

Advertisement for Request for Proposal

Saguache County Courthouse Architectural Services Project Number – RFP – 01 - 2016

Published Date: February 29, 2016

Bid Deadline: 3PM March 28, 2016

Deliver Bids to: Saguache County PO Box 100, or 501 – 4th Street, Saguache, CO

NOTICE: Saguache County will not be responsible for the authenticity or correctness of any information obtained in any other manner than through the media posted at the Saguache County Website (saguachecounty.net), all Saguache County newspapers and Rocky Mountain E-Purchasing System <http://www.govbids.com/scripts/co1/public/OpenBids/SelectAgency.asp>

Or printed documents available for pick up at the Saguache County 501 – 4th Street, Saguache, Colorado. County fees may apply for printed documents.

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ADVERTISEMENT

The following public notice was published in a newspaper of general circulation as required for this project.:

Saguache County, Colorado Advertisement for Request for Proposal, Saguache County Courthouse
Architectural Services
Rehabilitation Courthouse Offices Project Number: RFP – 01 – 2016

Notice is hereby given that Saguache County will accept sealed bids for Saguache County Courthouse Architectural Services.

An Optional pre bid conference with the possibility of a walk-through of the project site, will be held at 501 – 4th Street, Saguache, CO on Monday, MARCH 14, 2016, at a time to be determined.

One (1) original and five (5) copies of the sealed proposal and one (1) electronic copy in .pdf format submitted on a portable data drive or on a CD, clearly marked “Saguache County Courthouse Architectural Services”, will be received by the administrative staff of Saguache County, 501 4th Street or may be mailed to PO Box 100, Saguache, Colorado 81149 until Friday, April 8, 2016 at 3PM. As soon as practical after the closing time, the bids shall be opened in public and read aloud. Bids received after the closing time shall be returned, unopened, to the bidder.

Bid specifications and/or supporting documents can be downloaded, at no charge from Rocky Mountain E-Purchasing System <http://www.govbids.com/scripts/co1/public/OpenBids/SelectAgency.asp> in order to receive bid specifications, firms must obtain the documents from the Rocky Mountain E-purchasing system or complete the bidder’s registration to receive documents in person at Saguache County, 501 4th Street or mailed to PO Box 100, Saguache, Colorado 81149.

Refer questions regarding the bid to Wendi Maez, 719-655-2231 or email wmaez@saguachecounty-co.gov.

The bids generally shall be awarded by the Board of County Commissioners, County Manager, or Procurement Manager. It is the Bidders' responsibility to verify the exact date of the award. Bidders may, but shall not be required to, attend the award of bid and may be heard on said award if they so desire. The bid opening shall be held at Saguache County, 501 4th Street, Saguache, Colorado 81149 on April 12, 2016 at 9:30am.

The Saguache County Board of Commissioners reserves the right to reject any and all bids, to waive any informalities and minor irregularities in bids, and to accept the bid deemed, in the opinion of the Board, to be in the best interest of Saguache County.

This bid will be conducted in accordance with the regulations set forth in the Saguache County Procurement Code.

Publish: February 25, 2016

Distribution of Advertisement: Original, Contract File

cc: Procurement and Courthouse Bulletin Board email to Newspaper:

SAGUACHE COUNTY COURTHOUSE ARCHITECTURAL SERVICES

PROJECT NUMBER -RFP-01-2016

Introduction

Saguache County (County) is soliciting proposals from qualified firms for architectural services for the preliminary design, including engineering and cost estimating, of rehabilitation work as necessary to add an elevator within the historic county courthouse. Work completed for this building and project deliverables, which is on the National Registry of Historic Places, will be required to comply with the Secretary of the Interior's Standards for Rehabilitation.

This request is for professional services. For this request the term "bid" refers to the proposal and "bidder" refers to the proposer. Refer all questions regarding the project to Wendi Maez, 719-655-2231 or email wmaez@saguachecounty-co.gov.

