



## LARIMER COUNTY | PURCHASING DEPARTMENT

P.O. Box 1190, Fort Collins, Colorado 80522-1190, 970.498.5955, Larimer.org

### REQUEST FOR PROPOSAL (RFP)

PROPOSAL NUMBER: P20-13  
DESCRIPTION: The Ranch Master Plan Executive Architect  
RECORDING DATE: May 19, 2020  
RECORDING TIME: 2:00 p.m.

The Board of Larimer County Commissioners will **only** be accepting proposals electronically submitted via the Rocky Mountain E-Purchasing System ("RMEPS") portal, at [www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado), up to 2:00 P.M. (MT), on May 19, 2020 at which time they will be recorded, but not publicly opened, to consider contracting with one (1) or more architectural/engineering consultants to provide services as Executive Architect(s) for the Larimer County Fairgrounds and Events Complex, better known as "[The Ranch](#)". The Executive Architect(s) will develop and monitor design standards for horizontal and vertical development at The Ranch; provide conceptual designs for selected projects pursued by Larimer County; and assist in advancing projects that may be developed under alternative contracting strategies between Larimer County and private developers. Prices and terms shall remain in effect for 180 days from recording date.

RFP documents are available online at Rocky Mountain e-Purchasing at [www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado), and on the Larimer County Purchasing site at [www.larimer.org/bids](http://www.larimer.org/bids).

All questions regarding this RFP must be emailed to Les Brown, Purchasing Agent, at [brownxld@larimer.org](mailto:brownxld@larimer.org). **Questions are due no later than 10:00 a.m. (our clock) May 8, 2020.** Please call Les Brown at 970-498-5954 to if you wish to verify receipt of your questions. No questions will be accepted after the date and time referenced above. All questions received will be answered via Addendum only. Addenda will be published online at Rocky Mountain e-Purchasing at [www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado), and on the Larimer County Purchasing site at [www.larimer.org/bids](http://www.larimer.org/bids).

**NOTE:** Unauthorized contact with a County employee other than the Purchasing Agent regarding this RFP may result in disqualification of your Proposal.

### **INSTRUCTIONS TO PROPOSERS:**

Starting March 30, 2020 Larimer County **only** accepts Proposals submitted via Rocky Mountain E-Purchasing System (RMEPS). Proposals submitted by any other means will not be accepted. Proposers must be registered with RMEPS in advance in order to submit a proposal, at <https://www.bidnetdirect.com/colorado>; registration is free.

Proposers will not be compensated for generating, producing, or duplicating any proposal materials associated with this RFP, and it is the sole responsibility of the Proposer to ensure all required documents are submitted through RMEPS by the submission deadline. Proposals will be time-stamped by RMEPS upon receipt; RMEPS does not allow for uploading documents after the Proposal due date and time has passed. After uploading proposal documents, Proposers must click the SUBMIT button. Larimer County will not accept uploads that are "saved" but not "submitted". To verify that a Proposal has been submitted successfully, Proposers may contact

RMEPS Support or verify, via the Bid Management tab in the Bidder's account, that the documents are not in "Draft" status.

Larimer County does not have access to, or control of, the Vendor side of RMEPS. Please contact RMEPS at 1-800-835-4603 for vendor support.

**Proposers are required to submit one (1) non-redacted proposal, and may choose to also provide one (1) redacted .pdf proposal, excluding any information that is not subject to disclosure under the Colorado Open Records Act ("CORA"). Statements that the entire proposal is confidential will not be honored. After the Notice of Award has been issued, all information submitted in response to this request for proposal (RFP) may be publicly disclosed if required under the CORA. If provided, the redacted electronic copy will be used to satisfy CORA requests. **Proposers that do not provide a redacted electronic copy will have their non-redacted electronic copy used to satisfy CORA requests.** Larimer County will endeavor to keep the non-redacted proposal, separate and apart from the redacted proposal subject to the provisions of CORA or Order of Court.**

By submitting a proposal, the proposer agrees they may not rescind their proposal on or after the closing date and time identified in the RFP or as modified by addendum. No delivery shall become due or be accepted until an agreement has been completed either in the form of a formal executed contract, or a purchase order issued by the Purchasing Director of Larimer County.

