

Town of Frisco
REQUEST FOR PROPOSALS

Sealed proposals will be received at the Town of Frisco, 1 Main Street, PO Box 4100, Frisco, Colorado 80443 until 1:00p.m., Wednesday, October 11, 2017, at which time the proposals will be opened and reviewed, for the following Town of Frisco project. Proposals should be to the attention of Linsey Joyce, Programs Manager/Recreation and Culture Department.

FRISCO SKATE PARK DESIGN/BUILD PROJECT

The Frisco Skate Park Design/Build Project is for the design and construction of a new addition to the Frisco Skate Park, and a renovation of the existing skate park. The existing skate park was built in 2000 and is approximately 10,000 square feet in size. It is comprised of all above-grade features with a chain link fence surrounding the area. The qualified firm will need to incorporate the existing skate park into the design and construction of the additional skate elements. Priorities for the project include: keeping the existing skate park, removing the fence, installing an addition to the skate park using poured in place concrete and maintaining the skate park as a beginner / intermediate level facility.

The work provided by the qualified firm will need to include: conceptual design, schematic design, detail design including construction documents, and turnkey construction. The qualified firm will prepare accurate construction cost estimates, project scheduling, preparation of construction documents and specifications, and construction of street and/or concrete elements.

This project will coincide with additional work performed by others occurring in 2018 at the Frisco Peninsula Recreation Area including the construction of a sport court, bathroom addition of the Frisco Day Lodge, and landscape improvements in and around the skate park, sport court, and Day Lodge. The Frisco Skate Park Design/Build Project needs to fit in to the overall design concepts of the Frisco Peninsula Recreation Area.

The Town reserves the right to reject any or all Proposals or accept what is, in its judgment, the Proposal which is in the Town's best interest. The Town further reserves the right, in the best interests of the Town, to waive any technical defects or irregularities in any and all Proposals submitted.

The Proposal must be placed in an envelope securely sealed therein and labeled: **"Proposal for Frisco Skate Park Design/Build Project"**.

Discussion may be conducted with responsible Offerors who submit Proposals determined to be reasonably susceptible of being selected for award for purpose of classification to assure full understanding of, and responsiveness to the solicitation requirements.

In addition to price, the criteria set forth in the Instruction to Offerors and any specific criteria listed below, may be considered in judging which Proposal is in the best interests of the Town: Qualifications, Methods and Strategic Plan.

BY ORDER OF THE TOWN OF FRISCO, COLORADO

I. INTRODUCTION

The Town of Frisco is located in Summit County, just one hour west of Denver and 95 minutes from Denver International Airport on Interstate 70. The centralized location offers easy access to 8 major ski areas and numerous year-round activities. Its small town feel, welcoming community and outdoor recreation offerings make Frisco a favorite among locals and a popular resort destination for visitors.

Frisco is a town of approximately 2,927 people. In 1879, Colorado chartered the Town of Frisco – the area had been inhabited by fur trappers and prospectors for more than 60 years, and by the Ute Indians for nearly 7,000 years before that. Some people assume the town was named after San Francisco, another mining boomtown from the 19th century. However, this is not true. The area was named “Frisco City” in 1875 by a railroad agent working in Colorado to draw the St. Louis and San Francisco Railway (aka the Frisco Line). The nickname is made from letters in the name of their rail line: the “F R” from Francisco, the “I S” from St. Louis and the “C O” from Company, making “FRISCO.” In 1879 Frisco was incorporated and “City” was dropped.

The Town of Frisco Recreation and Culture Department desires to attract proposals from qualified professionals or firm to complete a rebuild and addition to the Frisco Skate Park. The existing skate park is located at the Peninsula Recreation Area (PRA) and sits adjacent to the Frisco Day Lodge. The PRA is one of the assets that makes Frisco a unique mountain town. At 807 acres in total size, 220 acres of which is Town owned, the PRA represents the largest Town-owned recreational space in the community.

