shall be submitted to Travis Davis at 0035 County Shops Road, Frisco, CO 80443 or by email to Travis Davis at tdavis@summitfire.org. Questions submitted after the Question Deadline, or that are submitted by telephone or facsimile, will not be considered.

Any Designer wishing to submit a proposal may attend a **pre-proposal meeting** with an SFE representative, which is scheduled for 9:00 am (MST) on June 3, 2024.

The proposal and all supporting documentation shall become the property of SFE and will constitute a public record, unless at the time of submitting its proposal a Designer specifically identifies the portion(s) of the proposal that contains proprietary information or trade secrets, which portion(s) shall be segregated from the other portions of the proposal, so as to allow disclosure of the non-confidential portion(s) of the proposal in accordance with Applicable Laws.

V. Required Qualifications

The following information must be provided in the proposal in the order stated:

1. Firm Information. Provide the firm name, address, telephone number(s), and email address(es) of the contact person(s).
2. Basic Qualifications. Provide basic information on the firm's size, history, personnel, special expertise, and portfolio. Individual resumes, awards, associations, and so forth may be included.
3. Special Qualifications. For each Project, list each individual who is expected to perform any portion of the Services. Describe who will perform the various tasks, the extent of their involvement and responsibilities, and list their qualifications, including number of years of experience, registrations, licenses, education, their specific skills, and their involvement with other similar projects, if any.
4. Approach to Projects and Services. Discuss why your firm is the best qualified to perform the Services. Discuss how your firm will approach the various aspects of each Project.
5. Past Performance. For each Project provide a list of projects that are similar that your firm has been involved with during the past five years. For each of the projects listed, provide projected and actual completion dates, and your firm's estimated construction cost and the final construction cost for each project. Provide information regarding the firm's experience with cost estimating. Provide references for each project.
6. Examples of Work. Pictures, design examples, or other materials of similar projects performed by the firm within the last five years should be included. The firm should identify the members of the firm who worked on each example project.
7. Consulting Firms. If Designer anticipates contracting with other consultants to perform any aspect of the Services, for each such consultant provide the information requested in subparagraphs V(1) – (6)above.
8. Workload. Provide a description of the projects the Designer currently has or expects to have over the next 2 years (2025-2026).

9. References. Provide three references from recent experience. Include contact name, project description, telephone number(s), and email address(es).

10. Why should SFE Choose Your Firm? Provide a narrative summary of why SFE should select your firm to provide the Services.

VI. Cost of Services

Provide a detailed itemization of the cost of the Services.

VII. Selection Criteria and Process

Selection of the Designer will be based upon a number of factors, including but not limited to:

1. The firm's qualifications and experience with the creation of drawings, plans, specifications, maps, surveys, and other documents similar to the Specifications required for each of the Projects;

2. Presentation of the firm's proposal;

3. Proposed cost of Services and ability to work within the budgeted amount;

4. Ability to work within a prescribed time frame;

5. Ability to provide periodic progress reports, attend meetings, and work cooperatively with the SFE Project Team and the Board;

6. Ability to work with a CM/GC and SFE to provide construction supervision and other means to ensure quality control;

7. The firm's history and references; and,

8. The firm's approach to each Project and the Services it will provide.

SFE will determine whether to conditionally accept a proposal. SFE has the right to reject any or all proposals, to waive informalities or irregularities in the proposals received, to reject non-conforming, non-responsive, or conditional proposals, and to accept the proposal, if any, that in SFE's judgment best serves the interest of SFE and the community.

VIII. Owner-Architect Agreement

SFE's acceptance of a proposal is conditioned upon the parties executing a modified AIA B133 Owner-Architect Agreement, which incorporates by reference a modified AIA A201 General Conditions of the Contract for Construct.

ATTACHMENT A

Scope of Services

Each Designer will submit a detailed Scope of Services with their proposal. Designers are encouraged to tailor their proposed Scope of Services to deliver a process that balances timeliness, cost efficiency, input, exploration of options, and best practices for each Project.

