



Request for Qualifications & Proposal

Design/Build Team

for the

**Peninsula Recreation Area
Office & Maintenance Building**

Town of Frisco

Provided by:

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Submittal Deadline:
March 4th, 2019
Time: 2:00 PM

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1.0 Introduction

On behalf of the Town of Frisco (Owner), NV5 (Owner's Representative) invites you to submit your qualifications for Design/Build (D/B) services for the Peninsula Recreation Area Office and Maintenance Building. The project scope consists of a 4,000 sqft prefabricated metal building to be built out with 1,500 sqft interior office space and 2,500 sqft of maintenance and storage space.

Alternate #1 – A roughly 1,000 sqft addition to the planned footprint that would have access to the building via an interior door as well as a separate exterior entrance. If this alternate is not accepted during pricing phase, design considerations should be made for a potential addition at a later time. This includes but is not limited to utility routing and stub outs, concealed header for future door, landscape design, and hardscape design.

Alternate #2 – The additional TI buildout of residential caretaker space that is accessed from the exterior of the building. The intent is to utilize the space above the offices and not increase the footprint of the planned building or retract from the usable footprint for office or maintenance.

There will also be a restroom addition to the existing Day Lodge, utility improvements around the site, and coordination with a separate civil contractor in the adjacent area is anticipated.

Questions are due no later than:

5:00 PM (MST) on February 18th, 2019

Proposals are due no later than:

4:00 PM (MST) on March 4th, 2019

Please provide a copy of your proposal submittal in electronic format to Brandon Keller (Brandon.Keller@NV5.com), and a cc to Diane McBride (DianeM@townoffrisco.com). Please mail one (1) hard copy of your proposal to:

**Town of Frisco
Ms. Diane McBride, Assistant Town Manager
Attn: NV5
PO Box 4100
1 East Main Street
Frisco, CO 80443**

To prevent biased evaluations and to preserve the competitiveness and integrity of the proposal process, proposers are to direct all communications regarding this proposal via email to Brandon Keller with a cc to Diane McBride at the email addresses above. The maximum size limit for file attachments is 20MB. If your submittal exceeds this limit, please provide a link to access the document. Candidates should not contact any team members or any individual associated with the Owner regarding this project.

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2.0 Project Information

2.1 Project Team:

The successful Design/Build Team will be an integral part of the project team, currently comprised of the following key organizations:

- Town of Frisco – Owner
- NV5 – Owner’s Representative

2.2 Scope of Services:

It will be the responsibility of the Design/Build Team to provide the necessary services and work for the successful completion of the project, including but not limited to the following:

- Provide all design and construction services to implement the goals of the project, including but not limited to architectural design, civil, electrical, structural, mechanical engineering services and any specialty design consultants as required, as well as construction services including pricing and cost validation, scheduling, project administration and management.
- Oversee and perform the complete design, permitting and construction processes while providing adequate time for Owner input and review.
 - Permit fees will be waived by the Owner, however permit submittal and management will be the responsibility of the Design/Build Contractor.
- Effectively coordinate and communicate the activities of the Design/Build Team throughout the design and construction processes with Owner and Owner’s Representative.
- Develop and track costs throughout design and construction, including life-cycle expenses. Quickly provide Owner with options to maintain budget if overruns are encountered.
- Record and distribute accurate and complete meeting minutes for weekly OAC meeting.
- In addition to the D/B scope of work for this project there will be restrooms attached to the PRA Day Lodge, which is located adjacent to the new project site.
 - Two restrooms separate from metal building
 - Fully permitted and designed (see attached Exhibit C)
 - Acceptance of this scope is required
- Coordination with separate civil contractor for parking lot paving is anticipated
 - Coordination of any utilities, site lighting, drainage requirements

Scope Outline:

The successful Design-Build Contractor will be solely responsible for the successful delivery of the Peninsula Recreation Area Phase II Office and Maintenance Building. Design-Build Contractor will be responsible for coordination of all project stakeholders through design and construction for the following scope.