In February 2017, the Town held a “Community Conversation” to prioritize potential PRA project options with the community. Sixty community members attended this event and gave feedback, via key pad polling, on proposed ideas for enhancing the PRA for both the summer and winter seasons. Of the 21 items/amenities proposed to the community, the skate park rebuild ranked 4th among community members, with 72% of the community participants either “loving it” or “liking it.”

Next steps included a design charrette coordinated by Norris Design, at the Frisco Day Lodge on May 18, 2017. The purpose of the charrette was to create a master site plan and provide more clarity to the Town on how to phase improvements and where to locate each amenity. There were over 20 attendees who participated in the charrette, representing a diverse set of interests. As a result of this charrette, the following priorities were identified for the Frisco skate park: expand the skate park near its existing location and combine it with a sports court, keep the existing skate park, remove the fence, install an addition to the skate park using poured in place concrete, and maintain the skate park as a beginner / intermediate level. The skate park expansion is a top priority for the Town of Frisco for 2017 and 2018.

The Town Council’s vision for the PRA includes the following:

- The PRA and the marina define Frisco as a unique mountain town.
- Activities and features in the PRA should maintain character with the mountain environment.
- Future plans for the PRA should avoid the evolution into a commercial character “fun park.”
- The Town is committed to primarily providing amenities for local community members but recognized the opportunities presented by the tremendous levels of visitors Summit County receives.
- Ideally, facilities would be a blend of revenue and non-revenue to produce an aggregate break-even for the area as a whole.
- There is an interest in diversifying the Frisco Adventure Park so that it is not perceived as “just a tubing hill”.
- The role of the PRA is centered upon community recreation, health and fitness.
- Projects which may enhance continuity between the PRA and the main areas of Town are optimal.

The Town of Frisco desires to attract proposals from qualified professionals or firm to complete a rebuild

and addition to the Frisco Skate Park that takes into account the Town Council's vision for the PRA, and the community input for such a park. The proposed skate park must meet the safety and industry standards for current skate park design. The proposed skate park must also be of appropriate size and draw for the Frisco and Summit County community.

II. SCOPE/STATEMENT OF WORK

The Town of Frisco seeks a qualified professional or firm to complete a rebuild and addition to the Frisco Skate Park. The proposed rebuild and addition shall maintain the skate park as a beginner / intermediate level and feature terrain designed for all age groups. The designs will need to compliment the two other skate parks in Summit County – Breckenridge and Silverthorne, as well as taking into account additional regional skate parks.

A total of \$390,400 was budgeted in 2017 for the skate park redesign project. Due to timing and site planning concerns, staff recommended moving this project to 2018 and combining it with the sport court project and the day lodge bathroom expansion. Funds are available in 2017 for community outreach and design work/plan development for the skate park. A total of \$600,000 is budgeted in 2018 for final design and construction of the skate park.

The proposer will be required to have thorough knowledge and practical experience relating to the professional services and activities involved in the planning, construction, and repurposing of skate parks. The scope of work shall include, but not be limited to, the following:

1) Data Gathering, Inventory and Analysis

- a. Identify and convene an advisory group (with town staff) consisting of a variety of users including citizens, stakeholders, staff, etc. Kick-off meeting and follow-up with advisory group and consultant team to confirm process, goals, roles and responsibilities.
- b. Stakeholder interviews to gain insights including needs, desires, strengths, challenges, and opportunities.
- c. Evaluate and review current uses and programming spaces.

2) Community Outreach

- a. A robust community outreach program is expected in order to gain focused citizen participation about this important piece of land. Frisco has used "Community Conversations" as a form of outreach; engaging people through listening, input, polling, and open houses, among other strategies. An early 'kick-off' to introduce the project, establish a vision for the site, further gain citizen insights and goals including needs, desires, strengths, challenges, and opportunities is expected.
- b. Follow-up outreach after initial planning and final phases is expected.

