

**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 12:00p.m., February 2, 2018, at which time the proposals will be opened and reviewed, for the following Town of Frisco project. Proposals should be to the attention of Diane McBride, Assistant Town Manager/Recreation & Culture Director.

Proposal for the Peninsula Recreation Area – Owners Rep Services

The Town of Frisco has four (4) amenity projects at the Peninsula Recreation Area (PRA) budgeted for 2018 including: 1) skate park expansion, 2) game court construction, 3) exterior restroom expansion of the Day Lodge, and 4) boulder climbing area. The Town is seeking project management and oversight services for these four (4) projects, as well as the coordination of landscape projects.

The Owner's Representative will assist the Town of Frisco with full Owner's Representative services in developing a master schedule and budget; finalizing project scopes, goals and priorities; overseeing the final design details and coordination, including the selection of project team members and contractors as appropriate; assisting in preconstruction and design coordination and management; construction oversight; providing monthly progress reports and updates on budget, schedule and key project decision making to Town Staff and occasionally to Town Council; oversee closeout process.

The Owner's Representative will provide a broad spectrum of administrative management and oversight for the construction project management process, project accounting, budgeting, reporting, scheduling, cost management, punch list management, managing warranty and maintenance issues.

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 the Peninsula Recreation Area – Owners Rep Services."**

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 desires to attract proposals from qualified professionals or firms for **Owner's Representative services** related to development of the Peninsula Recreation Area. A conceptual site plan (Exhibit A) and the final master plan for the peninsula (Exhibit B) are included in this RFP. Both plans were prepared by Norris Design. Three of the four amenities/project upgrades are on the same site and require the coordination and communication efforts of an Owner's Representative. Landscape improvements are also on the site and included in the scope of this work.

The Town currently has a design/build contract in place with Evergreen Skateparks for the expansion of the Frisco skate park. The Town has reached out to game court companies and boulder climbing companies but has not entered into an agreement with anyone at this time. The original design work for the Day Lodge was completed by OZ Architecture. The Town has reached out to OZ Architecture regarding this project but has not entered into an agreement with them at this time. The Owner's Representative will coordinate the release of RFP's for services as needed, and the work of general contractor(s) and the design/builder.

II. SCOPE/STATEMENT OF WORK

The Town seeks the most responsive, experienced and responsible proposer to act as an Owner's Representative to assist the Town of Frisco (Town) in overseeing the preconstruction, construction and closeout of projects at the PRA. The third-party Owner's Representative will be a firm or individual that will act as an owner's agent and will guide the Town of Frisco through the permitting, final design details, budgeting, schedule projections, constructability analysis, construction and project close-out. The Owner's Representative will provide a broad spectrum of administrative management and oversight for the construction. Some of the services expected of the Owner's Representative include project management, process management, project accounting, budgeting, reporting, scheduling, construction management, cost management, punch list management, managing warranty and maintenance issues and more.

These projects are currently budgeted and have a site plan in place. The total budget for these projects is \$1.26M. The proposer will be required to have thorough knowledge and practical experience relating to the professional services and activities involved through the preconstruction and construction phases. The scope of work shall include, but not be limited to, the following:

- Preconstruction Management
 1. Act as owner's agent / authority
 2. Identify project goals
 3. Finalize scope of the project
 4. Develop master schedule and budget
 5. Assist with procurement, oversee services providers / contractors
 6. Review and approve program timeframe and cost budgets
 7. Inform Town Staff for critical decision-making regarding project design details and ancillary costs and project development issues.
 8. Participate in all design and progress meetings as directed by Town to coordinate and ensure progress of the work. Provide suggestions and recommendations relating to the final design and other specifics of the site.
 9. Review architectural and engineering plans to identify any technical and programming conflicts, constructability issues, or coordination and/or scope discrepancies. Reduce comments to writing for Town review and input.
 10. Identify items or issues specified by the design team that may create delays to the project schedule or not provide sufficient value for the design quality and functionality being sought by the Town.

11. Perform constructability and quality review of Contract Documents prior to bid. Work with General Contractor(s) and Owner to develop project specific construction estimates and list of trades/suppliers.
 12. Make recommendations for possible phased construction in order to maintain the project completion date, or take advantage of opportunities in weather or other conditions for accelerating the construction schedule.
 13. Solicit and negotiate all contracts as directed by the Town as necessary for the development of the project.
 14. Prepare GC bid documents and evaluation criteria and assist in the GC selection process.
- Construction Management
 1. Assist in preparing any consultant requests for services that are not provided by the General Contractor(s).
 2. Attend pre-construction conference(s).
 3. Assist in reviewing the Construction Schedule as prepared by the General Contractor(s) at the outset, and then monthly or as directed thereafter.
 4. Assist in conducting and documenting weekly construction progress meetings, as directed by the Town. Work closely with the GC's on scheduling, supplies, inspections and communication to make sure delivery dates are met.
 5. Assist in the resolution of disputes, as directed by the Town
 6. Assist in the coordination of formal disputes per the contract requirements with Town, as required.
 7. Review and recommend for approval or denial all proposed change orders.
 8. Assist in the enforcement of project quality as defined by the project construction documents with respect to construction materials and methods.
 9. Assist in the development of punch list items, and monitor corrective actions for same. Assist in the enforcement of project close-out requirements.
 10. Recommend acceptance of the project and filing of the Notice of Completion.
 11. Conduct site visits as needed, at least weekly.
 12. Document the construction sequences with digital images.
 13. Monitor construction budgets and review invoices before they are processed against project budget.
 14. Ensure that the appropriate inspections and consultant reviews take place at pre-determined sequences.
 15. Coordinate and provide budget and project status updates for the Town on a weekly basis.
 - Project Closeout
 1. Turn over all project documentation generated by proposer to the Town. Files shall be transferred in a banker's box with a Master Index.

III. SUBMISSION REQUIREMENTS

Prospective teams shall submit two (2) copies of their Submittal and one (1) electronic copy, all of which must be received by 12:00 pm on Friday, February 2, 2018, 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 of such projects) over the past five years that will confirm proposer's expertise in providing Owner's Representation 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 OF RATES – Proposer shall submit a schedule of rates that it finds most applicable to the RFP. These rates may be by more than one work/payment scenario, or address different payment types and schedules for different phases of work as described above. This schedule of rates should include all information regarding reimbursables, ancillary services, payment schedules to subcontractors, etc.

IV. Evaluation Criteria

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

Proposer Qualifications	40%
Methods and Strategic Plan	30%
Schedule of Rates	20%
Demonstrated Commitment	10%
To Project Objectives and Strong Working Relationships	

V. Submittals

All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: "Proposal for the Peninsula Recreation Area – Owners Rep Services." All proposals must be received by Friday, February 2, 2018, 12:00pm at the Town of Frisco, Town Hall, One Main Street, PO Box 4100, Frisco, CO 80443, Attn: Diane McBride, 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.

VI. Questions and Answers

All questions concerning this RFP must be submitted by e-mail to Diane McBride — Assistant Town Manager/Recreation & Culture Director for the Town of Frisco—at dianem@townoffrisco.com by 3:00 pm on Wednesday, January 24, 2018. Addenda, reports, and responses to questions and answers will be distributed by Friday, January 26, 2018.

VII. 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.