



**REQUEST FOR PROPOSAL (RFP)**

**Frisco Bay Marina Restroom Expansion Design**

**Release Date: February 3, 2026**  
**Submittal Deadline: March 3, 2026 at 2:00pm**

Public Works  
Town of Frisco  
102 School Road  
Frisco, CO 80443

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## 1. Invitation

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The Town of Frisco (hereinafter referred to as “Town”) is seeking proposals from firms (hereinafter referred to as “Proposer” or “Consultant”) to provide design services as outlined in this RFP for the design of a restroom expansion to the Frisco Bay Marina’s Lund House, located at 267 Marina Road, in Frisco, CO.

## 2. Background

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The Frisco Bay Marina, located in Summit County at the intersection of Highway 9 and Marina Road, on the western shores of Lake Dillon. The Town owns and operates the Frisco Bay Marina during the summer boating season, which is normally between the months of May and October, depending on Lake Dillon water levels. The marina provides many different services to its guests, ranging from paddle sport and power boat rentals, private slips and mooring balls, and Town events that bring in an influx of guests. The timeline will show the growth that the Frisco Bay Marina has seen since 2019.

- 2019
  - Big Dig
    - Major earthwork project which moved over 76,000 cubic yards of material to restore shoreline, created a beach, relocated the docks, dredging of Frisco Bay for expanded use of docks/slips, hardscape installation including new boat ramp and launch area, and created developable land for future projects.
- 2021
  - Frisco Landing
    - A 2,571 square foot facility which houses retails operations, IT room, offices, storage space, restrooms with shower facilities, and a flex space used for Town and private functions.
  - Sanitary Sewer Lift Station
    - Expansion of the sanitary sewer system to accommodate for construction of the Frisco Landing facility and potential future growth.
- 2022
  - Frisco Bay Marina Fuel System
    - Utilizing the existing fuel storage tank location, a new and bigger tank was installed, with direct monitoring equipment in the Frisco Landing facility, and over 850 feet of fuel product pipe being installed to provide another revenue stream for the Marina.
- 2023
  - Marina Park Landscaping Project
    - Clearing, grading, and landscape installation of 45,000 square feet between the Frisco Landing and the beach. The installation included plantings, sod, irrigation system, and softscape surface for pedestrian movement.

Since all those upgrades have been made to the Marina, visitation has gone up considerably and the current restroom facility does not have the capacity to sustain the usage. Due to this, Marina staff has had to put considerable time and money into temporary restrooms facilities ranging from restrooms trailers to porta potties. While they are needed, it does not provide guests with the

experience that Town staff would like to provide in the future.

### **3. Project Goals and Scope of Work**

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The Town is seeking a qualified and experienced firm to provide design services for the Frisco Bay Marina Restroom Expansion.

#### **Project Goals**

The primary goal of the project is to improve and expand the current restroom facilities which are attached to the west side of the Lund House. The goals of this design include:

- Maximizing fixture count for both men’s and women’s restrooms
- Removal of the showers in both the men’s and women’s restrooms
- Provide staff with the best recommendations for restrooms in the future

#### **Base Scope of Work**

##### **1. Site Analysis and Preliminary Data Gathering**

- Conduct an initial kick-off meeting on site with Town staff to review the project scope, schedule, and coordination requirements
- Meet with Marina staff to discuss visitation numbers and analyze data provided to ensure fixture counts can sustain usage (to get a realistic number to build to)

##### **2. Project Base Mapping**

- Review existing survey data, including topographic, ALTA (if applicable), and existing utilities

##### **3. 30% Design Submittal**

Deliverables:

- Title Sheet
- Existing Conditions Plan
- Preliminary Site Plan
- Preliminary Landscape Plan
- Preliminary Architectural Plan
- 30% Construction Cost Estimate
- Frisco Town Council meeting materials (if applicable)

##### **4. Construction Manager/General Contractor (CMGC) Solicitation**

- Work with Town staff on RFP (question and answer period)
- Assist Town staff during the selection process

##### **5. 60% Design Submittal**

Deliverables:

- Title Sheet
- Existing Conditions Plan
- Demolition Plan
- Grading and Drainage Plan
- Landscape Plan
- Architectural Plan
- Construction Details
- Additional sheets as needed
- 60% Construction Cost Estimate
- Town of Frisco Design Review Committee meeting (if applicable)
- Frisco Town Council meeting materials (if applicable)

## 6. 90% Design Submittal

Deliverables:

- All 60% plan sheets, updated
- 90% Technical Specifications
- 90% Construction Cost Estimate
- Coordinate with reviewing agencies: **Summit Fire & EMS, Xcel Energy, and Frisco Sanitation**, incorporating their comments into final documents
- Frisco Town Council meeting materials (if applicable)

