

**Request for Proposals:  
WALTER BYRON RESTROOM AND PLAYGROUND PROJECT**

**Town of Frisco**

**PO Box 4100**

**Town of Frisco, Colorado 80443**

**Phone: (970)418-5549 | Fax: (970)668-1327**

**[ChrisJ@TownofFrisco.com](mailto:ChrisJ@TownofFrisco.com)**

**Prepared by: Chris Johnsen**

**Date: December 4, 2019**

**REQUEST FOR PROPOSAL  
WALTER BYRON RESTROOM AND PLAYGROUND  
Town of Frisco - Colorado**

**SUBMISSION DEADLINE:** 4:00 pm, Friday, January 17, 2020  
**Electronic Submissions only**  
Email: [ChrisJ@TownofFrisco.com](mailto:ChrisJ@TownofFrisco.com)  
**Flash Drive Delivery:**  
ATTN: Chris Johnsen  
Public Works Office  
102 School Road  
Frisco, CO 80443

**MANDATORY PRE-BID MEETING:** 1:00 pm, Wednesday, December 18, 2019  
102 School Road  
Frisco, CO 80443

**QUESTION SUBMISSION DEADLINE:** 4:00 pm, Friday, December 20, 2019  
Via email to [ChrisJ@TownofFrisco.com](mailto:ChrisJ@TownofFrisco.com)

Questions can be submitted prior to the Bidders Meeting on December 18, 2019; however, no answers will be provided and/or circulated prior to that date.

## **INTRODUCTION**

The Town of Frisco invites qualified firms or teams of firms to submit proposals for design/build services for the Walter Byron Restroom and Playground project. The project consists of the design and construction of a year-round restroom facility and new playground area.

Conceptual plans for improvements at Walter Byron Park were developed through a comprehensive community outreach process during the summer of 2019. A final concept plan for Walter Byron was adopted by Frisco Town Council on October 8, 2019. See Exhibit B. The concept plans included a new restroom building, and redesigned hardscape areas, playground, and picnic pavilion. The final design will need to conform with the conceptual design drawn by Norris Design.

The existing restroom building, built in 1992, is approximately 500 square feet in size and contains four stalls in two gender specific rooms, a maintenance room, and a small covered entry area. The existing building is for summer use only. The priority for a new building is driven by the desire to create a building that can be heated, insulated, and open to the public year-round, as well as to meet current building standards and ADA requirements.

The existing playground area, installed in 2003, is approximately 4,800 square feet in size. The play structures include swings, slides, and climbing features appropriate for children ages 2-10 years. The priority for redevelopment of the playground area is to install updated swing, slide, and climbing equipment in an appropriate layout, with ADA accessibility, surrounded by a concrete curb and 4' wide sidewalk designated as a trike track.

Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

***BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) WITH THE EXCEPTION OF THE PLAY EQUIPMENT MANUFACTURER AND INSTALLER. THE TOWN WILL APPROVE THE SELECTION OF THE PLAY EQUIPMENT MANUFACTURER AND INSTALLER DURING THE DESIGN PROCESS.***

#### **PROJECT AND LOCATION**

The bid proposal is being requested for Walter Byron Restroom and Playground which is located at 10 Walter Byron Lane, Frisco, Colorado 80443.

#### **PROJECT MANAGER CONTACT INFORMATION**

Name: Chris Johnsen  
Title: Grounds Foreman  
Phone: (970) 418-5549  
Email: chrisj@townoffrisco.com

#### **For questions or information regarding planning and design, contact:**

Name: Susan Lee  
Title: Town Planner  
Phone: (970) 668-2566  
Email: susanl@townoffrisco.com

#### **PROJECT OBJECTIVE**

The objective and ultimate goal for this project is the design and construction of a new, year-round restroom facility and playground area at Walter Byron Park. The existing restroom was built in 1992 and is approximately 500 square feet in size. It is comprised of four toilet stalls and standard fixtures. The existing play structure was installed in 2003 and consists

of swings, slides, and climbing structures. The contractor will need to demolish and remove the existing restroom facility and play structure. The Town of Frisco requests that the contractor pursue donation or reuse of the play equipment.

The new restroom facility will consist of a four stalls in two gender specific rooms with two-stalls per room, a mechanical chase and storage area, covered entrance, and outdoor water fountain. The new playground area will consist of an approximately 5,000 square foot play pit area surrounded by a 4' wide concrete sidewalk and curb, with equipment to include climbing, swing, and slide features appropriate for children ages 2-10.

