

Town of Frisco, CO

Request for Proposals (RFP)

To provide Architectural Drawings of the new Village Center Building at the Frisco Adventure Park

Proposals Due: Friday, February 26, 2021, by 3:00pm MST

Town of Frisco
Frisco Adventure Park
P.O. Box 4100
Frisco, CO 80443

Invitation: The Town of Frisco is seeking proposals from qualified firms to develop construction drawings for a new Village Center Building at the Frisco Adventure Park in Frisco, CO. The final design will include administrative services and offices; tubing services and storage; childcare-licensed, class room space; and restrooms and locker rooms. Funding and construction scheduling for this project has not been determined at this time. Proposals will be received electronically until **3p.m., local time, February 26, 2021**, to Katie Barton, General Manager, Frisco Adventure Park, katieb@townoffrisco.com.

Background: The Frisco Adventure Park at the Peninsula Recreation Area (PRA) is located on the eastern end of the Town of Frisco on a total of 807 acres: 220 owned by the Town of Frisco, 565 acres managed by the United States Forest Service (USFS), and 22 acres owned by Denver Water. Under a Special Use Permit (SUP) with the USFS, the Frisco Adventure Park is home to a variety of existing winter and summer recreational amenities. Winter amenities include Nordic skiing and snowshoeing, snow tubing, beginner skiing/snowboarding, sledding, and sleigh rides/dinners. In total, there are approximately 14.9 miles of winter trails operated by the Nordic Center: approximately 7.5 miles of the trail system currently exist on USFS lands within the Nordic Center's SUP area; the other approximately 7.4 miles exist on lands that are privately owned by either the Town of Frisco or Denver Water. Summer recreational amenities include a softball field, a multipurpose field, a 28,000 square foot skate park, a 27-hole disc golf course, a bike park, road and mountain biking, hiking and trail running, youth programming, dinner chuck wagon rides, and camping and boating within a 96-site campground that is operated by a concessionaire for the USFS.

The Town of Frisco opened the tubing hill and beginner ski/snowboard hill in December 2010. Annual winter visitation to the tubing hill in 2010/2011 was approximately 20,000 people; annual visitation in 2018/2019 was approximately 70,000 people. In 2016, the Town of Frisco took over the operation of the Frisco Nordic Center and summer trail construction and maintenance. Winter visitation typically exceeds 10,000 skier visits/season. Since 2010, full time, year-round staff has grown significantly to oversee all aspects of these operations. The operations have also outgrown the current facility

spaces. Staff currently swaps offices and shares space based on the seasonality of the operations, and the majority are currently housed in the basement of the Day Lodge. Many pieces of equipment and other assets remain outside as storage space has reached capacity. The original planned uses of facilities have also changed over time.

In 2020, the Town of Frisco completed and adopted the Comprehensive Vision and Project Implementation Plan for the Frisco Adventure Park at the Peninsula Recreation Area (PRA). The plan establishes a long-term vision for the PRA and creates a prioritized implementation schedule for future construction projects. The plan includes an evaluation of the park from a holistic point of view, consideration of current uses and facilities, desired future uses and intensities, and recommendations for new and innovative offerings.

At the heart of the plan is a new Village Center building that will serve as the “base camp” to the PRA. The conceptual design for the Village Center envisions a 20,000 square foot space that will accommodate all administrative functions from offices to break rooms and meeting space; all tubing operations including ticket sales, check-in areas, and storage needs; as well as public seating areas, multi-purpose classrooms, and a central food and beverage concessionaire. The design and construction of the new Village Center has been identified by the Frisco Town Council as a high priority project. The completion of the Village Center will address many of the staffing, storage, programming and space issues at the PRA.

The pandemic has exacerbated many of the space constraints already existing at the PRA. The need for office space, classroom space for programs, and storage has been accentuated making these three items the top priorities for continued operation of the PRA Adventure Park. In light of this fact, and the ongoing potential of budgetary constraints, the Town is pursuing the design for a smaller building that will meet these most acute needs while allowing for future expansion to realize the full vision of the Village Center as outlined in the master plan.

Project Scope and Description: The intent of this project is to develop a set of 80% construction documents and construction estimates that meet all of the Town’s goals for this project. It is envisioned that the new Village Center building will be a 5,000 to 7,000 square foot building that meets the needs of the most pressing demands for space at the PRA: administrative, programming, and storage. The building should also be designed with the capacity for future expansion in order to realize the full vision of the Village Center building as outlined in the Comprehensive Vision and Project Implementation Plan.

