

## TOWN OF FRISCO, CO

### REQUEST FOR PROPOSALS (RFP) FRISCO BAY MARINA LANDSCAPING

#### **Invitation:**

The Town of Frisco is seeking proposals, in this RFP, for CONSTRUCTION services for the project named above. All bids associated with this RFP will be due no later than 12:00PM, Thursday, July 7, 2022.

#### **Background:**

The Town of Frisco, over the past five years, has been developing and constructing new facilities at the Frisco Bay Marina. The initial phase began with major earthwork, called the Big Dig, which would assist the marina in expanding the boating season, a beach, and create a new boat ramp and boat turnaround to better serve marina users. As a result of the excavation, 2 acres of unused space was created in between the earthen pier and the boat ramp. Since then, there have been several improvements made to this newly created area, such as a new marina office and retail facility, and several below ground infrastructure improvements (water, sewer, electrical, communications, and fuel).

The Marina master plan, which was developed prior to the Big Dig in 2019, has since been updated based on pedestrian and marina user movement. Consultants, working in concert with Frisco Town Council and Town staff, have developed a landscaping plan that would address the 2 acres of land gained from the Big Dig. The main goal of this landscaping design is to continue the look and feel of Frisco's Main Street, all the way down to the shores of Lake Dillon. Not only does it tie in to the feel of Frisco's Main Street, but it also ties together different areas within the marina itself. Creating a gathering space that can tie together, but also separate, different operations at the marina will greatly increase the guest experience to the Frisco Bay Marina.

#### **Project Scope and Description:**

The Town of Frisco is seeking proposals from qualified firms to construct a newly developed landscape design the Frisco Bay Marina. The newly developed landscape plan (Attachment #2) will develop the vacant parcel of land which currently serves as a utility hub, that is located between the new office/retail building, Lund House, and beach. The scope of work for this project is to include but not limited to:

- Grading
  - Site grading
  - Pathway grading
  - Pathway concrete prep
- Drainage
  - Excavation and grading
  - Drainage facility installation

- Utilities
  - Electrical conduit installation for future usage
  - Irrigation system
  - Solar lighting (bollard and overhead)
- Landscaping
  - Aggregate placement and compaction
  - Stepping stone walkways
  - Plantings
  - Turf placement

**Project Schedule:**

The Town of Frisco would like to see completion of this project prior to the opening of the marina’s 2023 boating season. Field work may commence at any point after Labor Day 2022, with the option of working in fall 2022 and/or spring 2023 at the discretion of the Contractor.

RFP Advertisement	June 10, 2022
Mandatory Site Visit	June 16, 2022 10AM
Questions Due, via email	June 23, 2022 3PM
Questions Answered, via email	June 30, 2022 3PM
RFP Submissions Deadline	July 7, 2022 12PM
Select Firm	July 8, 2022
<i>*Pending Council Approval</i>	
Contract to Council	July 26, 2022

**Additional Information:**

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

Addison Canino  
 Assist Public Works Director/Project Manager  
 Frisco, CO 80443  
 970-668-9150  
[AddisonC@townoffrisco.com](mailto:AddisonC@townoffrisco.com)

**Project Contacts:**

- Addison Canino, Project Manager
  - [AddisonC@townoffrisco.com](mailto:AddisonC@townoffrisco.com)
- Matt Stais, Stais Architecture and Interiors
  - [matt@staisarchitects.com](mailto:matt@staisarchitects.com)

### **All Proposals Shall Include:**

- Name, address and telephone number of person(s) authorized to legally represent firm.
- Any confidential information in the proposal shall be labeled or marked as *CONFIDENTIAL*.
- Background experience and completed projects of similar size and scope.
- Proof of insurance coverage that the firm maintains.
  - Town of Frisco will require insurance certificates naming the Town as co-insured.
- List of references for landscape projects and installation.
  - References should show agency, contact person, contact information and a brief description of the project.
- Provide project costs for services provided in an itemized format.
  - Two total amount for services rendered should be proposed as:
    - Base bid

### **Proposed Fees:**

Proposal should include all fees the contractor anticipates based on the plans and information given in this RFP. Fees should be based on, as much as possible, on unit prices where units are noted, or a lump sum where appropriate. Include bonding costs in fee proposal, in addition to any other anticipated design costs.

### **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 12:00PM, Thursday, July 7, 2022. Late proposals will not be accepted under any circumstance. Since proposals will be sent electronically, all emails shall have the subject line of "FRISCO BAY LANDSCAPE PROPOSAL."

If file sizes are too large to attach to an email, please use a file sharing service and provide an access link for the proposal. Please note that link to proposal folder will be shared with other Town personnel and the Town's consultants.

### **Submittals directed to:**

Addison Canino  
Assistant Public Works Director, Town of Frisco  
[AddisonC@townoffrisco.com](mailto:AddisonC@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.
- 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
- Obtain all appropriate and necessary permitting to ensure that project is in compliance with the most current State, County, and Town codes.
- In cases where there is conflicting information between project specifications and construction drawings, the more stringent of the two shall apply.

**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) Project Specifications, dated May 24, 2022
- 2) Construction Drawings, dated May 24, 2022 (Landscape Dwgs dated May 31, 2022)
- 3) Frisco Bay Marina Master Plan