



Post Office Box 4100
1 East Main Street
Frisco, Colorado 80443

Request for Proposal (RFP) for the Frisco Police Department Remodel / Expansion

INVITATION

The Town of Frisco is seeking proposals from qualified General Contractors to remodel / expand the Frisco Police Department located at 1 Main Street in Frisco, based on the information contained within this proposal, via electronic links to project documents.

BACKGROUND

Serving a community of at least 3,500 full time residents, the Frisco Police Department (FPD) is a crucial asset to the successful operation of the Town of Frisco. During the tourist season(s), FPD will protect and serve up to 10,000. The Frisco Police Department is located within Frisco Town Hall and was built in 1982. In the year 2000, an extensive remodel was completed, but the needs of today could not have been predicted with the extensive growth that Summit County has seen as a whole. Now, 21 years later, with 18 people on staff, the department has outgrown their current space and is in need of expansion to better fit their needs, and to be able to better serve the community of Frisco. All construction will be within the existing Town Hall structure, and the department will be operating within their existing area during this remodel.

PROJECT SCOPE AND DESCRIPTION

The approximate area of the remodeled project is 4,062 square feet and measured to the inside of the exterior walls and interior of the wall adjacent to existing rooms not a part of this remodel. Scope of work is to include:

- Demolition
 - Walls, floors, ceilings, materials, and finishes
- Remodel/renovation of existing offices
- Two new locker rooms (men's/women's)
- Two bunk rooms

- New kitchen (in existing kitchen area)
- Storage areas (or as otherwise shown on the floor plan)
- Server room to stay in current location
 - Limited or no access during construction

IMPORTANT PROPOSAL DATES

Project Documents will be available via Google Docs link beginning Friday, December 10, 2021.

Document requests shall be sent via email to jeffg@townoffrisco.com

Mandatory Site Visit: Tuesday, December 28, 2021 at 1:00 p.m.

Requests for Information (questions) due: Wednesday, January 19, 2022 at 3:00 p.m.

Requests for Information (questions) answered: Wednesday, January 26, 2022 at 3:00 p.m.

Proposal Deadline: Wednesday, February 9, 2022 – due by 1:00 p.m. local time
(see additional information below)

Council Approval of Contract: March 8, 2022 (subject to change)

Completion Deadline: October 31, 2022

PROPOSAL CONTENT

The content of the proposal is to include, but not necessarily be limited to, the following:

- Any confidential information being presented in the proposal shall be labeled or marked as CONFIDENTIAL.
- Name, address, email address and telephone and cell phone information of the person or persons who legally represent the firm, and company website if applicable.
- Provide project costs for services to be provided in an itemized and recognizable industry standard format.
- Background Information and experience to include:
 - Company history
 - Key personnel and contact information of those being assigned to the project.
 - Design Team of Consultants and Engineers to include contact information of each and website link if applicable.
 - Sub-Contractors, if known at the time of the proposal submittal, to include contact information of each and website link if applicable.

- Outline of project approach, methodology and project meetings.
- Projected timeline of construction to include anticipated completion date.
- Staging to include keeping the operations of the Police Department in this secure area working including Town hall.
- Proof of insurance and type of coverage maintained by the firm. The Town of Frisco will require insurance certificates naming the Town as co-insured. (*see Contract for Requirements*).
- A Colorado Bid Bond will be required with all bids submitted, according to Town's form of contract.
- List of construction projects completed by the firm, to include those of similar scope and scale. References to indicate Client, contact person and their contact information, and a brief description of the project to include any design and infrastructure challenges you had if applicable.

PROPOSAL RESPONSE

The proposal response shall contain all information as requested herein, and any additional information necessary to summarize the overall benefit of the proposal to the Town of Frisco. **Proposing firms should submit their proposal electronically to Jeff Goble, Public Works Director (see contact information below) no later than 1:00 p.m. on Wednesday, February 9, 2022.** Late proposals will not be accepted under any circumstance. All emails shall have the subject line of "FRISCO POLICE DEPARTMENT PROPOSAL".