It is anticipated that the new Village Center building will include:

- Four to five private offices, an open seating office area, and administrative needs (approximately 2,000 sf),
- Classroom space with two private offices that meets Colorado State Licensing requirements for school aged care and building services (approximately 2,000 sf),
- Storage to meet immediate tubing operation needs (approximately 1,500 sf),
- Restroom and locker room facilities to serve needs of offices and programming (approximately 750 sf).

The exact program goals for this building will be identified and established during the initial conceptual design, as outlined in the task below.

The proposing firm will provide a summary of costs for all services and materials anticipated to be incurred for this project. The project is broken down into different tasks:

Task 1: Conceptual Design

Outline of Work:

- 1) Existing Conditions Analysis. The Town will provide existing conditions/topographical survey, Geotech report, zoning and land use information, and other policy documents relevant to this project for review and analysis.
- 2) Program Development. The Consultant will develop project program options outlining building size, programmatic needs, phasing and other design considerations. Contractor will provide illustrative plans and perspective renderings to depict options for the project and a summary of the project goals and outcomes. Plans and renderings will be presented to Town Council.

Meetings:

- 1) Kick-off meeting to review project scope and schedule, team member roles. Review of project goals and desired outcomes. Share project files and policy documents.
- 2) Progress meeting to review program goals and preliminary development scenarios.
- 3) Town Council Presentation of program goals and preliminary development scenarios.
- 4) Community outreach or public meeting (by the Town).

Deliverables:

- 1) Illustrative plans and renderings for up to three development scenarios.
- 2) Summary document outlining project goals and programming, key issues, etc.

Task 2: Schematic and Design Development Phase

Outline of Work:

- 1) Develop schematic drawings based on the approval and outcomes from Task 1. Plans should be based on the approved Concept Plan and Project Program and incorporate feedback from Town. Schematic drawings will be reviewed and approved by Town.
- 2) The Consultant will develop plans, in accordance with the submittal requirements, for a Sketch Plan review by the Planning Commission. *Specific Requirements can be found in Unified Development Code §180-2.5.* This is a required, informal review to ensure general development regulations are being met. Plans will include, at a minimum: site plans with access, parking, and circulation; elevations and renderings with materials to illustrate architectural character; floor plans with designated uses and square footage calculations.

- 3) Preliminary cost estimates and implementation strategies will also be required and may include the following:
 - a. Cost Estimate that includes building and site development costs;
 - b. Analysis of different construction materials and cost implications for design, such as wood, steel, or masonry;
 - c. High Performance Building strategies to achieve the requirements of the Frisco Sustainable Building Code.

Meetings:

- 1) Progress meeting to review Schematic Plan development.
- 2) Progress meeting to review Sketch Plan Submittal (can serve as pre-app meeting)
- 3) Presentation to Planning Commission for Sketch Site Plan.
- 4) Presentation to Town Council of Preliminary Cost Estimate and Construction Strategies.

Deliverables:

- 1) Schematic Design Plan set for internal review.
- 2) Submittal Plan Set and supporting documentation for Sketch Site Plan review.
- 3) Estimate of probable construction costs and strategies.

Task 3 – Final Design Development Phase

Outline of Work:

- 1) Develop Final Design drawings based on the approval and outcomes from Task 2. Plans should be based on the approved Sketch Site Plan and incorporate feedback from Town.
- 2) Submit plans for Major Site Plan Review – The Consultant will develop plans, in accordance with the submittal requirements, for a Major Site Plan review by the Planning Commission. Specific Requirements can be found in Unified Development Code §180-2.5. This is a required, final review to ensure specific development regulations are being met. Plans will include, at a minimum: site plans with access, parking, landscaping, and circulation; elevations and renderings with material samples; floor plans with use and square footage calculations; grading and drainage plans and reports; utility plans including gas meter and electrical panel locations and connections; and traffic studies.
- 3) Updated Cost Estimates and Implementation Strategies

Meetings:

- 1) Progress meeting to review Major Site Plan development.
- 2) Progress meeting to review Major Plan Submittal (can serve as pre-app meeting)
- 3) Presentation to Planning Commission for Major Site Plan.
- 4) Presentation to Town Council of Update on Cost Estimate and Construction Strategies.