Proposals must be furnished exclusive of any Federal, State, or Local taxes.

No work shall commence nor shall any invoices be paid before the contracted vendor provides the requested proof of insurance as outlined in the "Insurance Requirements", and before such proof is accepted by Larimer County Risk Management.

Unless otherwise specified by contract, payment for work performed or goods sold to Larimer County can be expected within 30 days after receipt of the invoice and satisfactory acceptance from the department receiving the service or goods.

As of August 7, 2006, state and local government agencies are prohibited from purchasing services from any contractor that knowingly employs illegal immigrants to help carry out publicly funded work. Pursuant to the provisions of Colo. Rev. Stat. §8-17.5-101, contractors must certify that they are using the E-Verify Program or Department Program to verify the employment eligibility of new employees. If a contractor awarded a contract violates the provisions of Colo. Rev. Stat. §8-17.5-101(2), the state or local government agency may terminate the contract and the contractor will be liable for damages to such agency.

Proposer certifies, warrants, and agrees that (he) (she) (it) has knowledge of the "Keep Jobs in Colorado Act" codified at Sections 8-17-101, *et seq.* of the Colorado Revised Statutes and that Colorado labor shall be employed to perform at least eighty percent (80%) of the work. **See <https://www.colorado.gov/pacific/flashdrive/kjica> for more information regarding this Act, which applies to Public Works projects.** The definition of Public Works is found under the "Keep Jobs in Colorado Act Rules", which is listed in the website listed above. "Frequently Asked Questions" about this Act may be found at: [https://www.colorado.gov/pacific/sites/default/files/KJICA%20FAQs\\_1.pdf](https://www.colorado.gov/pacific/sites/default/files/KJICA%20FAQs_1.pdf)

Larimer County reserves the right to reject any and or all proposals, to further negotiate with successful proposer and to waive informalities and irregularities in proposals received, and to accept any portion of the proposal if deemed to be in the best interest of Larimer County to do so. If, in the sole judgment of the Board of County Commissioners, the proposals are substantially equal, the Board may grant the contract to companies located in Larimer County, however this is not applicable in the case that Federal funds are used. The total cost of proposal preparation and submission shall be borne by the proposer.

Larimer County is an Equal Opportunity Employer and no otherwise qualified individual shall be subject to discrimination on the basis of race, color, religion or religious affiliation, sex, familial status, age, genetics, disability, or national origin in any phase of employment for this position.

Larimer County strongly encourages the use of small and minority firms, women's business enterprises, and labor surplus area firm services. In accordance with Federal and State laws, Larimer County does not discriminate.

All businesses, organizations, and individuals contracting with Larimer County must comply with Title II of the Americans with Disabilities Act of 1990, as amended. For more information on these requirements and to read the full Title II text, please go to the following web page: [https://www.ada.gov/ada\\_title\\_II.htm](https://www.ada.gov/ada_title_II.htm).

No vendor awarded a solicitation shall be federally debarred. The proposer certifies that by signing the contract, neither the proposer nor subcontractors, the organization nor its principals are suspended or debarred or otherwise excluded from procurement by the Federal government, maintained by the General Services Administration (GSA). Such debarment shall be checked through the System for Award Management, at [www.sam.gov](http://www.sam.gov).

Other governmental entities may piggyback on the award of this solicitation, assuming the award vendor is amenable, and should contact Larimer County Purchasing for any necessary procurement documents. The entity shall deal directly with the award vendor concerning the placement of Purchase Orders, freight charges, contracting and disputes, invoicing, and payment. Larimer County shall not be held liable or responsible for any liability, claims, costs, damages, demands, actions, losses, judgments or expenses incurred by the vendor or any government entity relating to such use.

## **PROJECT OVERVIEW:**

Larimer County Colorado is seeking a qualified architectural/engineering consultant to assist in executing the Amended Master Plan for The Ranch Events Complex and the Strategic Implementation Plan for The Ranch Events Complex by serving as the Campus Executive Architect Team (Executive Architect). The Amended Master Plan proposes multiple campus infrastructure, existing facility enhancements, and new facility projects. These projects are to be developed using a variety of project delivery methods including traditional design-bid-build, design-assist (CMGC), design-build, and Alternative Project Delivery.