Additional priorities for the project include: preserving the existing parking area, integrating the new restroom and playground areas into the existing parking lot, picnic pavilion, and pathways. It is expected that the contractor install fencing to allow the remainder of the park to remain open to the public during construction.

## **PROJECT SCOPE AND SPECIFICATIONS**

The successful design/build team will coordinate closely with town staff to ensure the successful design and implementation of the project.

**Services** – The design/build team will be responsible for providing the necessary services 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 this project, including but not limited to architectural and landscape architectural design, civil, electrical, structural, mechanical, and geotechnical engineering services and specialty design consultants as needed. *Note: Detail design drawings will be based on the conceptual plan developed in 2019 by Norris Design*
- Provide all construction services as needed to complete the design, cost estimation, permitting, and construction processes including scheduling, project administration, and management.
- Oversee the coordination of design development, cost estimation, and pricing with town staff to ensure project goals are being met.
- Manage and perform all construction services including permitting, scheduling, budget oversight, and the construction process. *Note: Permit fees will be covered by the town however the permit submittal and management will be the responsibility of the selected design/build contractor.*
- Effectively coordinate and communicate design and construction activities with town staff throughout the process.

**Scope** – The successful contractor will be solely responsible for the turnkey delivery of the Walter Byron restroom building, playground facility, and associated site work.

### **Restroom Building –**

The restroom building will meet all Frisco Town Code development requirements and 2018 International Building Code standards including ADA requirements.

- **Size** – The rest room building should contain, at a minimum, two gender specific rooms with two toilet stalls each with adequate space to meet all applicable building codes and ADA accessibility requirements. The building should also contain a mechanical/storage room to access plumbing and mechanical equipment.
- **Foundation** – The existing building is constructed on a pier foundation, with caissons 40” deep. The new restroom building may require a similar foundation type. *Note: High water table may be present at the project site. It is the responsibility of the contractor to retain the services of a qualified geotechnical engineer to perform soil and ground water testing and incorporate appropriate foundation and building designs pursuant to their recommendations.*
- **Exterior Finish** – Building design and materials must meet Frisco Town Code Section 180-6.21 Non-Residential Development Standards. The recently built well house on the Frisco Peninsula Recreation Area, located at 612 Recreation Way, can be used as an example of the type and style of exterior finish materials to be used.
- **Interior Finish and Fixtures** – The building should contain a minimum of three toilets, one urinal, two hand wash basins with faucets, hand dryers, automatic door lock system, a mop sink in the mechanical/storage room, and a water fountain/bottle filling station on the building exterior. The Marina Park restroom building, located at 249 Marina Road, can be used as an example of the type and style of the interior finish expected.
- **Site and Hardscape** – Staff will work with design team to develop a plan for hardscape elements that will tie into existing parking areas, trails, paved pathways, and site features. Site work will include the demolition and removal of the existing building, all excavation associated with construction, foundation work, underground drainage, surface drainage, and water quality improvements. Hardscape elements will include concrete curb and sidewalk around the play pit area as well as other hard surfacing necessary to tie into the existing site features. The contractor is responsible for safety fencing surrounding the construction site while any construction or staging work is taking place. It is the town’s intent to keep areas of the park not impacted by the restroom and playground construction to remain open and accessible to the public during the project. The parking area may be fenced off and utilized for staging purposes. Any damage to hardscape surfaces will be repaired by the contractor prior to completion.

### **Playground and Hardscape Areas –**

The playground area improvements should confirm to the general size, layout, and types of equipment shown on the Norris Design conceptual design dated October

8, 2019. Town staff will work closely with the contractor to solicit designs and bids from qualified playground equipment manufacturers. It is the town's intent to allow the community to weigh in on the final selection of playground equipment. The Town will facilitate the community outreach process. Town staff will make the final selection on the play equipment provider and installer. It is anticipated that approximately \$250,000 of the budget should be set aside for the play equipment, surfacing and installation. Town staff are currently pursuing grant funding to supplement the playground equipment budget.