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1. Metal Building – Prefab metal shell; DB contractor responsible for procurement of prefab designer/supplier, interior architecture, project coordination, and TI buildout of prefab building shell
 - a. 4,000 sqft foot print
 - i. 2,500 – Maintenance/Storage
 1. Concrete floor
 2. Insulation blankets on exterior walls or minimum code requirements for finish
 - ii. 1,500 – office
 1. 8 office spaces
 - a. 6 individual
 - b. 2 shared (2-3 people per)
 2. Conference room/flex room
 3. Kitchen/break room
 - a. Staff Lockers
 - b. Kitchenette
 4. Bathrooms
 - a. Shower stall
 - b. Washer/dryer (can potentially be located in maintenance space)
 - b. Alternate #1 – 1,000 sqft flex space
 - i. The Town of Frisco would like to investigate the possibility to add on to the existing footprint for a flex space
 1. Interior connection to office as well as separate exterior entrance
 - c. Alternate #2 – Caretaker suite
 - i. The Town of Frisco would like to investigate the possibility to include an exterior accessed caretaker suite in the building
 1. The potential to include in a double height space above office space exists
 - d. Two overhead service doors into maintenance space
 - e. Exterior cladding of building to vary based on street presence with a focus on a more refined look where visible from the public right of way
2. Civil design
 - a. Utility design and connection to existing utilities
 - i. Take into consideration possible future expansion for Alternate #1 and other potential scope
 - b. Slab and in ground structure for prefab metal building
 - i. Coordinated with MEP penetrations/wall locations
 - c. Sidewalks & hardscape
 - d. Site lighting
 - e. Landscaping
 - f. Fire department access to be coordinated during design

Additional requirements and information:

1. Permitting fees will be waived by Town of Frisco
2. Domestic water tap fees will be waived by Town of Frisco

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3. GC to coordinate all code requirements with Town of Frisco and jurisdictions having authority including but not limited to:
 - a. Fire department requirements such as fire hydrants, access, knox box, sprinklers etc.
 - b. ADA compliance
 4. GC to coordinate all sub-contractors required to provide a complete and functional project
 5. GC to coordinate all inspections, materials testing, permitting, etc.
- Exhibit A – Draft DB Contract – Town of Frisco
 - Exhibit B – PRA Day Lodge Restroom Expansion Set
 - Exhibit C – PRAII Office and Maintenance DB Bid Workbook

2.3 Additional Requirements:

1. Pre-Proposal Inspection - Each candidate is responsible for inspecting the site as to the conditions under which he/she shall be obliged to operate or that shall in any manner affect the cost, progress or performance of the Work. Neglect of this requirement will not be accepted as a cause for delay or adjustment in fee. Please note a mandatory bid walk will take place on February 13th at 1:00 PM.
2. Withdrawal of Proposal - No proposal shall be withdrawn for a period of thirty (30) calendar days after the Proposal deadline.
3. Safety – The successful candidate is responsible for administering and enforcing a project safety program in accordance with local, state, and federal requirements.
4. Debris – Successful candidate is responsible for disposal of all refuse generated by their work **daily** and is responsible for prudent protection. Any damage caused by the performance of the candidates work will be the candidate’s responsibility to repair.
5. Protection of Premises – Contractor is responsible for protection of all surfaces adjacent to the construction area or that may be damaged during construction activities. These areas include, but are not limited to, parking surfaces, landscaping and driving surfaces, and existing buildings and structures. The contractor is expected to prudently protect such areas to prevent damage. The contractor shall be responsible for any and all repairs to existing finishes in order to bring them back to pre-construction conditions.

2.4 Schedule Requirements:

It will be the responsibility of the selected contractor to provide a comprehensive, critical path, project schedule that includes milestones for design, construction, closeout, commissioning, and turn over. The project schedule is to be updated weekly by the GC and distributed to all project stakeholders.

- Develop and update detailed CPM construction schedules on a monthly basis.
- Provide 3 week look ahead weekly at OAC meetings, and as requested by ownership team

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3.0 Selection Process

3.1 Anticipated Selection Schedule:

February 7 th , 2019	RFQP Issued
February 13 th , 2019, at 1:00 PM	Mandatory Pre-Bid Walk
February 18 th , 2019, at 5:00 PM	Deadline for Questions
February 21 st , 2019	Final Addendum Issued
March 4 th , 2019 at 4:00 PM	Submittals Due from Candidates
March 6 th – 7 th , 2019	Interview Candidates
March 8 th , 2019	Selection Notification
March 11 th , 2019	Notice to Proceed
March 12 th , 2019	Kickoff meeting with CMGC team
March 13 th , 2019	Notice of Award & Council Approval

3.2 Proposal Requirements:

Submittals will be reviewed by a selection committee to determine which candidate offers the best value to the Owner.

Organize your RFQ response using the following outline. Please separate each section with dividers or tabs using the appropriate section labels.

