



REQUEST FOR PROPOSALS (RFP)
OWNER'S REP SERVICES

Invitation:

The Town of Frisco, Colorado, is seeking proposals, in this RFP, for OWNER'S REP SERVICES. All proposals in response to this RFP will be due no later than 12PM, Wednesday, March 23, 2022.

Background:

In 2021 the Town of Frisco started conceptual development on two major Capital Projects; the Village Center building and the 619 Granite Street Housing Project. With the prospect of having two large projects under construction simultaneously, the Town desires to contract with an experienced firm to assist with project management and owner's representation services for both projects.

The Village Center building is to be located at the Peninsula Recreation Area (PRA) and the project will consist of construction of a new 5,630 SF, two-story structure that will be comprised of offices, storage areas, classrooms/meeting rooms, restrooms, staff break room, and staff locker room. Currently, PRA staff is working out of the neighboring Day Lodge building, which has been adequate for the operation for a number of years, but at the rate of growth for tubing hill operations, in addition to the youth programs that are run out of the Day Lodge, the space has become too small for its many uses. Construction of a new building will alleviate the stresses of PRA staff working out of the basement of the Day Lodge, in addition to creating a better experience for youth programs that will accommodate the future growth that is predicted.

The 619 Granite Street Housing Project is a joint project with the Colorado Department of Transportation (CDOT) to create 22 rental units dedicated for local workforce housing, as there is currently a rental housing shortage in Summit County, Colorado. These two structures, 9,715 SF for the east building and 9,945 SF for the west building, will increase the amount of rentable property in Frisco, which in turn should assist all businesses a better opportunity to house incoming staff. Since this project is a partnership with CDOT, several of the units will specifically dedicated and reserved for incoming CDOT personnel. This project in particular, will transform half an acre of land in the central core area of downtown Frisco, into a viable and sustainable option for rentable housing.

Scope of Work and Responsibilities:

Providing Owner's Representative services for the Town of Frisco will include but are not limited to:

Scope Category 1-A – Design:

1. Analyze or continue to analyze construction drawings for value engineering suggestions, plan reviews or revisions, building system evaluations which can assist the Town of Frisco in getting the most for its investment.
2. Continue to coordinate and work with project teams to finalize designs.
3. Finalize budget numbers for associated projects, develop timeline(s) and project coordination between Town staff and design firms.

Scope Category 1-B – Bidding Process and Pre-Con:

1. Ensure that plan drawings are developed well enough to go out to bid using the Town of Frisco's procurement methods as set forth in Frisco Town Code.
2. Develop and produce a request for proposal (RFP) with assistance from Town staff.
 - a. Create a timeline in RFP which construction can begin in the Fall of 2022, if applicable.
 - b. Coordinate utility location for mandatory site visit(s), as set forth in the RFP's.
 - c. Coordinate geotechnical data to present to prospective bidders, or the awarded bidder, depending on the timing of the RFP, as the current building area is under several feet of snow.
 - d. Create a clear and concise bid schedule, with assistance from design teams, so project team(s) can see a clear picture of what each line item costs.
 - e. Once bids are received, organize data in a clear and concise manner in which Town staff can see a side by side comparison of all prospective bidders.
 - f. Coordinate with Town staff and prospective bidders for interviews.
3. Assist Town staff in selecting the fairest and most responsible bid for the Town of Frisco.
4. Present bids results and prospective bidder selection to Frisco Town Council.
5. Organizing a productive preconstruction meeting between all necessary parties, outlining duties of all parties involved, timelines, critical path items, and best practices moving forward into construction.

Scope Category 1-C – Construction:

1. Weekly construction meetings between all necessary parties; owner's rep, Town staff, contractor, necessary subcontractors.
2. Up to date budget tracking so Town staff know where the project stands at all times.
3. On site visits at least once per week.
 - a. To see and understand critical path items, to ensure that all parties work together to achieve success.
4. Ensure that the presented project timeline is being followed, and that any deviations from the approved schedule are approved by Town staff or their designee (this Owner's Rep).
5. Ensure that all change orders are being submitted, presented and processed according to the Town of Frisco's Construction Agreement.

- a. Present any sizeable change orders Frisco Town Council (if needed), with assistance from Town staff.
6. Receive invoices, analyze, verify and present to Town staff for payment of each invoice received.
 - a. Set up a method of payment that works for both the Town of Frisco and the prime contractor (i.e., checks or electronic transfers).
7. Coordinate any testing and provide any quality assurance recommendations to Town staff.

Scope Category 1-D – Post-Construction

1. Finalize disbursements with the prime contractor.
2. Ensure that all warranty work has been completed to a satisfactory level.
3. Ensure prime contractor has completed their duties according to the Town of Frisco's standard Construction Agreement.
 - a. Verify that all necessary items have been taken care of for project closeout.
4. File notices of completion and acceptance with all necessary parties.
5. Turn over all necessary information or training(s) associated to the new project(s).