Bidders may, during the bidding period, be advised by the Addenda of additions to, deletions from, or changes in the requirements of the contract documents and copies of each Addendum will be posted with Rocky Mountain E-Purchasing System (<http://www.govbids.com/scripts/co1/public/OpenBids/SelectAgency.asp>), Saguache County website at saguachecounty-co.gov or will be available for you to pick up from the administration offices of the County. Answers to all questions, inquiries, or requests for additional information will be issued in the form of Addenda. The County will not be responsible for the authenticity or correctness of oral interpretations of the contract documents or for information obtained in any other manner than through the media of addenda. Bidders in their bids shall acknowledge receipt of each Addendum, and each Addendum shall be considered a part of the contract documents. Failure to acknowledge receipt of any Addendum issued may invalidate a bid as incomplete. Questions must be received no later than 3pm, Friday, March 31, 2016.

Payment for service rendered pursuant to this Agreement shall not exceed a specified sum as a guaranteed maximum price for the service (work), including the actual cost of the service (work), the contractor's fees or overhead and any reimbursable expenses, each billed at the rates set forth in the Architect's budget. Such payment are to be made on a monthly basis for actual services rendered subject to the Architect providing the County with an itemized statement of services (work) provided pursuant to this Agreement. Any proposed changes in unit or phased or individual project costs or project schedule shall entail a negotiated change order, to be signed by the County. Any work in the RFP and/or within the consultant's proposal that is not accomplished or completed for any reason, as envisioned in this RFP, shall not be billed or invoiced to County.

Because this Agreement involved the expenditure of public funds, this contract is contingent upon continued availability of such funds for payment. The obligations described herein shall not constitute a general obligation, indebtedness or multiple year direct or indirect debt or other financial obligation whatsoever with the meaning of the constitution or the laws of the State of Colorado.

Project and Location

Saguache County currently occupy a major portion of the Courthouse located at 501 – 4th Street, Saguache, CO. This project is for the completion of architectural and engineering documents to be used in future construction phases of rehabilitation of the Saguache County Courthouse. Saguache County will be using grant funds from the Colorado Department of Local Affairs, Underfunded Courthouse Fund and expects possibility of further grants from History Colorado State Historical Fund or other type agencies to complete the needed work. All work will be used to apply for future funding and to meet requirements of current funding sources listed. Consultants should have experience with this type of project and funding sources.

Scope of Work

The Architect shall provide professional services for the preliminary design (schematic, design development, and permit documents), including design, engineering and cost estimating, for the rehabilitation of space to accommodate a new elevator and other programming items to make the entire facility ADA accessible as well as maintain the security requirements of a county courthouse. Other programming items in addition to the elevator may include security access and egress, code compliant bathrooms for the building users and occupants and necessary building systems to accommodate this work. The building is a masonry building with two above grade levels and one full basement level. The courthouse is expected to maintain the current occupants and use. The professional services will include within the design services the solutions phasing scope of work and budgets to limit the amount of impact on the building users and public. Other architectural and engineering work should include the design of utilities such as the sewer, electrical and general plumbing from the building to the public right of way.

The professional services work has been divided into two phases. Only Phase One of this scope of work is intended for contracting at this time.

The initial construction assumptions are based upon the sketch Proposal Floor Plan, Historic Structure Assessment (2003) and previously done construction documents (2005). May be downloaded from saguachecounty.net or a disc set with all documents may be mailed.

Project Team: The County's designated representative for this project is Wendi Maez or. The team will include other representatives from the County. The project will rely on input from key stakeholder representatives with the such as DOLA, History Colorado OAHP, Saguache County Commissioners and Saguache County Elected Officials and Department Heads. The bidder should include a process or methodology of capturing input and project approval at significant stages of design by the designated representative and their designated team.