The Designer shall work closely as a part of the SFE Project Team for each Project to develop a design for each facility that best meets SFE's needs. This objective will be accomplished through frequent and routine communication and meetings of the team for each Project, a series of design review workshops, and close coordination with the SFE Project Team.

A(1) Phase 1: Preliminary Conceptual Design.

The Designer shall inspect the existing facilities and sites and perform a space needs assessment to verify building size and site requirements.

a. **Conceptual Site Layout.**

i. The Designer shall develop alternative layouts for Project No. 1. The layout for each Project needs to account for the parking needs of the building and any existing public parking that may be displaced by the Project.

ii. Surveying – cause a civil engineering survey of the site to be performed to 100 feet outside the limits of disturbance in sufficient detail for all planning and design purposes. The survey shall include all surface features, utilities, and any other information necessary for the work.

iii. Geotechnical Investigation – provide geotechnical and foundation evaluation investigations as a part of the site development.

iv. Building location and configuration will be evaluated in conjunction with the site plan to use available space and allow the opportunity for future growth efficiently and effectively.

v. Provide preliminary conceptual designs for review and comment to assist SFE in determining the preferred site layout and building configuration.

vi. Environmental issues – The site design shall be sensitive to and shall protect the surrounding environment.

vii. Grading and Storm Water Management – Grade the site and design adequate storm water management facilities to minimize the risk of flooding or excessive ponding.

viii. Utilities – Provide for all required utilities and where feasible, locate all utilities underground. Site utilities shall include but shall not be limited to: water, sanitary sewer, storm sewer, telephone, electric, cable TV, fiber optics, site lighting, site communications, and potential back up power.

ix. Provide a landscape design for each Project that will be attractive, low maintenance, and consistent with conventional landscaping standards. Landscaping should consider best practices in contributing to effective storm water management.

x. Develop drawings that illustrate the design concepts being proposed to allow the SFE Project Team and, as applicable, the Board to review and approve the plan. Drawings shall include but not be limited to site plan, floor plan(s), elevations, and colored renderings.

b. Schedule.

i. Develop and regularly update a schedule for each Project that includes all phases of the Project through completion of construction and startup/occupancy of the new facility.

ii. Present the schedule in a Gantt chart format and provide sufficient detail to allow tracking of the progress of the work through each phase of each Project.

iii. Promptly notify the SFE Project Team of any delays that will impact the successful completion of the work.

A.2 Phase 1: Designer’s Minimum Responsibilities - Preliminary Design for Each Project and Opinion of Probable Cost

a. Provide all necessary personnel, resources, and sub-consultants to complete the specified design work to SFE’s satisfaction.

b. To the extent not completed in A.1 Phase 1: Conceptual Design, or if additional work is necessary:

i. Develop a space needs analysis for each Project.

ii. Develop and regularly update a schedule for each Project.

iii. Retain a Geotechnical Engineer licensed in Colorado to analyze site conditions and determine foundation configuration and loadings.

iv. Retain a surveyor licensed in the Colorado to survey the sites and develop site topographic maps, utility maps, and any other base mapping information necessary to complete the work.