Contacts:

Diane McBride
Interim Town Manager
Phone: 970.668.2559
Email: DianeM@townoffrisco.com

Addison Canino
Assistant Public Works Director
Phone: 970.668.9150
Email: AddisonC@townoffrisco.com

Don Reimer
Community Development Director
Phone: 970.668.9130
Email: DonR@townoffrisco.com

All Proposals Shall Include:

Provide the experience and qualifications of your firm, including key staff, that will provide professional owner's rep services to the Town of Frisco.

Confirm that your firm meets the following insurance requirements. Certificates of insurance will be required at the time of contract signing following selection to serve as the Town's on call and consulting engineer.

- Worker's Compensation – Meet the minimum requirements of Colorado's Labor and Employment criteria for worker's compensation insurance.
- General Liability – Maintain general business liability insurance in the amount of \$1,000,000 per occurrence; \$2,000,000 aggregate.
- Automotive Liability – Maintain automobile liability insurance in the amounts of \$1,000,000 per occurrence; \$2,000,000 aggregate.

- Professional Liability – Maintain professional errors and omissions liability insurance in the amounts of \$1,000,000 per occurrence; \$2,000,000 aggregate.

Provide Firm Details:

- Name of firm
 - Former firm names (if any)
- Year established
- Business address and telephone number
- Branch offices (if any)
 - Locations near Town of Frisco (if any)
- Associates and Principals
- Total firm personnel
- Key personnel in services to be provided to Town of Frisco
- Outside Associates and Consultants
- Preferred subcontractors
 - In the event they are needed for specific projects
- Describe projects which firm has specialized
 - Include examples which typifies the product of the firm
- List of projects that firm has worked with municipalities on
 - Note familiarity of working near or around municipal infrastructure systems
- Discuss how firm will respond to Town of Frisco needs
 - Note the best form of effective communication for firm
- Document firm’s ability to provide high quality services on schedule and on budget
 - What control systems are utilized to ensure the aforementioned
- Municipal, State and Federal references which can be contacted
- List of clients (past or present) that would be in a conflict of interest with the Town of Frisco, specifically related to owner’s rep services
 - Also indicate if firm or preferred subcontractor is in pending or ongoing litigation with the Town of Frisco in any way.
- Any additional information which the bidding firm feels is pertinent to provide in response to this RFP

Proposed Fees:

Provide a proposed fee schedule including proposed hourly rates for any and all staff which may work on Town related projects or reviews from your firm.

Proposal Response:

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. Proposing firms should submit their proposal electronically no later than 12PM, Wednesday, March 23, 2022. Late proposals will not be accepted under any circumstance. Since proposals will be sent electronically, all emails shall have the subject line of “OWNER’S REP SERVICES FOR TOWN OF FRISCO.”

If file sizes are too large to attach to an email, please use a Google Docs or another file sharing service which prospective individual or firms are familiar with. Ensure that access to files is given to Town staff listed below.

The Town will not accept 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 Request for Proposal 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 properly confidential under the State Open Records Act and other relevant statutes and regulations.

Submittals Directed To:

Addison Canino
Assistant Public Works Director
Phone: 970.668.9150
Email: AddisonC@townoffrisco.com

General Requirements 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.
- All work done by the selected firm will be in compliance with all Town of Frisco, Colorado State, local fire and EMS, Summit County, and sanitation district codes.
- 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.
- Performance and Payment Bonds will be required.
- Obtain a Town of Frisco Business License prior to commencement of work
- Ensure that prime contractors have applied for and obtained all final approval signoff from local jurisdictions prior to commencing construction

Selection Criteria:

The Town intends to retain the owner's rep services of the individual (or firm) evaluated to be the most qualified to perform the requested work for the Town of Frisco. The evaluation process will include such factors as qualifications, cost, and experience. The Town shall review all proposals and the top candidates may be selected for interviews. Town staff will determine the individual (or firm) selected for interview, and said interviews will be scheduled promptly.

Town of Frisco staff will weigh the following:

- Approach to proposed scope of work.
- Experience with municipalities, counties or state agencies.

- List experience with Town of Frisco, if any.
- Experience in delivering work on time and within budget.
- Key personnel involvement.
- Recommendations from previous clients.
- Cost of proposed services.
- Other qualifications deemed appropriate.

Schedule of RFP:

- RFP Advertisement – February 23, 2022
- Questions to RFP due March 9, 2022
- Answers to Questions – March 16, 2022
- Proposals Due – March 23, 2022 at 12PM
- Interviews – Week of March 28, 2022
- Individual (or firm) Selected – April 12, 2022

Further Information:

Any questions in relations to this RFP shall be directed, in writing, to Addison Canino at AddisonC@townoffrisco.com, no later than March 9, 2022.