Deliverables:

- 1) Major Site Plan set for internal review.
- 2) Submittal Plan Set and supporting documentation for Major Site Plan review.
- 3) Updated summary of estimate of probable construction costs.

Task 4 - Construction Drawings

Outline of Tasks:

- 1) Develop 80% Construction Drawings and Specifications based on the approval and outcomes from Task 3. Plans should be based on the approved Major Site Plan and incorporate feedback from Owners. 80% Construction drawings shall at minimum include the following:
 - a. Civil Engineering Drawings that include site plan, grading plan, utility plans, storm water management plans, landscape plans, and associated details
 - b. Architectural drawings that include floor plans, ceiling plans, elevations, wall sections and associated details. The design shall be in accordance with locally adopted building codes and ADA requirements
 - c. Structural drawings that include foundation plans, framing plans and associated details
 - d. Mechanical, Electrical and Plumbing drawings that include the HVAC system proposed for the project, plumbing plans including domestic water and sewer connections and proposed fixtures, and electrical plans including power and lighting plans and associated one-line diagrams and coordination with the electrical utility provider
 - e. Outline Specifications that describe the products, materials, and equipment. These should be of sufficient detail to provide a detailed cost estimate for the project
- 2) Updated Cost Estimates. At this stage the cost estimate should consist of a division break out of costs using MasterSpec Format divisions, which is the standard that is used most often for formatting construction specifications (Construction Specifications Institute).

Meetings:

- 1) Progress meeting to review outcomes from Task 3.
- 2) Progress meeting to review Construction Doc updates and program goals.
- 3) Presentation to Town Council of final plans, cost estimate and implementation recommendations.

Deliverables:

- 1) Progress meeting to review outcomes from Task 3.
- 2) Progress meeting to review Construction Document updates.
- 3) Final estimate of construction costs and implementation recommendations.

AD-ALTERNATE - Task 5 - Construction Drawings

As this is an ad-alternate, the costs for Task 5 should be separately itemized and not included in the total cost for the proposal. The Owners will consider award of Task 5 following the conclusion of Task 4.

Outline of Tasks:

- 1) Develop 100% Construction Drawings and Specifications, bid documents, and stamped permit drawings that address all code issues brought up during code review, including the following:
 - a. Civil Engineering Drawings that include site plan, grading plan, utility plans, storm water management plans, landscape plans, and associated details
 - b. Architectural drawings that include floor plans, ceiling plans, elevations, wall sections and associated details. The design shall be in accordance with locally adopted building codes and ADA requirements
 - c. Structural drawings that include foundation plans, framing plans and associated details
 - d. Mechanical, Electrical and Plumbing drawings that include the HVAC system proposed for the project, plumbing plans including domestic water and sewer connections and proposed fixtures, and electrical plans including power and lighting plans and associated one-line diagrams and coordination with the electrical utility provider
 - e. Outline Specifications that describe the products, materials, and equipment.
- 2) Updated Construction administration including submittal review and addressing requests for information (RFIs).

Meetings:

- 1) Progress meeting to review outcomes from Phase 4 and Construction Document updates and program goals.

Deliverables:

- 1) 100% Construction Documents and Construction Administrative Services

Management, Meetings, and Schedule

The Consultant will be expected to produce a project schedule that meets the deadlines established below and the program goals and expectations of the Town. It is anticipated that all meetings will be conducted online and presentation materials will be submitted digitally. Schedule and duties may be adjusted as necessary during the process.

Estimated Project Timeline:

Firm and Contract consideration by Town Council	March 2021
Review progress with Town Council	May 2021
Planning Commission Sketch Plan Review	June 2021
Town Council Check-In	July 2021
Planning Commission Major Development Application (Public Hearing)	August 2021
Final completion of 80% CDs	September 2021

Important Dates:

RFP available	January 29, 2021
Pre-Proposal Site Visit (optional)	February 4, 2021, 11:00am
Questions Due, in writing	February 11, 2021, 10:00am
Response to Questions, in writing	February 12, 2021
Deadline for RFP Submissions	February 26, 2021, 3:00pm
Interview selected Firms*	March 1-5, 2021

An optional pre-proposal site visit at the Frisco Day Lodge is scheduled for February 4, 2021, located at the Frisco Adventure Park, in Frisco, CO. Turn north off Summit Blvd (Highway 9) opposite the hospital entrance, drive to the Frisco Day Lodge.