If the file sizes are too large to attach with the email, please use a Google Docs or another file sharing service. Please note that permissions to said folder may be required by several Town of Frisco personnel, who will contact the Bidder directly requesting permission.

PROPOSED FEES

Proposals should include all fees the contractor anticipates based on the plans and information provided with this RFP. Fees should be based on, and as much as possible, on unit prices where units are noted, or a lump sum where appropriate. Include bonding costs, as well as other costs to include but not be limited to the design and documentation fees of the mechanical, electrical and plumbing engineers, interior designers, fire sprinkler engineer-designers, structural engineer, hazardous materials engineers. The proposal is to also include a contingency fee as determined by the contractor and appropriate for this project and these existing conditions.

The Town is also requesting that all proposals include a Bid Alternate that shows the cost difference for the demolition portion of the project being done between the hours of 6:00PM to 5:00AM. This is being requested to possibly reduce the disruption to Town Hall operations caused by the noise and dust / debris of the required demolition activities.

PERMITS

The General Contractor will be required to submit for all permits required for this remodel and renovation. It is possible, though undetermined at the time of this RFP issuance, that the Town of Frisco will waive Building, Mechanical and Plumbing Permit, Water Department and Planning Department fees, which is generally typical for Town of Frisco projects. The contractor is to check with the Frisco Sanitation District and Summit Fire and EMS for any required permits and fees. The Town of Frisco contracts with the Summit County Building Department for the issuance of the Electrical Permit as well as for inspections, and there will be required permits and fees for Summit County Building Department as well.

DOCUMENTS

Any General Contractor interesting in submitting a RFP is to contact Jeff Goble, Public Works Director, who will provide a link to share the documentation to be used with this process. The documents that will be provided include . . .

- The RFP
- Bidding plans set for architectural, structural, mechanical, electrical, plumbing, demolition and interior finishes.
- Construction documentation for Town Hall from 1982: note that the specifications are incomplete.
- Construction documentation for the Town Hall renovation in 2000.
- Example of Form of Contract the selected Contractor and the Town will enter into.

BUILDING CODES, SUSTAINABILITY AND COVID-19 REQUIREMENTS

This project is to comply with the 2018 International Code with Amendments as adopted by the Town of Frisco and per Chapter 65, Building Construction and Housing Standards of the Frisco Town Code, to include but not be limited to, the International Building Code (IBC), International Existing Building Code (IEBC), International Mechanical Code (IMC), International Plumbing Code (IPC), International Fuel Gas Code (IFGC), International Fire Code (IFC), 2020 National Electric Code (NEC).

The Frisco Town Council has a desire to make this project as sustainable as possible even though compliance with the Summit County Sustainable Building Code which went into effect on July 01, 2020, is not required as this is a remodel. Use of energy conserving light fixtures and bulbs, motion activated light switches, high efficiency mechanical, electrical and plumbing equipment and fixtures, as well as other considerations is encouraged, and pending approval by the Town.

GENERAL REQUIREMENT OF THE SELECTED PROPOSING FIRM

- Enter into a contract with the Town of Frisco. 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 prior written consent of the Town of Frisco.
- 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.
- All work done by the selected firm will be in compliance with all Town of Frisco, Summit County, State of Colorado and Federal codes and/or others as may be required and determined by the Town of Frisco.
- Operate as an Independent Contractor who will not be considered an Employee(s) of the Town of Frisco.
- Performance and Payment Bonds will be required.
- Obtain a Town of Frisco Business License, as will also be required of any Sub-Contractor prior to the commencement of work.

POINTS OF CONTACT

Primary Contact:

Jeff Goble
Public Works Director – Town of Frisco
Office Telephone: 970-668-9151
Email: jeffg@townoffrisco.com

Secondary Contact:

Adam Neustaedter
Buildings Supervisor – Town of Frisco
Office Telephone: 970.668.9152
Email: adamn@townoffrisco.com

Alternate Contact:

Addison Canino
Asst. Public Works Director – Town of Frisco
Office Telephone: 970-668-9150
Email: addisonc@townoffrisco.com