SECTION 1 – LETTER OF INTEREST

A maximum one-page letter of interest that includes a synopsis of the firm, business principals, distinguishing characteristics, approach to completing this project, primary contact information, and signed by the principal- in-charge.

Include in the introductory information a description of your team’s legal structure: integrated Design/Builder, Joint Venture, Limited Liability Corporation, Prime-Sub-Contractor or others. If a Joint Venture provide a copy of your Joint Venture agreement in addition.

SECTION 2 – TEAM STRUCTURES, EXPERIENCE AND RESUMES

Organizational Chart: Please provide a team organizational chart showing each proposed Team Member, their associated role and their anticipated time commitment throughout the project. The Owner reserves the right to determine the acceptability of these individuals.

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Resumes & Reference Letters: Provide resumes for each proposed Team Members, highlighting recent Design/Build and School Construction experience and including Owner references. Provide reference letters for each of the key team members

Availability: Provide a matrix of Team Member available and anticipated commitment in average hours/week for each phase of the project.

Team Structure: Describe the proposed contractual relationship between firms (if multiple) and describe how the firms will be coordinated and work will be managed. In addition, please identify what work the team intends to self-perform and what work will be subcontracted to other companies. Include architectural, engineering, interior design, construction management, and self-performance of any of the work.

Team Integration: Describe the interactions within the team and with the Client during design. Describe the role and interaction of the Design Team with the Construction Team during design and construction. Provide information on how your Design/Build team will manage communication of Design and Construction Team members, manage Owner comments, the Design Team's involvement throughout construction, and how Sub-contractors will be integrated into design and construction.

Example Projects: Provide up to three (3) examples of relevant Project Experience, in progress or completed by your proposed Team Members during the past five years. Please identify which proposed Team Member was on the example projects listed and what their role was on that project.

- Please focus on projects that best represent your experience with similar projects such as work completed in the area, work completed in similar regions, Design-Build projects, projects completed with the proposed Design/Build team, etc.
- The team should explain and provide examples of relevant Design/Build experience. The experience does not necessarily need to be metal building related. ToF may consider previous Design/Build experience strength regardless of project type. Similarly, ToF may consider previous recent teaming experience among the Team Members as a value add with the more relevant the experience to this solicitation receiving the most credit.
- Please provide size of project, cost, budget, start and completion dates of design and construction.
- Provide contact information for the project Owner as well as the Owner's Representative (if there was one).
- Please provide a brief description of similarities to this project and any unique lessons learned that will be applied.

SECTION 3 – PROJECT APPROACH

Please describe your firm or organization's philosophy and experience with Design/Build projects and what you do to ensure best value to the Owner. In your response, please address the following, at a minimum:

- Briefly describe the benefits to the Owner of the Design/Build process and what your firm does to maximize those benefits. Consider citing an example or two of how you have provided more value previously than an Owner expected.
- Describe the role and interaction of the Design Team with the Construction Team throughout the project. Provide information on how your Design/Build Team will manage interaction of Design

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and Construction Team Members; manage Town comments, and the Design Team's involvement throughout construction.

- Describe your Team's approach to the building architectural design and how you provide a design that is appropriate for the community and incorporates the specific needs of the town into the design of a 'standard' metal building.
- Describe your Team's approach to the building system design and how you provide a design that is appropriate for the Town of Frisco to operate and maintain. Discuss how your team factors life cycle costs into the design process to ensure best long-term value to the Owner.
- Describe the process for submittal review, requests for information and change order requests and how and when you interface with the Owner and Owner's representative.
- Describe how you ensure the most competitive pricing from the subcontracting community and overall best value to the project.
- Describe how you manage the cost control through the design process to avoid cutting scope or affecting quality late in the design process. Hard and soft cost control is applicable to the entire project budget in order to provide a high quality and full-scope end product.
- Briefly describe any potential (or perceived) risks to Owners associated with the Design/Build process and what your firm does to mitigate them, highlighting what you believe sets you apart from other firms.
- Provide information on the ability and capability of the Design Team and Contractor to ensure construction control quality. Describe the quality control approach and corporate systems in place that will assure the maintained quality control of the design and construction. Information should be provided on how internal and external requests for information, shop drawings, submittal reviews, progress meetings, site visits, contract completion, closeout, as-built and completion documentation will all be coordinated and handled. Provide a brief description of the General Contractor's quality control plan.
- Describe your process for project closeout including as-builts, final commissioning, warranties, and O&M's. Discuss how you intend to provide a functional final product within any schedule constraints that may occur.

