

**Frisco Bay Marina Master Plan Coordination and Construction**

**REQUEST FOR QUALIFICATIONS AND PROPOSALS**

**FOR**

**OWNER’S REPRESENTATIVE SERVICES**

**RFQP DUE DATE: Friday, January 4, 2019, 3:00pm**

**Town of Frisco**

1 East Main Street

P.O. Box 4100

Frisco, CO 80443

Tom Hogeman

General Manager – Frisco Bay Marina

[tomh@townoffrisco.com](mailto:tomh@townoffrisco.com)

[www.townoffrisco.com](https://protect-us.mimecast.com/s/AvfPCo2v1zhr376kcz0BsO?domain=townoffrisco.com)

**Project Description**

The Town of Frisco operates the Frisco Bay Marina. In June 2018, a comprehensive Marina Master Plan was finalized by Logan Simpson and adopted by the Frisco Town Council. The Plan is attached for reference. The Plan is broken down into phases, with portions of Phase 1 budgeted for 2019. Items included in the 2019 budget include:

* The “Big Dig”. This is an excavation project consisting of the movement and replacement of ~80,000CY of material. Coordination is underway at this time for a permit modification (Army Corps of Engineers), wetlands mitigation, and RFP for the movement of the materials.
* Relocation of the Boat Ramp
* Relocation of the Fuel Dock and Upgrades
* Site Grading and Preparation for Future Uses and Building Construction
* Lift Station – Design/Build for Future Uses
* Shoreline Beach Improvements
* Bulkheads and Retaining Walls
* Site Utilities and Infrastructure
* Landscaping
* Sidewalks, Paths, Drop-off Areas

The total budget for the above mentioned projects is $4 million, with priority being placed on the “Big Dig” project.

The Town of Frisco desires to hire a qualified Owner’s Representative firm to oversee these above mentioned projects and contracted services at the Frisco Bay Marina. Many of these projects will be running simultaneously and will require an Owner’s Representative with strong construction management expertise. Services include but are not limited to: managing the project team, assembling additional project team members as appropriate, finalizing project scope and schedules, managing the contractor(s) selection process and evaluation, entitlements, budgets, project delivery and onsite coordination of activities, final delivery of products and services.

In addition to the Town of Frisco staff, project team members currently consist of the following, each under separate contracts:

* William Linfield - Contracted Engineer for the Town of Frisco
* Martin/Martin – Grading Plan for the “Big Dig” and Lift Station Coordination
* Logan Simpson - Landscape Architects
* Matthew Stais Architects – Marina Office Building (2020 budget)
* Edgewater Resources – Marina Expertise

The initial project team met in August and November. A project schedule was created and is attached for reference. The Owner’s Representative will be responsible for reviewing this project schedule, adjusting the schedule as appropriate, following up with project team members on deliverables and deadlines, and coordinating the overall project to remain on schedule and within budget.

### Proposal Content

We are soliciting proposals for comprehensive Owner’s Representative services. This proposal should include credentials and qualifications that demonstrate your firm’s prior and recent experience on similar projects. You may submit any information that supports this objective. However, we request that this information include, at a minimum, the following information:

1. **Cover Letter / Executive Summary**

Your cover letter must include the following:

* 1. Firm Name
  2. Business Address
  3. Phone Number
  4. Primary Contact
  5. Email of Primary Contact

1. **Firm Profile**

Be sure to include the number of years your firm has been in business and the type of organization.

1. **Relevant Experience**

Provide no more than five (5) similar projects completed by your firm. Those projects should include facilities and amenities of similar size and scope to those proposed by the Town of Frisco. Please include the following information:

* 1. Brief project description including services provided
  2. Project type, detailing the similarities to this project in scope
  3. Project team including the Project Manager
  4. Project Size and Cost
  5. Schedule
  6. Client Contact Information

1. **Project Team**

Provide your project team’s organization and reporting structure including the roles and responsibilities. Include detailed resumes for the proposed project team members including similar projects. Resumes are limited to 1 page.

1. **Proposed Scope of Services**

Attached, in Exhibit A, is the proposed Owner’s Representative services that are assumed to be required in association with these projects for basic services. Clearly identify and detail any excluded or additional services.

1. **Project Approach**

Demonstrate a clear understanding of the Owner, its organization, the Owner’s Representative leadership role and the Owner’s Representative’s contribution to this project.

Describe your firm’s approach, as the Owner’s Representative to communication, schedule, budget development and cost control.

1. **Other services**

Describe other services your firm offers that are not included in its basic services.

