

Request For Proposal (RFP) For Architectural/Design Services

Ski Hi Park Multi-Purpose Building

REQUEST FOR PROPOSALS

The Ski Hi Multi-Purpose Improvement Committee (**Committee**), a sub-committee of the Monte Vista Chamber, is collaborating with the City of Monte Vista to spearhead the renovation of the Multi-purpose building at Ski Hi Park Complex.

The **Committee** is requesting proposals from qualified firms or individuals (Architect or Design) to provide schematic design and design documents for bidding for renovation of the property known as the "Ski Hi Multi-Purpose Building" located at 2395 Sherman Avenue, Monte Vista, CO. The Ski Hi Multi-Purpose Building consists of approximately 20,000 square feet of a large indoor open space, a basketball court, and an attached swimming pool that has been closed since 2005. In completing the renovation of the building and site, there may be several Phases to the project for its completion.

Payment for services will be provided by the Committee. The final approval of the plan will be a collaborative decision between the Committee and the City Council of Monte Vista.

General Background

The Ski Hi Park Complex located in Monte Vista, Colorado consists of approximately 35 acres. It is owned by the City of Monte Vista. The complex consists of recreation amenities including two baseball/softball parks, an outdoor rodeo arena with grandstands, an indoor multi-use building with an attached municipal pool (closed in 2005), and a BBQ pit area. Within the 35 acres, there is approximately 2.01 acres leased to Rio Grande County for a metal 100'x 150' indoor multi-use building with a dirt floor and attached storage areas, and a 100'x100' dirt floor multi-use pavilion with wash rack.

There have been several studies completed on the facility:

Ski Hi Business Plan	Winter of 2006-2007
SLVGO Master Plan	2014
Ski Hi Structural Analysis	September 16, 2016

Major Annual Events at the Complex Site

February -	SLV Agriculture Conference and Trade Fair
March -	SLV Crane Festival and SLV Kids Farm Safety Day
April -	Monte Vista Chamber Home and Garden Show
June -	Shriner Circus (rodeo arena and grandstand)
July end -	SLV Ski Hi Stampede week long
August first -	SLV Fair week long

Scope and Nature

The Committee, stakeholder groups, and the City Council of Monte Vista are considering the renovation of the Ski Hi Multi-Purpose Building into a multi-purpose recreational and conference space with related support space typical of a recreational/conference center including, but not limited to, conference rooms that the size can be adapted to handle small/medium/large attendees, food preparation/warming room, 1-2 office spaces, restroom facilities with showers, storage area as generally described in Attachment A. The services to be provided would include:

- Phase 1 as described below.
- Participation in demolition, zoning approvals, and similar approval and permitting processes.
- Coordination with Committee organization and stakeholders to include review of other projects for overall compatibility with design goals and standards.
- Compliance with Americans with Disabilities Act requirements and similar requirements.
- Energy efficiency and sustainability consultation and advice.

Proposed Phases of Work

Phase 1. Schematic Design Phase (current Phase request)

The Committee is currently seeking architectural services proposal to generate Schematic Design Drawings and Images for project planning, budgeting and fund-raising/ marketing use. The Schematic Design phase may include presentation of not more than three alternatives that accomplish the goals of the renovation.

To include obtaining Schematic Design level preliminary construction cost estimate to include demolishing the pool building, building new meeting/conference addition wing, and over-all site plan. The BBQ pit will have to be addressed as well (tear it down or can frame be moved?).

Phase 2. Construction Drawings Phase (future second Phase)

Request for proposal to provide stamped final architectural and engineering construction drawings of the selected alternative for Committee and Owner's use in permitting, bidding and construction use

Generating the construction drawings/ specifications based on Committee's construction budget

Phase 3. Construction Phase (future third Phase)

Obtaining qualified bids for the specified renovation work included in the Construction Drawings; Finalizing scope of work and construction cost and awarding general contractor ; Constructing the project (which may also be in several phases)

Other

1. The site of the renovation is 2395 Sherman Avenue, Monte Vista, CO 81144
2. The tentative schedule for the project is as follows:
 - February 28, 2018– Solicit proposals from architects.
 - March 19 or 20, 2018 Inspection of current building
 - April 20, 2018 – Proposals due and from architects/designer for Phase 1 and opened
 - April 30th and later – interviews of finalists, if needed, but not required
 - May 3rd – recommendation and coordination with City of Monte Vista Council of selected architect.
3. Conceptual plans that are based on the latest developments in cooperative working space design. Illustrations only, Burlington Colorado event center; Douglas County Fairgrounds event center.
4. Estimated Budget. Preliminary estimates which can be a range with options to be provided in Phase 1.
5. PROPERTY INSPECTION. All interested parties should contact the Committee Co-chairs Karla Shriver at 719-850-5808 and/or Kathy Rogers at 719-588-4092. March 19 and or 20, are preferred dates for inspection and to view the building and property so that all interested parties will have access to the building.
6. PROPOSAL SUBMISSION. Seven (7) paper copies of the proposal and two (2) usb flash drives with a copy of the proposal shall be addressed and delivered in a sealed envelope to the Renovation Committee, Attn: Committee. Monte Vista Chamber, 947 1st Avenue, Monte Vista, CO 81144 Proposals will be received until 12:00 p.m. (Mountain Time) on April 20, 2018. Any bid received after that time and date will not be opened or considered, and will be returned to the bidder.
7. EXPERIENCE AND QUALIFICATIONS. Each Architect submitting a proposal should include, but not be limited to, the following information:

- a. The name of the firm and location of all its offices, specifically indicating the principal place of business.
- b. A brief history of the firm and the range of services offered.
- c. The age of the firm, the total number of years of experience providing architectural services for renovation projects as described herein over the past five (5) years.
- d. The education, training, experience, licensing, and qualifications of members of the firm and key employees for these projects, including the individuals responsible for the performance of the work described herein. Include an organization chart.
- e. Analysis and consultation with the Committee and other relevant stakeholders in the determination of the best construction delivery method for this project.
- f. Indicate all firms or individuals the firm anticipates to utilize to provide engineering, landscaping, interior design, acoustic engineering, lighting design and any other services required.
- g. Financial proposals regarding the architectural and engineering costs and fees for the professional services to be provided to the Committee. Provide a statement of Fee Compensation based on a percentage of the total budgeted construction cost or on a flat fee basis. Fees for certain activities can be quoted separately such as for coordination with consultants described in 1 A.
- h. The names of at least three (3) clients who may be contacted for references.
- i. Indicate the present level of professional and general liability and other insurance coverage for the firm.
- j. Include illustrative drawings of floor plans of similar type projects the firm has designed, if any, along with renderings and/or photographs of completed projects. Include any other information that would aid in the evaluation of the designs, such as costs, durability, energy efficiency, etc. The format should be 8/5 X 11 and only include enough material to be illustrative, not complete sets of drawings.
- k. Accessibility of the Architect personnel to the Committee.
- l. List and describe any litigation, arbitration, or other alternative dispute resolution proceedings the Architect has been involved in with an owner within the past five (5) years.
- m. List and describe any actions taken by any regulatory agency against the Architect or its agents or employees with respect to any work performed.

- n. Provide any other pertinent information regarding qualifications and performance data requested by the Committee.
 - o. To be considered responsive to the requirements of this RFP, the Architect shall provide verifiable evidence that the firm, personnel, and associated consultants are appropriately licensed in the State of Colorado and meet all the requirements and qualifications described herein. The Committee reserves the right to request additional information which, in its sole opinion, is necessary to assure that the Architect's competence, business organization, and financial resources are adequate to perform the work described herein.
 - p. Provide a list of projects currently under contract.
8. EVALUATION CRITERIA AND SELECTION. The Committee will evaluate each RFP submitted based on responsiveness to the project's needs. The Committee will take into account the estimated value, the project scope and complexity, as well as the professional nature of the services to be rendered. If the Committee recommends the award of a contract, the Committee will recommend the award of contract to the Architect who is responsive to all administrative and technical requirements of the RFP, who has demonstrated competence and qualifications of the type of services required, and who receives the highest rating based upon the competence and professional qualifications to perform the services required. Evaluation criteria shall also include:
- a. Competence to perform the services as reflected by technical training and education, general experience, experience in providing the required services, and the qualifications and competence of persons who would be assigned to perform the services.
 - b. Ability to perform the services as reflected by workload and the availability of adequate personnel, financial resources, equipment, and facilities to perform the services expeditiously.
 - c. Past performance as reflected by the evaluation of others who have retained the services of the Architect with respect to factors such as control of costs, quality of work, and an ability to meet deadlines.
 - d. Experience, qualifications, and ability to perform cooperative work space design and construction services and historic renovations.

- e. Demonstrated innovation and creativity of design while retaining quality, functionability, and cost effectiveness.
 - f. Personnel accessibility of architectural firm to the Committee..
 - g. Experience with the various delivery methods of construction.
 - h. Costs, durability, energy efficiency, and educational benefits of prior designs.
 - i. A San Luis Valley firm is desired, but selection will be made based upon what is best for the project.
9. The Committee anticipates interviewing the Architects evaluated as being professionally and technically qualified, if needed. The purpose of the interview is to allow the architectural firm to present its qualifications, experience, education, training, past performance, etc., in regards to the professional services to be provided for the project. Interviews will also provide an opportunity for the Committee to seek clarifications from the Architect. Architects selected for an interview will be notified of the date, time, and place of the interview. Interviews are tentatively scheduled to take place the week of April 30th. The Committee anticipates discussing making a final recommendation on whom the Committee wants to select to the Monte Vista Town Council on May 3, 2018.
10. The Committee, along with consultation with the City Council of Monte Vista, Colorado (“City”) will negotiate the terms of a contract with any selected Architect. If an agreement is reached, the Contractor will enter into a written contract and will perform all work pursuant to that contract. The Proposal does not constitute an agreement or contract with the Committee, the City of Monte Vista, Colorado, or any other entity, and they reserve the right to not enter into any agreement with any Architect. The proposed terms and conditions of the contract shall be as provided in AIA Document B101-2007 and AIA Document A201-2007, AS AMENDED, or as otherwise required by Committee.