3) Input, Design, Costs and Scheduling

- a. Evaluate public input
- b. Conceptual Design
- c. Design Development
- d. Construction drawings (final design) of the addition and rebuild of the existing skate park.
- e. Preparation of construction cost estimates and project design and construction schedule
- f. Public presentation of conceptual design to Town Council
- g. Public presentation of final design to Town Council

4) Construction

- a. Consultant is responsible for project schedule and completion of work on schedule.
- b. Coordination with Town staff and the Town's Owner's Representative on all aspects of construction including planning, timing, permitting, etc.

- c. Coordination with Town staff and the Town's Owner's Representative on additional construction aspects of the plan including the sport court, bathroom expansion of the Day Lodge, and landscaping.

III. DESCRIPTION OF THE PROJECT:

The Town of Frisco operates and maintains the unsupervised Frisco Skate Park. Built in 2000, the skate park is a popular amenity that has served its time well. The park is in need of a face-lift. The existing facility is approximately 10,000 square feet in size and is comprised of all above-grade features. The goal of this project is to rebuild the existing park and add-on additional features and terrain that best meet the needs of the skateboarding community.

With two of the modern skate parks already existing in Summit County, there remains the question of how much skate park space is appropriate for the local user demographic. The skate park in Breckenridge is approximately 18,000 square feet and the skate park in Silverthorne is approximately 13,000 square feet.

This project includes both the new design and the redesign of the existing skate park so that the park may have one continuous flow and feel to it. The qualified firm will work closely with Town of Frisco staff on community and stakeholder outreach on this project. The qualified firm will be responsible for conceptual, design development and final construction drawings for the skate park. The qualified firm will also be responsible for construction of the skate park in coordination with Town of Frisco staff and the Town's Owner's Representative.

IV. INSURANCE

The Contractor agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Contractor pursuant to the Agreement. Such insurance shall be in addition to any other insurance requirements imposed by law.

Without limiting the generality of the foregoing, Contractor shall procure and maintain, and shall cause any subcontractor of Contractor to procure and maintain, the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to the Town. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

A. Workman's compensation insurance to cover obligations imposed by applicable law for any employee engaged in the performance of Work under the Contract, and Employer's Liability insurance with minimum limits of five hundred thousand dollars (\$500,000) each accident, one million dollars (\$1,000,000) disease – policy limit, and one million dollars (\$1,000,000) disease – each employee. Evidence of qualified self-insured status may be substituted for the worker's compensation requirements of this paragraph.

B. Commercial general liability insurance with minimum combined single limits of at least six hundred thousand (\$600,000) each occurrence and one million dollars (\$1,000,000) general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (include completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision, and shall be endorsed to include the Town and the Town's officers, employees, and consultants as additional insured. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.

C. "All Risk" Builder's Risk insurance in a form acceptable to the TOWN upon the entire Project for the full cost of replacement at the time of any loss. This insurance shall include, as named insureds, the Town, Contractor, and any Subcontractors. This insurance shall include "all risk" insurance for physical loss or damage including without duplication of coverage, at least theft, vandalism, malicious mischief, transit, materials stored off site, collapse, falsework, temporary buildings, debris removal, flood, earthquake, testing, and damage resulting from defective design, workmanship or materials. The Contractor shall increase limits of coverage, if necessary, to reflect estimated replacement cost. The insurance shall be written without a co-insurance clause.

D. Any insurance carried by the Town, its officers, its employees, or its consultants shall be excess and not contributory insurance to that provided by Contractor. Contractor shall be solely responsible for any deductible losses under any policy of insurance required by this insurance section.

E. Contractor shall provide to the Town a certificate of insurance as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect. The certificate shall identify this Contract and shall provide that the coverages afforded under the policies shall not be cancelled, terminated or materially changed until at least thirty (30) days prior written notice has been given to the Town. The Town reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

V. Bonds

Contractor shall furnish a Performance Bond and a Payment Bond, each in the full amount of the Contract Price, as security for the faithful performance and payment of all Contractor's obligations under the Contract Documents, including the warranty. These bonds shall remain in effect at least until two (2) years after the date of Final Completion.