The Executive Architect will prepare updated design standards, guidelines, and imagery for the Larimer County Fairgrounds and Events Complex for both site development and architecture. These guidelines will inform project designs as they are brought forward to ensure that the campus continues to provide an exceptional guest experience and unified sense of place. The Executive Architect will also prepare a new overall architectural site plan, and conceptual or programming phase designs for projects as directed. The Executive Architect may not provide Architect of Record services for any project advanced at The Ranch. The Executive Architect may be directed by [Larimer County](#) to prepare bridging documents (preliminary designs, building programs, etc.) to assist in project procurement and development using alternative project delivery strategies. The term of this engagement is expected to be two (2) years with the opportunity for three (3) 2-year extensions.

This work will be guided by a team from Larimer County including staff from The Ranch referred to as the “**Project Leadership Team.**” The Executive Architect will receive all direction from Larimer County selected Project Manager.

## **ATTACHMENTS INCLUDED IN RFP:**

- Attachment A Preliminary Development Plan Larimer County Fairgrounds PDP
- Attachment B Existing Site Plan
- Attachment C The Ranch Larimer County Fairgrounds and Events Complex Master Plan
- Attachment D Amended Master Plan for the Ranch Events Complex
- Attachment E Strategic Implementation Plan for The Ranch Events Complex

## **PROJECT BACKGROUND:**

“The Ranch” is built on 243 acres of land owned by Larimer County located in Loveland, Colorado. See Preliminary Development Plan Larimer County Fairgrounds revised date April 23, 2002 prepared by BHA Design, Inc. (Attachment A). The complex provides more than 375,000 square feet of event space including a 7,200 seat event center arena, a 1,500 seat covered livestock arena with two (2) attached pavilions and one (1) warm-up arena, an exhibition hall with attached conference rooms, and a 4H, Youth, and Community building. There is also a separately owned/operated Embassy Suites Hotel that occupies a site on the campus under a land lease with the County. See Existing Site Plan (Attachment B).

Since opening in 2003 The Ranch has served as a central congregation point for Larimer County residents and citizens from across the region. It has developed a reputation as one of the premier events and entertainment complexes in the area and serves as a major economic driver for the County by attracting regional and national events that, in turn, attract out of town visitors.

The Ranch operates in a highly competitive environment that is continuously changing and innovating. The County has been very proactive in keeping the facility current and competitive while preparing for the future. In 2017 the citizens of Larimer County approved a 20-year extension of the existing dedicated sales tax supporting The Ranch is based on a master plan that expands and enhances campus facilities and possible activities. That master plan titled “The Ranch: Larimer County Fairgrounds and Events Complex Master Plan (Attachment C) was driven by the Vision Statement for The Ranch:

*“The Ranch is Larimer County’s premier event and entertainment complex that hosts a wide variety of events such as indoor arena events, sporting events such as ice hockey, the Larimer County Fair and PRCA Rodeo, 4-H and CSU Extension programs, outdoor concerts and events, trade show and commercial events, as well as many business and community meetings. It is a community gathering place, with long-standing agricultural roots and pride of ownership expressed in the high quality of the facilities, programs, and services. These experiences improve the lives of Larimer County citizens.”*

For over 18 months, The Ranch staff has worked with a venue feasibility and project development consulting team to analyze the approved 2017 master plan and to recommend the best path forward with an implementation plan. See Amended Master Plan for The Ranch Events Complex dated January 17, 2020 (Attachment D) and Strategic Implementation Plan for The Ranch Events Complex dated December 9, 2019 (Attachment E). The analysis included an extensive market study, multiple stakeholder meetings, recommendations for overlooked programming opportunities, programmatic designs for the recommended projects, in-depth analysis of the recommended programs, and an extensive economic model.

The Strategic Implementation Plan identified eight (8) highly desirable projects. These projects have the best cost-benefit for the county and the most support from the stakeholders and the community overall. These projects are:

1. Projects expected to be developed by Larimer County:
  - 1.1. Relocate Arena Circle: relocate to the outer edge of current parking and create two (2) new entrance and exit points on Fairgrounds Parkway. This relocation will ease congestion on Arena Circle due to current pedestrian crossings on the primary entrance road. It will also facilitate easier and safer access to the buildings for guests.
  - 1.2. 60,000 S.F. Trade Show Facility: This new flat floor hall will replace the current First National Bank show halls. The building will be class A show space and have 35’ ceilings, allowing it to be flexible enough to be used as a tradeshow space, sporting event space, and/or meeting spaces.