Additional Information:

Additional information concerning this Request for Proposals (RFP) is available from:

Katie Barton
General Manager
Frisco Adventure Park
PO Box 4100
1 East Main Street
Frisco, CO 80443
Cell Phone: 231-492-4001
Katieb@townoffrisco.com

Inquiries:

Any questions or inquiries should be directed in writing via Email only to Katie Barton, General Manager, Frisco Adventure Park, by February 11, 2021. Questions must be emailed to Katie at katieb@townoffrisco.com. All questions and responses will be emailed out to all interested parties by February 12, 2021. Verbal inquiries must be

followed by written requests for information or clarification. No verbal answers will be considered applicable; only written ones will apply.

Key contacts for the Project:

- Katie Barton, General Manager, Frisco Adventure Park, 231-492-4001, katieb@townoffrisco.com.
- Diane McBride, Assistant Town Manager | Recreation and Culture Director, 970-389-5346, dianem@townoffrisco.com.

All proposals should include the following background information:

A Letter of Submission shall include the name, address and telephone number of the person(s) who is authorized to legally represent the firm. Any confidential material contained in the proposal shall be clearly indicated and marked as "Confidential."

Firms must provide a background on its experience.

- A narrative that presents services the firm would provide detailing the approach, methodology, and project meetings to be provided. Be as specific as possible in each of these areas; and
- Identification of the personnel to be assigned to this project including a list of key personnel; and
- A projected timeline for the project showing how the project will be completed in the timeframe identified in this RFP; and
- A summary of all insurance coverage the firm maintains. (the Town will require insurance certificates naming the Town as co-insured); and
- A list of public agency references for projects of a similar nature to this project. A description of past projects to include client, location, contact person, contact information (telephone/e-mail address) and a brief summary description of the project. List also any private projects of suitable comparable experience you have including contact information for reference checking.
- Provide the total project cost for services as well as an itemized list of costs based on the sub-consultant services being provided. The project cost for services shall be based on the currently available plans and specifications. Project costs must be broken down per task as listed above.

Proposal Response: The proposal response submitted shall contain all information as requested herein, and any additional information necessary to summarize the overall benefit of the proposal to the Town. Proposals will be accepted via email/electronic delivery only. Proposing firms should submit an electronic copy no later than **3:00 p.m. on February 26, 2021**. Late Proposals will not be accepted under any circumstance. Please note: files over 10 MG cannot be accepted via email and must be delivered via a file share service such as Dropbox.

Submittals should be directed to:

Katie Barton
General Manager, Frisco Adventure Park
katieb@townoffrisco.com

The submittal of a proposal shall be taken as evidence that the proposing individual/firm has full knowledge of the scope, nature, quality and quantity of the project to be performed and the detailed requirements and conditions under which the project is to be performed.

This solicitation does not commit the Town of Frisco to award a contract, to pay any cost incurred with the preparation of a proposal, or to procure or contract for services or supplies. The Town of Frisco reserves the right to accept or reject any or all proposals received in response to this request, to negotiate with any qualified source, or cancel in whole or part this proposal process if it is in the best interest of the Town to do so. Subsequent to contract negotiations, prospective consultants may be required to submit revisions to their proposals. All proposers should note that any contract pursuant to this solicitation is dependent upon the recommendation of the Town staff and the approval of the Frisco Town Council.

General Requirement of the Selected Proposing Firm:

- Enter into a contract with the Town. (These documents and proposal submittals become part of the contract).
- Maintain insurance coverage for the duration of the contract period.
- Prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the Town.
- Shall not hire, discharge, promote, demote or otherwise discriminate in matters of compensation, terms, conditions or privileges of employment against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry, physical or mental disability, color or age.
- Contractor shall be in compliance with the applicable provisions of the Americans with Disabilities Act of 1990 as enacted and from time to time amended and any other applicable federal, state, or local laws and regulations. A signed, written certificate stating compliance with the Americans with Disabilities Act may be requested at any time during the life of this Agreement or any renewal thereof.
- Operate as an independent contractor and will not be considered employee(s) of the Town of Frisco.
- Successful contractor will be paid on actual invoices as work is completed.
- Obtain a Town of Frisco Business License prior to commencement of work

Selection Criteria:

The Town will select the contractor it deems best for this project with consideration to price, experience, proposed project methodology, proposed timeline, references, and other materials presented by the firm.

Attachments:

- 1) Peninsula Recreation Area-Comprehensive Vision and Project Implementation Plan
- 2) Existing conditions/topographical survey