SECTION 4 – SCHEDULE

Provide a detailed schedule, including milestones and opportunities for Owner & community input from the notice to proceed date through post-occupancy services. Provide a brief narrative of anticipated schedule risks and your ability to mitigate them as well as any ability your schedule allows to address unforeseen risks or delays. Specifically, please address your approach to winter conditions with respect to schedule and budgets. Additionally, discuss the ways you intend to react to potential delays if they affect project schedule.

SECTION 5 – EXAMPLE DOCUMENTS

Please provide examples of sample reports or other tools that you intend to use to communicate cost discussions such as progress budget reports, Sub-contractor buyout logs, contingency logs, etc. If there are other tools your company uses that help the Owner make decisions throughout the project, please feel free to include other examples as well.

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SECTION 6 – DIFFERENTIATING FACTORS

In one page or less, please describe any factors that you believe sets your firm apart from others and discussing why you will be the best fit for the Owner on this project.

SECTION 7 – TOWN OF FRISCO CONTRACT COMMENTS

Please provide any comments you may have on Exhibit A, the standard Town of Frisco contract. If there are any terms that are unacceptable to the proposing contractor, please make sure these are noted clearly.

SECTION 8 – BID WORKBOOK

Please complete all **FIVE** tabs of the bid workbook in the provided excel format and include in your proposal. The bid workbook must be completed without alterations. Please return the completed bid workbook as a PDF in your proposal and as an editable excel file attached to the emailed proposal.

4.0 Owner Selection and Contracting Provisions

4.1 Right to Reject any and All Proposals – Failure of the candidate to provide any information requested in the RFP 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.

4.2 Withdrawal of Bids – No bid may be withdrawn for a period of thirty (30) calendar days after the bid due date.

4.3 Insurance Requirements – The selected firm will be required to maintain insurance at or above the limits listed in the standard Town of Frisco Contract, Exhibit A.

4.4 Verification of Information - Candidates are hereby notified that the Owner will rely on the accuracy and completeness of all information provided in making its selection. As such, candidates are urged to carefully review all information provided to ensure clarity, accuracy and completeness of such information. As the Owner deems necessary and appropriate in its sole discretion, the Owner reserves the right to make any inquiries or other follow up required to verify the information provided. The Owner reserves the right to select any or reject any and all submissions in their best interest.

4.5 Disclosure of Information - All submissions and other materials provided or produced pursuant to this RFP may be subject to the Colorado Open Records Law, CRS 24/72/201 ET. Seq. As such, candidates are urged to review these disclosure requirements and any other exceptions to disclosure of information furnished by another party and, prior to submission to the Town of Frisco, appropriately identify materials, which are not subject to disclosure. In the event of a request by the Owner for disclosure of such information, the Owner shall advise the candidate of such request to give the candidate an opportunity to object to the disclosure of designated confidential materials furnished to the Owner.

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- 4.6 Discrimination in Employment** - In connection with the performance of work on this project the selected Design Build Contractor agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability; and the Service Provider further agrees to insert the foregoing provision in all subcontracts hereunder.
- 4.7 Applicable Laws** - This selection process and the performance of any selected shall be subject to, governed by and construed in accordance with applicable Federal Laws, the laws of the State of Colorado, and other applicable regulations as the same may be amended from time to time.
- 4.8 Cost of Developing Qualifications** - Any costs associated with developing qualifications, preparing for and attending an interview is the sole responsibility of the Service Provider. The Owner assumes no liability for any costs incurred throughout the entire selection process.
- 4.9 Qualification Ownership** - All qualifications, including attachments, supplementary materials, sketches, etc. shall become the property of the Owner and will not be returned to the candidate.
- 4.10 Addenda** - As the Owner may require, addenda may be issued to supplement this RFP. All candidates in receipt of the RFP are considered registered. The list of registered participants will be used to issue all communications regarding this RFP, including formal addenda and date changes. It shall be conclusively presumed that each candidate submitting a response has received all subsequent communications relating to the project. Candidates will be responsible for all such information issued by this method.
- 4.11 Assignment** - The successful Candidate is prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of Owner.
- 4.11 Contract** – The successful firm will be required to enter into a written contract with the Owner in a form acceptable to the Owner.

Thank you for your time and interest in this project.

Sincerely,

Brandon Keller
NV5

END OF REQUEST FOR QUALIFICATIONS AND PROPOSAL