PHASE ONE:

Work Products and Services

The consultant's work products and services are summarized as follows:

- A thorough review of the site, participate in discussions with the Project Team regarding key components and opportunities within the project's Scope of Work.
- Assist the Project Team in refining the Scope of Work into a Conceptual Design
- Complete preliminary architectural design based on the agreed upon conceptual design, with submission to necessary stakeholder groups.
- Prepare a preliminary cost estimate for preliminary design due Friday, April 6, 2016.
- Analyze and submit project change opportunity to help minimize project costs
- Update preliminary design based on project changes
- Prepare a second preliminary cost estimate to be used in grant requests for construction funding of the project
- Develop Critical Path Schedule from the point of an approved Preliminary Design to Occupancy. Critical Path Schedule should include information from current or future funding sources.
- Provide information regarding all permits and studies required to complete the project prior to obtaining a permit and construction bidding.
- Coordinate the review and approval of the project through the appropriate government agency

Development of Project

1. Initial Project Meeting:

Schedule and conduct an initial project meeting on site to define goals and objectives. Attendees will include Saguache County Project Management Team and Consultant Project Staff.

2. Progress Meetings:

The Saguache County Project Management Team and the Consultant will meet in person, phone, email etc. periodically as required. The Consultant should anticipate at least two additional on-site meetings and the remainder of the progress meetings are most likely to be by teleconference or as otherwise at the time of creating professional services contract.

These Progress Meetings will be used to coordinate and track the work effort and resolve problems. The meetings will review the following:

- Project and revise the current Critical Path Schedule identify any scheduling conflicts or other potential items which can impact the project.
- Activities required to be completed since the last meeting.
- Problems encountered and effectiveness of previous problem resolution.
- Late activities.
- Activities to be completed by the next progress meeting.
- Solutions proposed for unresolved and anticipated issues.
- Information or items required from other entities.
- The Consultant Architect will coordinate all the work tasks being accomplished by all parties to ensure project work completion are on schedule.

Routine Reporting and Billing

The consultant will provide the following on a routine basis:

- Coordination of all contract activities for the design team

- Periodic report and billings
- In general, Saguache County must accept all reports and submittal prior to their content being utilized in follow-up work efforts.

END OF SCOPE OF WORK FOR PHASE ONE OF THIS RFP.

DRAFT OF ANTICIPATED PHASE TWO:

The preliminary design phase and negotiations with the proposed tenants will determine the extent of remodel that will be required and therefore the extent of the project. Phase Two of this scope of work is offered only as a possible next step and is not included in this original scope of work. If the project proceeds to Phase Two, the County may elect, but is not obligated to, engage the selected consultant for additional services for this project. The County may negotiate with the Phase One selected consultant and assign Phase Two in a written change order or may request bids or proposals from any other consultants at its sole discretion. Should the County proceed with final design of the project the following scope of work is currently anticipated in Phase Two:

- Coordinate the review and approval of the project through the appropriate government agency and necessary permits
- Complete final architectural and engineering design
- Update cost estimate
- Prepare bid documents (in conjunction with Procurement Contracting Agent), specifications, special provisions and final design cost estimates
- Prepare a construction schedule
- Assist in the proposals preparation, evaluation and negotiations for potential Construction Manager and or General Contractors.
- Provide five (5) complete sets of final plans and two (2) complete sets of the final record drawings
- Provide administrative services. These services shall consist of weekly inspection reports, review of pay requests, observe construction methods and practice for design and code compliance, and confer with County's Designated Representative and Construction Manager. Changes that will require additional funds must be approved in writing by the County and the Contractor prior to the commencement of the subject work.

Proposal Format

The Consultant shall provide a proposal in the consecutive format as shown in section "Selection Criteria".

Proposals must be signed by a duly authorized official(s) of the firm. Consortiums, joint ventures, or teams submitting proposals, although permitted, will not be considered responsive unless it is established that all contractual responsibility rests solely with one prime contractor or one legal entity which shall not be a subsidiary of affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team. The one prime consultant should be responsible for at least 70% of the total billable work.

Local government officials or employees shall not be interested in any contract made by them in their official capacity or by anybody, agency, or board of which they are members or employees. A former employee may not, within six months following the termination of his employment, contract or be employed by an employer who contracts with the county involving matters with which he was directly involved during his employment. For purposes of this section, "contract" does not include contracts awarded to the lowest responsible bidder based on competitive bidding procedures. See C.R.S. §24-18-201.

