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REQUEST for QUALIFICATIONS FACILITIES PROGRAMMING SERVICES

GRAND COUNTY FACILITIES NEEDS ASSESSMENT GRAND COUNTY, COLORADO

SECTION 1 -PURPOSE & BACKGROUND

Grand County currently occupies a combination of buildings/facilities which vary in the levels of accessibility, functional utility, functional obsolescence, and economic/historic value for alternative uses. Additional information is available at <http://www.co.grand.co.us>

The Board of County Commissioners is seeking qualifications from professional planning and design firms with special expertise in Colorado county health and human services, law enforcement, detention, EMS, and road & bridge facilities to conduct a needs assessment, develop an architectural program, and provide a comparative analysis of facilities existing and facilities needed in the County.

The County will evaluate qualifications from the material submitted in response to this RFQ with the intent of engaging a firm to accomplish the required tasks and deliverable work product. All interested firms must submit materials based on the requirements specified in this request. Upon review of the qualifications submitted, the County intends to select the most qualified firm and enter into scope and fee negotiations with the preferred consultant.

SECTION 2- QUALIFICATIONS AND REFERENCES

To define and describe the firm and professionals proposed for involvement, each proposer shall submit the following:

1. Firm Description: A brief statement should describe the firm's experience in county administration and public safety facility development including planning, design and construction.
2. Project Team: A brief narrative should be provided to summarize the experience and qualifications of each member of the firm who will take a lead position in the project.

3. References: A minimum of four owner/user references for similar projects that show the firm's experience and proficiency in planning, design and construction under constrained budgets should be provided.
4. Required Insurance: The consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property that may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives or employees. The minimum scope of insurance shall include a minimum of \$1,000,000 for commercial general liability and automobile liability insurance. Consultant shall furnish the County with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the consultant before commencement of the work.

SECTION 3 – SCOPE OF WORK

Proposers shall provide a narrative describing the project planning approach proposed for completion of the work. The project planning approach shall, at a minimum, include an initial meeting with Grand County Facilities Steering Committee and provide interim reports to the Committee.

The final work product must be prepared as a satisfactory deliverable to the County using a non-proprietary format for the exclusive use of the County. Facilities Programming Services will include:

Phase 1: Assessment of Existing Facilities

- a. Review base drawings and surveys of existing sites and buildings provided by the County.
- b. Perform a site visit to each facility to review conditions. Identify information lacking on base drawings.
- c. Assessment shall include facilities currently owned by the County as well as sites under consideration for future County purchase and/or use.
- d. Conduct a facility condition survey of County facilities and provide a written narrative of building conditions, identifying deficiencies, suitability, and opportunities. The assessment shall include a review of mechanical, electrical, and plumbing systems.
- e. Grand County Operations to be studied under Phase 1:
 - Public Health department – Grand County;
 - Human Services department – Grand County;
 - Emergency Medical Services – Grand County;
 - Road & Bridge Department – Grand County;
 - Grand County Sheriff's Office
- f. Facilities to be included in the study:
 - Grand County Jail
 - Grand County Sheriff's Office
 - Human Services Building(s) – Grand County;
 - Public Health Building – Grand County; and
 - Emergency Medical Services Buildings – Grand County

Phase II: Needs Assessment

- a. Develop assessment of space and functional needs for each operation (department) included in the study. Assessment will incorporate meetings with individual departments.
- b. Study shall include assessment and tabulation of current space needs.
- c. Develop space needs projections for 5 years and 30 years from current use.
- d. Tabulations shall include comparison of surplus and shortfall of space use against current facility capacities.

Phase III: Conceptual Alternative Recommendations

- a. Prepare alternative outcomes to address space needs identified in Phase II.
- b. Studies shall consider options for:
 - Renovations of existing facilities;
 - Additions to existing facilities;
 - New construction; and
 - Site assessment of build-out and site capacity for sites either currently owned or under consideration by Grand County.
- c. Concept Studies shall include:
 - Site plans which utilize block diagrams for additions, renovations, or new construction;
 - Concept alternatives to County officials, and with the guidance of the County, and identify the preferred alternatives.

Phase IV: Final Report and Cost Estimate

- a. Develop a concept cost estimate with itemized total project cost estimates for each of the final alternatives selected from Phase III.
- b. Summarize the conclusions of phases I, II, and III in a report and present report to Grand County officials.

SECTION 4 - STATEMENT OF QUALIFICATIONS FORMAT

The Statement of Qualifications should contain a brief introduction summary of no more than three pages including a statement to establish an understanding of the project and scope of work followed by the required qualifications and references. The submittal shall not exceed a total of 10 pages.

Provide a time frame for completing the project and delivery of Final Report.

SECTION 5 - GENERAL INSTRUCTIONS

- 1. Submit ten (10) bound copies of the proposal and a pdf copy on CD. The cover should be titled and include the date of submission, name of the firm, and the firm's primary contact with phone number and address.
- 2. A transmittal/introductory letter signed by the firm's primary contact should accompany the proposal.
- 3. All parts of the proposal and transmittal letter should be sealed in an envelope or carton and marked on the outside with the words "Professional Qualifications – Grand County Facilities"
Mail or deliver to:
 - Grand County Board of Commissioners
 - 308 Byers Ave / Box 264
 - Grand County, Colorado 80451
 - Attn: Lee Staab, Grand County Manager
- 4. Proposals are due by 10:00 a.m. MDT on June 25, 2018. Any proposal received after this time will be marked "Received Late" and returned unopened to the sender. Grand County reserves the right to reject any or all submitted qualifications and to waive informalities or irregularities in the proposals.
- 5. Any questions concerning this RFQ should be directed to Lee Staab, Grand County Manager, by phone at 970.725.3100, or by email at lstaab@co.grand.co.us A copy of the question and

response shall be forwarded to all known participating firms. Firms receiving the RFQ are solely responsible to reflect within their responses any addendum issued by the County.

6. Neither Grand County nor any other beneficiary of this qualifications request shall be responsible for any cost associated with the preparation or subsequent presentation related to this RFQ. Additionally, the County makes no guarantee that any contract will be awarded as a result thereof.
7. All Responses and other materials submitted in response to this Solicitation shall become the property of the County and shall be considered public information and subject to disclosure. **DO NOT INCLUDE CONFIDENTIAL AND/OR OTHERWISE PRIVILEGED DOCUMENTS AS PART OF A RESPONSE.** By submitting a Response, Contractor affirms that none of the information provided in its Response is confidential, proprietary, trade secret, or otherwise privileged, and the County may release such information without liability.

SECTION 7- SELECTION PROCESS

The County Commission will review all on-time submissions and to the extent reasonable from such submissions, the County may schedule interviews with those firms determined to be most qualified. It is anticipated that no more than five firms will be interviewed. It is the intention of the County to enter into negotiations with the firm deemed most qualified. In the event the County and the preferred consultant are unable to arrive at an acceptable fee for the prescribed project scope the County will move to the second most qualified submittal.

SECTION 8- TERMS AND CONDITIONS

The County Commission reserves the right to select a professional firm as it deems to be in the best interests of the County and reserves the right in its sole discretion to reject any and all statements of qualification.

SUBMISSIONS ARE DUE BY 10:00 a.m. MDT on June 25, 2018