



Request for Proposal (RFP)

Chaffee County Government

Project: Chaffee County Fairgrounds North Building Remodel and Addition Design

Client: Chaffee County Government (“County”)

Client Representative:

Gary Greiner, County Engineer
104 Crestone Avenue
Salida, Colorado 81201
ggreiner@chaffeecounty.org
Phone: # 719.539.2218

Response Submission Deadline: July 18, 2023, 5:00pm MST

RFP: Chaffee County Government Fairgrounds North Building Design

1. Background and Project Description

The County is soliciting bids for a contractor facilitate development of construction-ready designs for a remodel of and an addition to the North Building multi-use hall at the Chaffee County Fairgrounds (“North Building”) located at 10165 Co Rd 120, Poncha Springs, CO 81201.

The existing North Building is approximately 10,000 sqft, manufactured steel building with minimal interior buildout to date, constructed in 1990’s. The building has functional gas, electrical, sewer and water.





General functional needs and core design components for the envisioned remodel and building expansion have been identified by Chaffee County staff and collaborative stakeholders. The County has developed conceptual schematics and elevations reflecting these desires. The Contractor will be expected to validate and translate these requests into technical design and construction-ready documents.

2. Project Goals and Deliverables

Design of a remodeled and expanded single-story structure that will be used as an enhancement to the Chaffee County Fairgrounds’ facilities and operations within its “North Building” location.

The following Work Packages (WP) have been defined for this project.

WP 1	Project management
WP 2	Site Conditions/Land Survey
WP 3	Schematic design/Design Development/Construction Design. (Remodel)
WP 4	Design Development/Construction Design. (New addition)
WP 5	Bidding Construction RFP

Work-package: Project management	Work-package: 1
Goal: Project management of: Time, Cost, Quality, Risk, Deliverables, Resources and the interests of Chaffee County.	
Specific information:	

<p>All meetings shall occur at the Chaffee County offices at 104 Crestone, Salida or Chaffee County Fairgrounds at 10165 Co Rd 120, Poncha Springs, CO 81201. unless otherwise requested. Virtual meetings may be accommodated upon the County's approval.</p>	
<p>Scope of work:</p> <ul style="list-style-type: none"> • kick-off meeting, • 1/month Progress meeting for duration of project, 	
<p>Process requirements:</p> <ul style="list-style-type: none"> • Kick-off meeting shall be approximately 1 hours in duration, • Progress meetings shall be approximately 1 hour in duration, • Consultant supplies agendas, minutes and is chair of all meetings, • The required attendees to be decided per meeting, except for the consultant representative, • The minutes shall be submitted within 5 workdays of the meeting. 	
<p>Deliverable requirements:</p> <ul style="list-style-type: none"> • Monthly progress report (Highlight report) includes the following: <ul style="list-style-type: none"> ○ Issue list, ○ Action list, ○ Risk list, ○ Overall project planning. 	

Work-package: Site Conditions/Land Survey	Work-package: 2
<p>Goal: Document the current condition of construction site and proposed building addition location.</p>	
<p>Specific information: Landmark Surveying completed the site survey for the fairgrounds, additional surveying may be needed.</p>	
<p>Scope of work:</p> <ul style="list-style-type: none"> • Site and Building Existing Conditions evaluation. • Additional Survey work as needed. 	
<p>Deliverable requirements:</p> <ul style="list-style-type: none"> • AutoCAD compatible drawing file, as needed. • 1 hard copy and digital copy PDF. 	
<p>Input:</p> <ul style="list-style-type: none"> • Existing survey from Landmark Surveying, to be provided by Chaffee County Engineer 	

Work-package: Schematic design/Design Development/Construction Design. (Remodel)	Work-package: 3
<p>Goal: Finalize design for remodel of existing building (“North Building”) and to integrate within the new addition.</p>	
<p>Specific information:</p> <p>The existing North Building is approximately 10,000 sqft.</p> <p>Improvements for the Remodel will include, at minimum:</p> <ul style="list-style-type: none"> • Replace existing roof, 	