All terms and conditions are subject to further negotiation. The Committee reserves the right to require bidding of any work to be subcontracted by Architect, according to a competitive bidding process determined by the Committee.

11. **BONDS AND INSURANCE.** The Architect shall procure and maintain bonds and insurance as required by law or the contract documents.
12. **IDENTIFICATION OF PROPOSAL.** Proposals shall be submitted in a sealed envelope with the Architect's name, address, and telephone number clearly marked on the cover. The lower left corner of the sealed envelope should read as follows: "PROPOSAL FOR ARCHITECTURAL SERVICES."
13. By submitting a proposal, the Architect agrees to waive any claim it has, or may have, against the Committee, the City of Monte Vista and its agents or representatives, and their respective employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any proposal; waiver of any requirements under the proposal documents or the contract documents; acceptance or rejection of any proposals; and award of the contract. All proposals become the property of the Committee.
14. **WITHDRAWAL OF PROPOSAL.** A request to withdraw a proposal must be made in writing and filed with the Project Assistant prior to the time set for the opening of proposals. No proposal may be withdrawn following the opening of proposals.
15. **OPENING OF PROPOSALS.** Proposals will be opened on April 20, 2018 and, or as soon as possible thereafter, in the meeting room of Committee beginning at 2:00 P.M. All Architects and interested parties are welcome to participate.
16. **DISQUALIFICATION OF BIDDERS.** Architects may be disqualified and their proposals disregarded for reasons which include but are not limited to the following:
 - a. The Architect being interested in any litigation against any party to the proposal.
 - b. The Architect is in arrears on any existing contract or has defaulted on a previous contract.
 - c. The Architect has uncompleted work which, in the judgment of Committee, will prevent or hinder the prompt completion of this construction project, if it were awarded to the Architect.
 - d. Other appropriate reason as determined by Committee.

17. **NON-RESPONSIVE PROPOSALS.** An Architect that fails to respond to any request for information may be deemed non-responsive and its proposal may not be considered for the award.
18. Submission of a proposal in response to this RFP is certification that you, your company, and any subcontractor is not currently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from submitting proposals to any State or Federal department or agency or any political subdivision of the State of Colorado.
19. **REJECTION OF PROPOSALS/TERMINATION OF PROCESS.** The **Committee** reserves the right (a) to terminate the proposal process at any time; (b) to reject any or all proposals; (c) to change the schedule and dates for responses, interviews and other dates; and (c) to waive formalities and minor irregularities in the proposals received. The Committee further reserves the right to conduct a pre-award survey of any firm under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by Committee to be necessary for the successful performance of the contract. Committee further reserves the right to cancel or amend this RFP at any time and will attempt to notify recipients accordingly.
20. **PUBLIC RECORDS.** Architect acknowledges by submitting a proposal that any and all information may be subject to the Public Records law of Colorado.
21. Submit all questions, inquiries, or requests for clarification about the project in writing or e-mail to either Karla Shriver or Kathy Rogers, Committee Members, Monte Vista, CO 81144.

Karla Shriver

Karla.shriver@gmail.com

719-850-5808

Kathy Rogers

kathyjr2930@gmail.com

719-588-4092

Attachment A

1. The existing pool portion of the building shall be demolished. This space may be used for new meeting rooms(s), food warming/preparation area, toilet rooms, storage, or other uses.

This could be one Phase of the Improvement Plan.

2. The BBQ pit shall be removed. If the roof structure could be relocated on the complex for shade purposes without sufficient cost, this should be analyzed.
3. The project consist of renovating the interior of the approximate 20,000 square foot single story concrete and CMU existing building into a modern events and meeting facility.
 - - The existing building layout includes a high ceiling, clear span 200' x 100' ground floor and add-on toilet rooms with showers (facility could be used as public emergency shelter)
 - The existing storage, kitchen and other toilet rooms that were located along the north wall of the building (and under the grand stands) have been partially removed whit the construction of the new grand stand seating structure
 - Improvements to the building's interior may include new wall and ceiling finishes, new mechanical, plumbing and electrical systems, new roofing system, new doors and windows, adding insulation and ADA upgrades

The question should be asked if it would be more cost effective to demolish this portion or renovate it.

4. The addition of a new kitchen, additional toilet rooms and storage rooms in, or adjacent to the existing building may also be included

Attachment B

Recent Complex Renovation History

a. North Side Arena: Started January, 2008 (bucking chutes/holding pens/grandstand)
Finished July, 2008

b. South Side: Main Grandstand Started Demo Grandstands August, 2009
Started New Grandstand Feb, 2010
Fixed Back Wall multi-purpose January, 2010
Finished July, 2010

Financing: GOCO grants, DOLA grant, individual/business, local government donations

c. County Pavilion Started Construction May, 2013
Finished Building August, 2013
Panels/Tin/Screen June, 2014

Financing: GOCO grants, DOLA grant, individual/business, local government donations