

Town of Frisco, Colorado
REQUEST FOR PROPOSALS

Sealed proposals will be received at the Town of Frisco, 102 School Rd, PO Box 4100, Frisco, Colorado 80443 until 1:00p.m., Friday, September 9, 2022, at which time the proposals will be opened and reviewed, for the following Town of Frisco project. Proposals should be sent to the attention of Jeff Goble, Public Works Director.

FRISCO TOWN HALL FACILITY MASTER PLAN

The project will include, but is not limited to: production of a comprehensive master plan for the Frisco Town Hall and surrounding property. This comprehensive master plan will identify current conditions of both the building and surrounding grounds and propose future improvements to the grounds, parking area, atrium area, council chambers and second floor office spaces. The selected firm will analyze current and future Town Hall staffing needs to inform an efficient office space floor plan. The Town Hall facility master plan will develop a formalized long range plan with floor plans, sketches, images, site plans, details, phasing and estimated costs for each phase.

The qualified professional or firm will need to be an interdisciplinary team consisting of planners, engineers, parking consultants, building architects, landscaping architects, etc. The scope of work will include the 0.93-acre parcel of land and approximately 16,000 sq. ft. of interior floor space spread amongst two floors.

The Town reserves the right to reject any or all Proposals or accept what is, in its' judgement, 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.

The proposal must be placed in an envelope securely sealed therein and labeled: "**Proposal for Frisco Town Hall Facility Master Plan**".

Discussion may be conducted with responsible Bidders who submit Proposals determined to be reasonably qualified for being selected for award for purpose of review to assure full understanding or, and responsiveness to the solicitation requirements.

In addition to price, the criteria set forth in the Instructions to Bidders and any specific criteria listed below, may be considered in judging which Proposal is in the best interest of the Town: Qualifications, Methods and alignment with the Strategic Plan.

I. INTRODUCTION

The Town of Frisco desires to attract from qualified professionals or firms to complete a facility master plan for the Town Hall parcel, located at 1 Main Street, to include all exterior and most interior spaces. The master plan will identify current and projected staffing needs for the different departments of the Town that are housed there and serve as a guiding document for future development and improvements. Overall the master plan will create a long-term vision and plan that will position the Town to manage this facility and funds in such a way that the Town Hall property can grow and be managed to the highest level of economic, social and environmental sustainability for future generations to come.

II. SCOPE / STATEMENT OF WORK

The Town of Frisco seeks a qualified professional or firm who will take an inclusive look at the Frisco Town Hall property and building through a master planning process.

Funding for this master planning process has been allocated at this time to assist with and answer questions pertaining to the following projects:

- 1) **Evaluation and redesign of the exterior hardscaped / landscaped and parking areas.** The current exterior areas of Town Hall are a mix of landscaping, turf, hardscaping, parking areas and a free-standing clock tower structure as well as a dumpster enclosure. These areas are no longer efficient or effective for current or future uses. These areas also contain maintenance and water intensive landscaping that does not promote the Town's sustainability goals and desires.

The goal of the redesign of this area is to create an aesthetically pleasing, more efficient, practical and environmentally sustainable exterior grounds for Frisco Town Hall. This could include but is not limited to a complete redevelopment of the exterior of the property.
- 2) **Evaluation and redesign / remodel of the first floor atrium, Town Council Chambers, and meeting rooms.** Analyze first floor (except recently remodeled Police Department) to create a functional and efficient space including a public entry and front desk, Town Council Chambers, and meeting spaces.
- 3) **Evaluation and redesign / remodel of the entire second floor office spaces.** Review current and projected staff needs for the departments that are housed in Town Hall, and develop plans for office space sufficient to serve the projected needs.
- 4) **Evaluation and redesign / remodel of the HVAC system for the entire facility.** The current HVAC systems in the building are a mix of different systems put together over the almost 40 years since its' construction in 1982. These systems are extremely inefficient and ineffective in being able to maintain year-round comfort.

The master plan shall develop a formalized plan to guide the selection and installation of a sustainable HVAC system that will efficiently and effectively provide year-round comfort to all interior areas that are in the focus of this scope of work.

The proposer will be required to have thorough knowledge and practical experience relating to the professional services and activities involved in a facility master planning process of this magnitude. The scope of work shall include, but not be limited to, the following:

1) Data Gathering, Inventory and Analysis

- a. Identify and convene an advisory group consisting of the consultant team and town staff. Perform a kick-off meeting and conduct follow-up meetings with the advisory group and consultant team to confirm process, goals, roles and responsibilities.
- b. Stakeholder (town hall staff) interviews to gain insights including needs, desires, strengths, challenges and opportunities.
- c. Review of previous drawings, past project files and current project files.
- d. Evaluate and review current uses and programming spaces.
- e. Become familiar with other related plans such as the Strategic Master Plan, etc.