<ul style="list-style-type: none"> • New Speaker system, • New LED lighting, • New wainscot, • New Windows/doors, • New access to new addition, • Fire sprinkler system.
<p>Scope of work:</p> <ul style="list-style-type: none"> • Architectural design, • Landscape design, • Electrical design, • Civil design, • Structural design • AV design, • MEP design.
<p>Deliverable requirements:</p> <ul style="list-style-type: none"> • AutoCAD compatible drawing file, • 1 hard copy and digital copy PDF. • All drawings must be submitted for review/approval, (digital per review session) • All design documents must fulfill all current engineering and architectural standards. • All applicable federal, state, county codes
<p>Input:</p> <ul style="list-style-type: none"> • As-builts/blueprints for existing North Building and its system components, as available

Work-package: Design Development/Construction Design. (New addition)	Work-package: 4
<p>Goal: Complete the design for the new addition to the Fairground's North Building</p>	
<p>Specific information:</p> <ul style="list-style-type: none"> • Preliminary building addition functional design elements include: <ul style="list-style-type: none"> ○ Conference/Meeting room ○ 3 offices, ○ Storage, ○ Commercial Kitchen, ○ Bathrooms/shower facilities, ○ Concessions area, ○ IT room, ○ Laundry closet and Janitorial room, ○ Mechanical room, ○ Outdoor Courtyard, within in-ground heat, ○ Direct access and connectivity to existing North Building from Quigot court. 	
<p>Scope of work:</p> <ul style="list-style-type: none"> • Architectural design, • Landscape design, • Electrical design, • Civil design, • Structural design • AV design, • MEP design. 	
<p>Deliverable requirements:</p> <ul style="list-style-type: none"> • AutoCAD compatible drawing file, • 1 hard copy and digital copy PDF. 	

<ul style="list-style-type: none"> • All drawings must be submitted for review/approval, (digital per review session) • All design documents must fulfill all current engineering and architectural standards. • All applicable federal, state, county codes 	
Input: <ul style="list-style-type: none"> • Schematic Design • Rendering. • Other County facilities' meeting room AV design. 	
Work-package: Bidding Construction RFP	Work-package: 5
Goal: Help Chaffee County solicit construction cost proposals and select contractor that will construct the North Building in fulfillment of the designs and requirements set forth in this project.	
Specific information: NA	
Activities: <ul style="list-style-type: none"> • Prepare materials as needed for RFP packets for contractors, • Facilitate site meeting, • Participate in meeting(s) with County to review contractor's bids, • Participate in meetings with contractor(s) per approved bid. 	
Process requirements: <ul style="list-style-type: none"> • Contractors' site meeting shall be approximately 1 hour in duration, • Contractor bid meeting shall be approximately 1 hour in duration / contractor, 	
Deliverable requirements: <ul style="list-style-type: none"> • NA 	
Input: NA	

3. Scope of Work and Technical Specifications

The scope of services must conform to all local, state, and federal requirements.

4. Proposal Elements and Format

Qualified contractors interested in performing the work described in this request for proposals should submit the following information to the County in any order they choose:

- a. A letter of interest, including the name, physical and email address, and telephone number of the Contractor's primary point of contact person and bearing the signature of the person having the authority to make the proposal for the Contractor.
- b. Summary of Contractor qualifications and examples of similar successfully completed prior work.
- c. Estimated project schedule, including all tasks and milestones for all work necessary.
- d. Detailed budget for the total costs involved in completing each component of the project.
- e. A list of what portion(s), if any, of the work that will be subcontracted.

- f. Statement of confirmation that Contractor can meet minimum requirements of Insurance, per Template Services Contract agreement, included herein by reference.
- g. Confirmation of Indemnification addressing minimum requirements of Indemnification, per Template Services Agreement, included herein by reference
- h. A mark-up of the County Service Contract agreement (“Contract”) with any proposed edits.
- i. Any other information deemed necessary by the Proposing Contractor for consideration of their submission.

5. Duration of Contract and Operational Period

The County desires to commence project work as soon as possible.

The County desires project completion no later than February 1, 2024, subject to consultation with the contractor. The proposal should contain a detailed outline of the project process, a project schedule/timeline, and contingency plans.