- c. Gather and compile all necessary data required from SFE's records, from field reconnaissance, and from other sources as is necessary to complete the work.
- d. Schedule and coordinate quality control reviews. Quality control will include but will not be limited to interim submittals and review meetings with the SFE Project Team.
- e. Provide an Opinion of Probable Cost for each Project and all alternatives and preferred site layouts and building configurations.
 - 1. The Designer will work closely with the SFE Project Team to control costs. The Designer will be keenly aware of Project costs throughout all phases of each Project.
 - 2. If an adjustment to a Project budget is required to meet the overall objectives of the Board, the Designer shall promptly notify the SFE Project Team and provide the necessary supporting documentation for the SFE Project Team to make a decision. The Designer shall not proceed with completion of the Project without the prior approval of the SFE Project Team and an adjustment to the Project budget.
 - 3. If adjustment of a Project budget is not feasible, the Designer shall work with the SFE Project Team to modify the Project to reduce the scope or phasing of construction to fit within the approved budget.
- f. The Designer shall remain responsible to maintain the Project within the budget. If Project costs exceed the budget due to the actions, inactions, and/or errors or omissions of the Designer, the SFE Project Team may direct the Designer to redesign the facility at no additional cost to bring the work within budget.
- g. Provide regular reports to the SFE Project Team about the progress of the work.
- h. Any other design work considered normal for Projects of these types and scope.
- i. Provide Project meeting minutes.
- j. The Designer shall outline and detail in the Proposal any other tasks required to complete the work. Failure to account for items that would be considered usual and customary for one or both Projects shall not be justification for additional compensation or an extension of contract time.
- k. The Designer shall not proceed with Final Design until receipt of approval of the Preliminary Design from the SFE Project Team or the Board, as applicable.

B.1 Phase 2: Final Design For Each Project – Design for CM/GC to Effectively Bid Each Project At 75% Construction Ready Drawings and Specifications.

a. Final Design Documents. Upon approval of the Preliminary Design for a Project, the Designer shall proceed to Final Design and development of bidding documents for that Project. The Final Design shall incorporate the approved Conceptual Design and Preliminary Design into Drawings and Specifications suitable for contractor bidding of the Project. The Final Design documents for each Project shall, at a minimum, include the following, as applicable to each Project:

- i. Site Plan
- ii. Site Utilities
- iii. Site Grading
- iv. Storm Water/Erosion Control Plan
- v. Landscaping
- vi. Administration/office design
- vii. Interior space layout
- viii. Telephone system and audio/visual low voltage systems
- ix. Fiber Optic Communications
- x. Building material schedules
- xi. Window and door schedules
- xii. Room Finish Schedules
- xiii. Plumbing
- xiv. Sprinkler
- xv. Electrical
- xvi. HVAC
- xvii. Compliance With Applicable Laws, including the ADA
- xviii. Any other component and/or schedule necessary to complete the work
- xix. Develop final drawings, which shall include but shall not be limited to:
 1. Site Survey
 2. Site Plan and Details
 3. Site Grading Plan and Details
 4. Storm Water/Erosion Control Plans
 5. Floor Plans
 6. Exterior Building Elevations
 7. Roof Plans
 8. Wall Sections and Details
 9. Renderings
 10. Interior elevations
 11. Room Finish Schedules
 12. Door and Window Schedules
 13. Reflective ceiling plans
 14. Structural Plans and Details
 15. Sprinkler Plans (if needed)
 16. HVAC Plans and Details
 17. Plumbing Plans and Details

18. Electrical Plans and Details
19. Security System Plans and Details
20. other drawings needed to define work and allow competitive bidding

b. Constructability. The Designer is responsible for the constructability of the Final Design for each Project. The Designer shall coordinate the design of all mechanical, electrical, and plumbing work to avoid conflicts between the respective systems and confirm they will all fit into the allotted space. Notwithstanding any recommendations or approvals by SFE, the Designer shall not be relieved from responsibility for the constructability and suitability of the design and all associated details.

c. Geotechnical Investigation and Foundation Design. The Designer shall retain the services of a Geotechnical Engineer to perform an investigation of the site soils and determine required design criteria. The Geotechnical Engineer shall be a Professional Engineer licensed in the State Colorado. Based on these soils investigations, the Geotechnical Engineer shall make determinations on type and size of foundations for each Project.

d. Site Surveying and Grading. The Designer shall retain the services of a Registered Land Surveyor licensed in the State of Colorado to prepare a topographic and utility map of the property to serve as the base for design drawings. The survey shall extend a minimum of 100 feet beyond limits of disturbance. Using the topographic information, a storm water management plan shall be developed to control runoff and minimize impact to neighboring properties.

e. Permits and Other Approval Requirements. The Designer shall be responsible to provide information necessary to obtain required approvals and permits for the work. The Designer shall address and incorporate, as required or appropriate, any comments received from review agencies into the final document. The Designer shall complete any other tasks as needed to meet the Project objectives of the Board. Anticipated tasks shall be noted in the Proposal.