Unless otherwise indicated, the prices shown in the proposals shall not include taxes of any kind. Saguache County is exempt from all state taxation including state sales and use tax.

END OF SCOPE OF WORK FOR PHASE TWO OF THIS RFP.

Selection Process

The proposals will be reviewed by a committee. Based on the selection criteria contained in this RFP, the top scoring consultants (2 or 3) may be selected for a short list and then may be invited to make oral presentations of the proposed project work plan if the oral presentation is deemed necessary. However, if one proposal is clearly above the other respondents based on selection criteria, an award recommendation shall be directly made. If the oral presentations for a short list are needed, the committee will schedule oral presentations at a convenient time and ask project specific questions of the short-listed consultants. The committee will then consider, select a consultant and make an Award Recommendation of one consultant to the Board. No reimbursement shall be made to consultants for costs incurred from oral presentations.

The County may make such investigations, as it deems necessary to determine the ability of the bidder to perform the Work. The Bidder shall furnish to the County all such information and data for this purpose as the County may request.

The County reserves the right to reject any and all bids, to waive any informalities and minor irregularities in bids, and to accept the bid deemed, in its opinion, to be in the best interest of Saguache County.

Discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to ensure full understanding of, and conformance to, the solicitation requirements. Offerors should ordinarily be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offers.

Selection Criteria

The County shall award all bids and contracts to the lowest qualified and responsible bidder. In determining the "lowest qualified and responsible bidder", the project manager or selection committee will assign points to these criteria for a total score. The best total score will be considered low bid. The following criteria shall be considered:

A. Design Expertise- The architect must designate the expertise within their firm or designate the subconsultants for civil, mechanical, and electrical engineering; and shall include information for each discipline in the Design Expertise sections 1 through 6.

1. Curriculum vitae of project team members and subconsultants.
2. Percent of time per team member spent on each phase of the work.
3. Location of office from which this project will be served
4. Previous experience on similar projects completed within the last five years to include:
 - a. Illustrative and descriptive material
 - b. The Architect's estimated cost, the original bid price and final cost of the project
 - c. Time factor for completing each phase of the design and construction (a Gantt Chart is acceptable)
 - d. References
5. Experience working with governmental agencies
6. Staff members other than consultants who will be assigned to the project
7. Specific experience with projects using the Secretary of the Interiors Standards for Rehabilitation within Colorado.

B. Project Approach-

1. Anticipated design process
2. Method of interface with the Saguache County staff
3. Method of interface with Construction Manager and Contractor
4. Quality Control
5. Organizational Structure of Project Team

C. Project Schedule-

1. Time factors delineated under A.4.c. above
2. Commitment of project team to this project
3. Current project work backlog of the design team members

D. Cost of Services-

Consulting team agrees that if any work in the RFP or within the team's proposal is not accomplished or completed for any reason, it shall not be billed to Saguache County and shall be deducted from the overall project contract by using a change order.

1. PHASE ONE

a. Provide a fee schedule for the hour rates for the design team members.

b. A fee schedule for reimbursable expenses. Reimbursable Expenses are in addition to compensation for the Architect's services and include expenses incurred by the Architect and Architect's employees and subconsultants directly related to the Project. The Architect agrees the expenses shall be normal, reasonable and in keeping with prudent and conservative expenditure of public monies.

c. The Architect shall provide estimates that will include travel based on agreed upon visits to the project location. It is understood that the estimates are based on current day pricing for travel to Saguache. All proposers shall state the proposed number of visit to the owner's site regardless of reimbursable expenses related to travel and must assume no less than three on site visits during Phase One of the project.

d. Based on the scope of services described herein, including three site visits and two preliminary designs, the Architect shall provide a Guaranteed Maximum Price for Phase One of the Project.