6. Budget

- i. Prepare a line item budget identifying cost and expenditures for all fixed and any optional “Scope of Work” items. Refer to work packages for a detailed list of deliverables and services. All prices quoted must be firm through the completion of the project being bid on. Include proposed not-to-exceed cost for services and billable rates for additional services.
- ii. The sub-contractor and any sub-contractors are held to all hourly billable rates that are submitted in their proposal for the duration of the project. All extra work must be submitted via a RFC (request for change) and approved in writing by the project manager or designee of the County before any work is performed.

The Proposal must state the total inclusive maximum fee and/or cost range, itemized by labor, materials, and equipment and any other work or services necessary to complete the project, including the use and pricing for third party contractors/sub-contractors. Third party work and self-work must be itemized.

7. Proposal Due Date, Time, and Location

Public Notice: June 12, 2023

RFP Document issued: June 12, 2023

Site Visit: June 29, 2023 (Optional)

RFP Packets Due: July 18, 2023, 5:00pm MST

RFP review and evaluation/interviews: week of July 24, 2023 (estimated)

Intent to Award Recommendation: August 1, 2023 (estimated)

Negotiation of Proposal and Award of Contract: Upon notice of award determination and County approval

If a contractor fails to provide the required information, his or her response may be disregarded.

More details pertaining to the RFP can be requested from the County Client Representative identified herein.

All proposals and material shall be kept confidential until proposal opening, at which time they will become subject to public disclosure.

8. Submit proposals to:

Proposals shall be submitted to the County through the County's BidNetDirect.com platform or emailed to: <mailto:ggreiner@chaffeeconomy.org> with cc to chaffeeadmin@chaffeeconomy.org.

Submittal of any proposal shall be taken as prima facie evidence that the prospective Contractor has full knowledge of the scope, nature, quality and quantity of the work to be performed, and the detailed requirements and conditions under which the work is to be performed.

9. Late Proposals, Modifications, and Withdrawals

Proposals received after stated submission deadline may not be considered.

All proposals and material shall be kept confidential until proposal opening, at which time they will become subject to public disclosure.

10. Acceptance of Proposals and Approval of Contract

The County reserves the right to reject any or all proposals, to further negotiate with the successful contractor, to waive information and minor irregularities in proposals received, and to accept any portion of the proposal if deemed to be in the best interest of the County to do so. Acceptance of a proposal will not impart any rights to any party including, and without limitation, rights of enforcement, equity, or reimbursement, until the Contract and all related documents are approved and properly executed.

Final acceptance of any proposal is contingent upon execution of the County Services Contract attached hereto and incorporated by reference. Any edits to this Contract template must be set forth in detail in the Proposal. Please note that the County is not able to entertain substantial edits to the Contract and no edits will be accepted to the insurance and indemnity sections of the Contract.

11. Proposal Evaluation

Proposals will be evaluated by County staff and representatives. The evaluation process will rely on the requested information to be provided. Consequently, it is expected that successful proposals will demonstrate a thoughtful and thorough response to the entire set of questions and

requests for information addressed in the RFP. Proposals determined to be deficient will be eliminated from further review. Failure to adequately or completely address any question or request for information could adversely affect the evaluation. The County may, in its discretion, request clarification or additional details from any Proposer.

All information submitted in response to this RFP is public after the Notice of Award has been issued. The contractor should not include as part of the response to the RFP any information which the contractor believes to be a trade secret or other privileged or confidential data. If the Proposer wishes to include such material with a proposal, then the material should be supplied under separate cover and identified as confidential. Statements that the entire proposal is confidential will not be honored. The County will endeavor to keep that information confidential, separate and apart from the proposal subject to the provisions of the Colorado Open Records Act (“CORA”) or court order.

All information provided is subject to public disclosure under CORA unless clearly identified and marked as confidential and qualifies as confidential under CORA.

Responsibility for timely submittal and routing of proposals, prior to recording, lies solely with the contractor. Proposals received after the closing time specified will not be considered. Telephone, facsimile, or hard-copy proposals will NOT be accepted.

Minority Business Enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on grounds of race, color, or national origin.

12. Insurance

See included Contract template for required insurance amounts.

Additional coverage may be required, contingent upon project specifics.

13. Performance and Payment Bond

To secure performance of contractor’s obligations under the Contract, the successful contractor shall provide County with a Performance and Payment Bond in the amount of the full Contract price.

14. Indemnification

See the Contract for required indemnities.