B.2 Phase 2: Designer Responsibilities - Final Design

a. Provide all necessary personnel, resources, and sub-consultants to complete the specified design work to the satisfaction of SFE.

b. Regularly meet with the SFE Project Team to review Project status and design details.

c. Schedule and coordinate quality control reviews during the Final Design. Quality control will include but will not be limited to interim submittals and regular review meetings with the SFE Project Team.

d. Provide regular written reports and communications to the SFE Project Team about the progress of the work.

- e. Regularly update the Project schedule with the SFE Project Team.
- f. Regularly update the estimated costs for each Project.
- g. Control Project costs to keep each Project within budget. Notify the SFE Project Team if estimated cost of construction exceeds the budget for one or both Projects, including any contingency.
 - h. Provide Project meeting minutes.
 - i. Any other work as normally required for Projects of their size and scope.

The Final Design shall be reviewed and approved by the SFE Project Team or the Board, as applicable.

C.1 Phase 3: Construction Bidding

a. Objective. Each Project shall be competitively bid through SFE to contract with a qualified CM/CG at a guaranteed maximum price that is within the budget approved for the Project with minimal change orders.

b. The Designer's Responsibilities for Bidding.

i. Provide all necessary personnel, resources, and sub-consultants to assist the SFE Project Team in competitively bidding the work.

ii. Gather and compile all necessary data required from SFE and other sources as deemed necessary to bid each Project successfully and competitively.

iii. Prepare bidding forms, any supplementary conditions of the contract, and assist the SFE Project Team and SFE's legal counsel in preparing an appropriate modified AIA Owner – Construction Manager/General Contractor Agreement with a Guaranteed Maximum Price and associate modified AIA 201 General Conditions of the Contract.

iv. Provide a PDF of the complete Drawings and Specifications suitable for posting.

v. Assist the SFE Project Team in answering questions from prospective bidders.

vi. Participate in a pre-bid meeting with prospective CM/GCs explaining the Project concepts and goals and answering questions.

vii. Prepare addendums as required to clarify or modify the design.

viii. As requested, assist the SFE Project Team in opening and evaluating the bids, participating in the interview process, and recommending an award.

C.2 Phase 3: Construction Administration Services

a. Objective. Assist the SFE Project Team in monitoring, recording, and administering construction activities.

b. The Designer's Responsibilities for Construction Administration Services

i. Provide all necessary personnel, resources, and sub-consultants to assist the SFE Project Team in administering construction of the Project.

ii. Construction administration and documentation to include but not limited to:

1. Attend and prepare minutes of weekly AOC meetings
2. Shop drawings
3. Schedule compliance
4. Contract compliance
5. Regular construction meetings
6. Request for information (RFI)
7. Evaluate requests for change
8. Change Orders
9. Monthly pay requests
10. Operation and maintenance manuals
11. Test results
12. Inspection for and Issuance of Certificate of Substantial Completion
13. With SFE and contractor, develop final punch list
14. Final inspection
15. Contract Closeout
16. Training
17. Startup and Commissioning
18. As Built plans and documents
19. Other tasks normal to facility construction administration

c. Monthly Progress Reports and Quality Control. Project progress reports shall be submitted by the first of every month. Each report shall detail progress made during the previous month, planned work for the coming month, and any issues to be resolved. All monthly reports shall include an updated Project schedule and cost update. Monthly reports shall not exceed one type-written page, excluding updated schedules, charts, or tables. Quality control review meetings will be held with the SFE Project Team at 30%, 70% and at completion of each phase of the construction.