2. PHASE TWO, if assigned by written change order to the Architect:

a. Disclose a probable method, rate and/or fee schedule should the project proceed from consulting/preliminary design to final design through complete construction. This should include information regarding how fees paid under Phase One of the project will be taken into consideration in Phase Two as described herein.

b. All projects have a certain level of minor modifications. Following completion of the final design, disclose the method, rate and/or fee schedule for any changes, including those that might or might not affect the final cost of construction.

E. Oral Presentations, if any.

CRITERIA WEIGHTING/SCORING:

CRITERIA WEIGHT SCORE Design Expertise:

Specialized experience, technical ability 20 Capacity/capability: Experience of key personnel and diversity of skills 20

A. Past record of contract performance on similar projects including, demonstrated ability to meet project time schedules and experience with other governmental entities. 10

B. Project Approach 10

C. Project Schedule 10

D. Cost of services 20

E. Oral Presentation (if necessary): Presentation skills, overall ability to communicate clearly and concisely. Ability to respond to specific concerns of the County staff, which may be presented in a "what if" format. 10

Submittal Requirements

Bidder Responsibility:

1. One (1) original and five (5) copies of the sealed proposal and one (1) electronic copy in
2. .pdf format submitted on a portable data drive or on a CD, clearly marked "Saguache County Courthouse Architectural Services Project Number – RFP-01-2016" must be received by the administrative staff of the Saguache County Administration Office by 3:00 p.m. Monday, March 28, 2016 at address. Saguache, CO 81149. NOTICE: To the best of our knowledge, no common carrier guarantees delivery of packages before the bid time any day for our market. Bidders must select a method of deliver that guarantees the sealed bids to arrive prior to the bid deadline. Bids received after the closing time shall be returned unopened, to the bidder.
3. All bids shall remain in force for a period of forty-five (45) days after the date of the bid opening.
4. This invitation or request and all related documents produced by the bidder or proposer and the County will be subject to the Colorado open records act. Ref. Section 24-72-201 et. seq., C.R.S., as amended, Public (open) Records Act. Please refer questions to your legal counsel.
5. Unless otherwise indicated, the prices shown in the proposals shall not include taxes of any kind. Saguache County is exempt from all state taxation including state sales and use tax.

Awarded Bidder Contract Requirements:

1. Should you or your firm be awarded the contract for services, you will be required to execute or provide the following documentation within ten (10) calendar days from the date of the Notice of Award:

a) Contract Forms. The County will present the Standard Form of Agreement Between Owner and Architect with Stand Form of Architect's Services AIA Document B141 along with the Attachment A that modifies and/or supplements that agreement contained in this RFP or other mutually agreed upon contract.

b) Illegal Aliens. Contractor will be required to certify that Contractor shall comply with the provisions of C.R.S. 8-17.5-101, et. seq. Contractor shall not knowingly employ or contract with an illegal alien to perform work under this Contract or enter into a contract with a subcontractor that fails to certify to Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Contract.

c) Insurance of this Contract general liability insurance in the amount of \$150,000 per person/\$600,000 per occurrence and automobile liability insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to the Contractor's any owned, hired and non-owned vehicles assigned to or used in performance of the Contractor's work which names the Board of County Commissioners of Saguache County, Colorado as an Additional Insured and which contains a Notice of Cancellation clause which is absolute and Professional Liability Insurance with a minimum amount of \$1,000,000.

d) Workers' Compensation. The Contractor is responsible for providing Workers' Compensation Coverage for all of its employees to the extent required by law, and for providing such coverage or requiring its subcontractors to provide such coverage for the subcontractor's employees. In no case is Saguache County, responsible for providing Workers' Compensation Coverage for any employees or subcontractors of Contractor pursuant to this Agreement, and Contractor agrees to indemnify Saguache County, for any costs for which they may be found liable in this regard.

e) W 9. Contractor must supply the County with a completed W9 form. This bid will be conducted in accordance with the regulations set forth in the Saguache County Procurement Code. The Bidder may obtain a copy of the Code from Saguache County or through a link on the County's web site <http://www.saguachecounty.net>.

Exhibit A - Attachments

Documents available:

Historic Structure Assessment (2003)

Architectural Documents (2005)

Designs are also available by disc