2) Community Outreach

- a. Hold a Community meeting to present the draft plan of the Town Hall grounds and gain public input into the proposed modifications.

3) Master Plan

A final master plan document with text, images, sketches, drawings and renderings will be produced. The plan will assess the current conditions and uses and make recommendations for future improvement projects. The plan will include, but not limited to, the following:

- a. Analysis and description of town hall needs, issues and opportunities.
- b. A formalized plan with text, images and details for all project areas as outlined in the scope of work.
- c. Summary and documentation of advisory group meetings and inputs as well as input from community outreach efforts.
- d. Implementation matrix of priority projects and a realistic estimate of probable construction costs.
- e. Recommendations for future funding assistance including grants.
- f. Presentation of draft and final plan to Frisco Town Council and public.

III. SUBMISSION REQUIREMENTS

Prospective teams shall submit six (6) copies of their submittal, all of which must be received by 1:00p.m. on Friday September 9, 2022 in order to be considered for this project. Proposals that omit any information or do not use the format requested may result in disqualification. At a minimum, all submittals should include the following:

- 1) LETTER OF COMMITMENT / UNDERSTANDING OF THE PROJECT: This letter should be not more than two pages in length, and identify the firms and key staff who will be working on the project, and commit them for the duration of the project if selected. The letter should also state that the firm has read and understands the requirements of the RFP. This letter must be signed by a duly authorized official of the appropriate firm.
- 2) PROPOSER QUALIFICATIONS: This refers to the ability of the proposer to meet the terms of the RFP and should include not less than three examples of projects (with contact information for lead staff of such projects) over the past five years that will confirm proposer's expertise in providing facility master planning services. Examples must be specific to the key staff identified in item 1 above and be at or near completion at the time of submitting the proposal.
- 3) METHODS AND STRATEGIC PLAN: Provide a comprehensive description of proven methods and plans for carrying out the Scope of Work through the various phases as detailed above. Philosophical approach to individual and team work should be considered an essential part of this request.
- 4) ADDITIONAL ITEMS: Include all other pertinent information regarding this RFP, particularly any information that the proposer feels addresses why its business or team would be a good match for this project.
- 5) SCHEDULE: Proposer shall submit a detailed timeline of dates and schedule for the master planning process, including but not limited to, start date, proposed end date, advisory group meeting dates, community outreach dates, Council dates, etc.

IV. Evaluation Criteria

The following is a list of weighted criteria that will be used to evaluate proposals:

Proposer Qualifications	50%
Methods and Strategic Plan	30%
Schedule of Rates	20%

V. Submittals

All proposals must be in a seal envelope and clearly marked in the lower left-hand corner: "Proposal for Frisco Town Hall Facility Master Plan". All proposals must be directed to Jeff Goble, Public Works Director and received by 1:00p.m. on Friday, September 9, 2022 at the Frisco Public Works Offices, 102 School Rd. Frisco, CO 80443, at which time they will be publicly opened. The Town will not accept faxed, emailed or late proposals.

The Town reserves the right to reject any or all Proposals or accept what is, in its judgement, 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.

VI. Questions and Answers

All questions concerning this RFP must be submitted by e-mail to Jeff Goble, Public Works Director at jeffg@townoffrisco.com by 3:00p.m. on Wednesday, August 24, 2022. Addenda, reports and responses to questions will be distributed by 3:00p.m. on Friday, August 26, 2022.

VII. Proposer Interviews

At the Town's discretion, on-site interviews and discussions may be conducted with responsible finalist Proposers determined to be reasonably qualified for being selected for award for purposes of clarification to assure full understanding of, and responsiveness to the solicitation requirements. Any cost incurred by the respondents in preparing or submitting a response to this RFP or interviewing for this project shall be the sole responsibility of the respondents.

VIII. RFP Process Schedule

RFP published – Friday, July 29, 2022.

Mandatory pre-bid site visit – 10:00 a.m., Tuesday August 9, 2022, 1 Main Street, Frisco, 80443.

RFP questions due – 3:00 p.m., Wednesday, August 24, 2022 at jeffg@townoffrisco.com.

RFP questions answered – 3:00 p.m., Friday, August 26, 2022 by e-mail.

Proposals due – 1:00 p.m., Friday, September 9, 2022, 102 School Rd, Frisco 80443.

Proposer interviews (if desired) – September 13-16, 2022

Contract approval by Town Council (TENTATIVE) – 7:00 p.m., Tuesday, September 27, 2022

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