#### **Additional Items –**

- The contractor is responsible for coordinating with all code requirements with Town of Frisco and jurisdictions having authority including but not limited to: Summit Fire, and Frisco Sanitation.
- The contractor is responsible for coordination with all sub-contractors required to provide a complete and functional project.
- The contractor is responsible for coordination of all inspections, materials testing, permitting, etc. *Note: High water table may be present at the project site. It is the responsibility of the contractor to retain the services of a qualified geotechnical engineer to perform soil and ground water testing and incorporate appropriate foundation and building designs pursuant to their recommendations.*

#### **Exhibits –**

- Exhibit A: Final Conceptual Plan for Walter Byron Park dated October 8, 2019
- Exhibit B: Exterior Photo of 612 Recreation Way for exterior finish comparison
- Exhibit C: Interior Photo of 249 Marina Road for interior finish comparison

#### **ADDITIONAL REQUIREMENTS**

- 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.
- Withdrawal of Proposal - No proposal shall be withdrawn for a period of sixty (60) calendar days after the Proposal deadline.
- Safety – The successful candidate is responsible for administering and enforcing a project safety program in accordance with local, state, and federal requirements.
- 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 candidate's work will be the candidate's responsibility to repair.
- 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.

**SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

<b>MILESTONE</b>	<b>DATE</b>
RFP Issued:	Wednesday, December 4, 2019
Mandatory Pre-Bid Meeting:	Wednesday, December 18, 2019
Bid Question Deadline:	Friday, December 20, 2019
Response/ Final Addendum Issued:	Friday, January 3, 2020
Submittals Due:	Friday, January 17, 2020
Candidate Interviews:	Friday, January 24, 2020
Selection Notification:	Tuesday, January 28, 2020
Notice of Award and Council Approval:	Tuesday, February 11, 2020
Notice to Proceed:	Wednesday, February 12, 2020
Kickoff Meeting with Project Team:	Wednesday, February 19, 2020
Project Completion Deadline:	Saturday, October 31, 2020

**PROPOSAL BIDDING REQUIREMENTS**

Submittals will be reviewed by a selection committee to determine which candidate offers the best value to the Owner. Please organize your RFP response using the following outline. 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 town reserves the right to determine the acceptability of these individuals.

**Resumes & Reference Letters:** Provide resumes for each proposed team member, highlighting recent design/build and construction experience and including references. Provide reference letters for each of the key team members

**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.

**Team Integration:** Describe the interactions within the team and with the town during design and construction. Provide information on how your design/build team will manage communication between team members, the town, and sub-contractors.

**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 project 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, and work completed with the design/build team.
- The team should explain and provide examples of relevant design/build experience. The town may consider previous design/build experience strength regardless of project type. Similarly, the town may consider previous recent teaming experience as added value with the more relevant the experience 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 town. In your response, please address the following:

- Briefly describe the benefits to the town of the design/build process and what



your firm does to maximize those benefits. Please use examples.

- 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 team members; 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.
- Describe the process for submittal review, requests for information and change order requests and how and when you interface with the town's representative.
- 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 town staff and 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. Additionally, discuss the ways you intend to react to potential delays if they affect project schedule.

#### **SECTION 5 – COST**

The proposal shall include proposed fees the contractor anticipates based on the plans and information presented in this RFP. Fees should be based as much as possible on unit prices where units are noted, or as a lump sum where appropriate. Include bonding costs in fee proposal, as well as any other costs anticipated.

### **Selection and Contracting Provisions**

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. The town reserves the right to select any or reject any and all submissions in its best interest. The town 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.

Withdrawal of Bids – No bid may be withdrawn for a period of sixty (60) calendar days after the bid due date.

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.

Verification of Information - Candidates are hereby notified that the town 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 town deems necessary and appropriate in its sole discretion, the town reserves the right to make any inquiries or other follow up required to verify the information provided. The town reserves the right to select any or reject any and all submissions in their best interest.

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 town for disclosure of such information, the town 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 town.

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.

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.

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 town assumes no liability for any costs incurred throughout the entire selection process.

Qualification Ownership - All qualifications, including attachments, supplementary materials, sketches, etc. shall become the property of the town and will not be returned to the candidate.

Addenda - As the town 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.

Assignment - The successful Candidate is prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the town.

Contract – The successful firm will be required to enter into a written contract with the town in a form acceptable to the town.

### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of Town of Frisco.
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

Town of Frisco shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

# WALTER BYRON MEMORIAL PARK

## FRISCO'S BACKYARD



**EXHIBIT B: Exterior Finish of 612 Recreation Way**



**EXHIBIT C: Interior Finish of 249 Marina Road**