VI. SUBMISSION REQUIREMENTS

Prospective teams shall submit six (6) copies of their Submittal, all of which must be received by 1:00 pm on Wednesday, October 11, 2017, in order to be considered for this project. Proposals that omit any information or do not use the format requested may result in disqualification. At a minimum, all submittals should include the following:

- 1) LETTER OF COMMITMENT/UNDERSTANDING THE PROJECT: This letter should be not more than two pages in length, and identify the firms and key staff who will be working on the project, and commit them for the duration of the project if selected. The letter should also state that the firm has read and understands the requirements of the RFP. This letter must be signed by a duly authorized official of the appropriate firm.
- 2) PROPOSER QUALIFICATIONS – This refers to the ability of the proposer to meet the terms of the RFP, and should include not less than three examples of projects (with contact information for lead staff references of such projects) over the past five years than will confirm proposer's expertise in providing skate park design and construction services. Examples must be specific to the key staff identified in (1) and be at or near completion at the time of submitting the RFP.
- 3) METHODS AND STRATEGIC PLAN – Provide a comprehensive description of proven methods and plans for carrying out the Scope of Work through the various phases as detailed above. Philosophical approach to individual and team work should be

considered an essential part of this request.

- 4) **ADDITIONAL ITEMS** – Include all other pertinent information regarding this RFP, particularly any information that the proposer feels addresses why its business or team would be a good match for this project.
- 5) **SCHEDULE** – Proposer shall submit a detailed timeline of dates and schedule for the skate park design and construction process including but not limited to start date, advisory group meeting dates, Council dates, construction kickoff date, final construction completion date, etc.
- 6) **SCHEDULE OF RATES** – Proposer shall submit a total base fee (estimated total fee for all services) tied to the scope of tasks/project phases and an hourly rate schedule. Proposer shall also list anticipated reimbursables by project phase and estimated costs for such reimbursables.

VII. EVALUATION CRITERIA

The following is a list of weighted criteria that will be used to evaluate proposals:

Proposer Qualifications	50%
Methods and Strategic Plan	30%
Schedule of Rates	20%

VIII. SUBMITTALS

All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: "Proposal for Frisco Skate Park Design/Build Project." All proposals must be received by Wednesday, October 11, 2017, 1:00pm at the Town of Frisco at which time they will be publicly opened. The Town will not accept facsimile (faxed) or late proposals.

The Town reserves the right to reject any or all Proposals or accept what is, in its judgment, the Proposal which is in the Town's best interest. The Town further reserves the right, in the best interests of the Town, to waive any technical defects or irregularities in any and all Proposals submitted.

During the Request for Proposal selection process, all proposals shall remain confidential. The entire selection process (procurement) file shall be opened to the public (which includes all proposers) after an agreement is approved by the Town, except those items for which confidentiality has been requested in writing by the Proposer, and providing that the Town Attorney has reviewed and determined this to be the properly confidential under the State Open Records Act and other relevant statutes and regulations.

IX. Questions and Answers

All questions concerning this RFP must be submitted by e-mail to Linsey Joyce—Programs Manager/Recreation & Culture Department for the Town of Frisco—at linseyj@townoffrisco.com by 3:00 pm on Monday, October 2, 2017. Addenda, reports, and responses to questions and answers will be distributed by Wednesday, October 4, 2017.

X. Proposer Interviews

At the Town's discretion, on-site interviews and discussions may be conducted with responsible finalist Proposers determined to be reasonably susceptible of being selected for award for purpose of clarification to assure full understanding of, and responsiveness to the solicitation requirements. Any cost incurred by the respondents in preparing or submitting a response to this RFP or interviewing for this project shall be the respondents' sole responsibility.