## 11. 100% Construction Documents

Deliverables:

- Final construction-ready plans (all 90% plan sheets updated), including all sheets necessary for bidding and permitting
- Final Stormwater Report
- Final Technical Specifications
- Final Construction Cost Estimate
- Frisco Town Council meeting materials (if applicable)

## 4. Schedule

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|------------------------------------|---------------------------|
| • Advertisement of RFP             | February 3, 2026          |
| • Mandatory Site Visit             | February 10, 2026 at 10am |
| • Questions Due                    | February 17, 2026 by 2pm  |
| • Answers to Questions             | February 24, 2026 by 2pm  |
| • RFP Submittal                    | March 3, 2026 by 2pm      |
| • Award (Pending Council Approval) | March 10, 2026            |
| • Construction (by Others)         | Beginning October of 2026 |

## 5. Instructions

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One digital copy of the proposal shall be submitted via email to the address below. There is no limit on the number of pages or proposal size, but concise proposals are encouraged. Please note that files over 15 MB cannot be accepted via email and must be delivered through a file share service such as Dropbox. Submittals must be received no later than **2:00 pm on Tuesday, March 3, 2026.**

Contact: Addison Canino, Capital Project Senior Manager at [AddisonC@townoffrisco.com](mailto:AddisonC@townoffrisco.com).

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.

This solicitation does not commit the Town of Frisco to award a contract, to pay any costs 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. After contract negotiations, prospective consultants may be required to submit revisions to their proposals.

## **6. Proposal Requirements**

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### **6.1 Cover Letter**

This letter should identify the proposer's name, mailing address email address telephone number, and contact person. The letter should also identify 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.

### **6.2 Organizational Information**

Provide a statement of the proposer's corporate status and background, organization structure, list of owners and principals, history, type of business conducted, and business locations.

### **6.3 Qualifications and References**

List qualifications and ability of the proposer to meet the terms of the RFP. Include at least three examples of projects completed within the past five years that will confirm the proposer's expertise in providing services listed in this RFP. Any experience with similar mountain towns or communities should be included. Examples must be specific to the key staff identified in section 6.1. Each project shall include the following:

- Client Name
- Address
- Contact Person, Phone Number, and Email
- Project Dates
- Project Description
- Project Budget

## 6.4 Project Manager and Personnel

List the project manager and other key personnel who will contribute to the project. Describe the qualifications, experience, job title, years of experience, expertise, and availability of the manager and personnel.

## 6.5 Project Approach

Provide a comprehensive description of the methodology and approach for completing the project scope described above. List milestones, steps, philosophical approach, and innovative ideas for the project approach.

## 6.6 Fee Schedule

Proposer shall submit a schedule of rates and total costs applicable to each phase of the work as outlined in the project scope. Fees shall include all items to complete the scope of work from project kick-off to final completion. Rates shall reflect the allocation of key staff personnel and subcontractors to the project. This schedule of rates should include all information regarding reimbursable, ancillary services, payment schedules to subcontractors, add-ons, etc.

## 6.7 Project Schedule

Proposer shall submit a preliminary timeline of dates and schedule for scope of work from beginning to final completion. This schedule should generally follow the milestone dates in Section 4 of this RFP.

# 8. Questions and Answers

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All questions concerning this RFP must be submitted by email to Addison Canino, Capital Project Senior Manager, at [addisonc@townoffrisco.com](mailto:addisonc@townoffrisco.com) by 2:00pm on Tuesday, February 17, 2026. Answers to the questions (addenda), reports, and responses to questions will be distributed by Tuesday, February 24, 2026, by 2:00pm. Any written question of a proposer regarding the meaning or interpretation of the RFP, work scope, specifications, etc., must be submitted to the TOWN prior to the above-specified date. All clarifications given to any prospective proposer shall be similarly furnished to all prospective proposers in summary form as an addendum to this RFP if the lack of such information could reasonably be considered prejudicial towards uninformed proposers.

# 9. Evaluation Criteria

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

Qualifications and References	30%
Project Manager and Personnel	30%
Project Approach	20%
Fee Schedule	20%

# 10. Selection Process

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

The Town may invite Proposers to participate in interviews with the evaluation committee for the purpose of clarifying, confirming, or obtaining additional information on proposals. If interviews are held, they will be scheduled after the proposal deadline.

## 11. Attachments

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Exhibit A	Existing Island Grill and Restroom Plan Set
Exhibit B	Topographical Map
Exhibit C	DRAFT Good and or Services Contract