1. **Fee Proposal**

Submit a fee to provide the services as outlined in your proposed Scope of Services. Reimbursable expenses will be in addition to the fee and should be detailed. Provide a probable cost to each proposed reimbursable expense. Identify any optional services your firm offers that are not included in basic services, and assign a cost to each.

### Submittal Instructions

Proposal responses are limited to 15 pages double sided (30 pages total) and should be formatted to match the order as outlined in the previous section, on 8.5 x 11 vertically oriented sheets. Foldout 11 x 17 pages are acceptable but limited to 2 pages. Minimum font size is 10pt.

Please provide two (2) original hard-bound copies and one electronic PDF copy of your firm’s response by 01/04/19, 3:00pm, delivered to the address below:

**Town of Frisco**

Attn: Tom Hogeman

1 East Main Street

P.O. Box 4100

Frisco, CO 80443

All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: "Proposal for Frisco Bay Marina Owner’s Representation Services for Master Plan Coordination and Construction.” All proposals must be received by Friday, January 4, 2019, 3:00pm 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 RFQP 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.

Failure of the candidate to provide any information requested in the RFQP may result in the disqualification of the submitted proposal. Owner reserves the right to select any or reject any and all submissions in its best interest. The Owner also reserves the right to pre-qualify any or all proposers or reject any or all proposers as unqualified, including without limitation, the right to reject any or all nonconforming, nonresponsive, unbalanced, or conditional, qualifications. Likewise, the Owner also reserves the right to re-solicit, waive all informalities not involving price, time, or changes in the work, and to negotiate contract terms with the apparent successful candidate at the proposer’s expense. All submitted materials will become the Town of Frisco’s property and will not be returned.

Questions regarding this Request for Qualifications and Proposals should be directed to Tom Hogeman ([tomh@townoffriso.com](mailto:tomh@townoffriso.com)) with a CC to Diane McBride ([dianem@townoffrisco.com](mailto:dianem@townoffrisco.com)) via e-mail only consistent with the following schedule. Any other forms of communication may be grounds for disqualification.

If the need for any clarifications arise in response to the questions, they will be provided in the form of an Addendum to this RFQP.

### Submittal and Selection Process Schedule

|  |  |
| --- | --- |
| 12/07/2018 | Issue Request for Qualifications and Proposals |
| 12/14/2018 | Clarification deadline for questions |
| 12/18/2018 | Addenda, reports and responses to questions and answers |
| 01/04/2019 | Proposals due by 3:00 p.m. MST |
| 01/08/2019 | Selection Committee Review of RFQP responses |
| 01/10/2019 | Oral Interviews (at Town of Frisco discretion) |
| 01/22/2019 | Notice of Award issued to successful firm |

### Selection Process and Interviews

Submittals will be reviewed and evaluated by a Selection Committee. The Town of Frisco may make an award based solely on its review of the proposals or may conduct an interview process, at its sole discretion.

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 RFQP or interviewing for this project shall be the respondents’ sole responsibility.

The Selection Committee will make its award based on its holistic assessment of the proposals, including the project team, familiarity with the project type, the proposed scope of services and fee, among other considerations.

The issuance of this RFQP constitutes only an invitation to submit a proposal. The Town of Frisco reserves the right to determine, in its sole discretion, whether any aspect of the response satisfies the criteria established in this RFQP, to change any of the terms and conditions of this RFQP at any time.

The selected firm will be expected to commence services immediately on the Notice of Award.

**ATTACHMENT A**

**PROPOSED SCOPE OF SERVICES**

The following are the proposed scope of services assumed to be required by the Owner’s Representative in association with the master plan coordination and construction services projects:

1. The “Big Dig”. This is an excavation project consisting of the movement and replacement of ~80,000CY of material. Coordination is underway at this time for a permit modification (Army Corps of Engineers), wetlands mitigation, and RFP for the movement of the materials. The RFP for the movement of materials will be released early December, with an execution goal of late February/early March 2019. The Owner’s Representative will assist with contractor selection, budget, coordination of resources and activity, schedule, and approval and permit follow-up as needed with Denver Water, Army Corps of Engineers, etc.

The following projects entail Owner’s Representation coordination with other project team members and may include contractor bidding and selection, project and construction management, scheduling, staging, and budgeting and resource management:

1. Relocation of the Boat Ramp.
2. Relocation of the Fuel Dock and Upgrades
3. Site Grading and Preparation for Future Uses and Building Construction
4. Lift Station – Design/Build for Future Uses
5. Shoreline Beach Improvements
6. Bulkheads and Retaining Walls
7. Site Utilities and Infrastructure
8. Landscaping
9. Sidewalks, Paths, Drop-off Areas

Each of the above listed projects is detailed in the approved master plan provided by Logan Simpson and adopted by the Frisco Town Council.