The trade show facility may be attached to a full-service hotel developed privately or by a joint venture.

- 1.3. First National Bank Show Halls Conversion: Convert the existing First National Bank show halls into an expanded 4-H, youth and community building. The converted facility will allow current programs to expand and allow new community programming. It will also house CSU Extension offices, making their accessibility much more convenient for our citizens.
  - 1.4. McKee Hall Conversion: Convert the existing McKee Hall into The Ranch's administrative offices.
  - 1.5. Equine and Livestock Facility Expansion: New facilities including a new 70,000 sq. ft barn to house up to 400 more stalls, a new covered show arena with seating for approximately 2,000 people, an attached warm-up ring, and livestock handling spaces. It will also include several new outdoor warm-up arenas, expanded parking, and camping facilities with full-service connections.
  - 1.6. Existing Budweiser Event Center Update: Updates would include all new seating, guest amenities and expansion on the north and west sides of the building. The expansions would allow for a general admission club, a true club seat holder dedicated space, expansion of the concourse on the west side of the building and expansion of the locker room and storage spaces on the lower level. Should a suitable development partner be identified the events center area could be replaced.
2. Projects expected to be developed under joint ventures with Larimer County and private developers:
    - 2.1. Full-Service Hotel: A 250 room (minimum) full-service hotel that may be attached to the trade show facility planned to be developed by Larimer County.
    - 2.2. Recreational Sport Complex: A recreational sports complex to house three (3) ice sheets and a natatorium. This venue would host local and regional sporting events as well as be a practice facility for local teams. The building would be designed and built in such a way that the ice sheets could be converted to other sport uses as market demand allows. This could include basketball, indoor soccer, tennis, pickleball or other court type sports.
    - 2.3. Event Center Arena Replacement: If a suitable development partner is identified a new event center arena with a capacity of approximately 10,000 seats could be developed to replace the existing Budweiser Event Center.

The intent is to remain focused on this specific list of identified and defined projects as Larimer County moves forward into the master plan implementation phase. The Executive Architect

## **QUALIFICATIONS:**

The qualifications, at a minimum, include the following within the last ten (10) years and **must be documented explicitly** in your proposal:

1. Completed at least three (3) campus design standards, guidelines, and imagery engagements for site development and buildings for public or private campuses of over 100 acres in size. Experience with campuses regularly hosting fairs, agricultural exhibitions, rodeos, 4-H or similar types of events is preferred.
2. At least three (3) multi-year engagements as an executive or campus architect working with and making presentations to a variety of stakeholders and levels of management/government.
3. Completed three (3) design engagements that include entertainment venues. Venues for hosting livestock, equestrian, 4-H events or similar types of events is preferred.
4. Experience in entertainment venue and hospitality design engagements including event center arenas (renovation of existing and new construction seating 8,000 or more), recreation sports complexes (ice hockey, court sports and natatorium facilities), hotels, and exhibition hall facilities.
5. Experience assisting in preparing or evaluating Request for Proposal documents and bridging documents for alternative delivery project development projects.
6. Executive Architect must have sufficiently trained and experienced staff to perform the Scope of Work.
7. Executive Architect must have Architect(s)/Engineer(s) with current Colorado State license(s) or the ability to promptly obtain licensure through reciprocity.

## **SCOPE OF WORK:**

This Scope of Work is intended to provide a preliminary summary of anticipated tasks. *Larimer County will negotiate a final Scope of Work with the apparently successful Executive Architect.*

The Executive Architect, at a minimum, shall provide, perform, and/or furnish the following Scope of Work:

### **TASK 1: DATA COLLECTION AND INFORMATION GATHERING**

The Executive Architect shall be responsible for familiarizing themselves with applicable campus-specific information; local, state, and federal regulations and permitting. Larimer County policies shall be observed throughout the entire project.

The Executive Architect shall review the following information provided by the Project Leadership Team:

1. The Executive Architect shall conduct a project kickoff meeting with the Project Leadership Team, including a site visit to each Larimer County owned facility located at The Ranch. Eight (8) hours estimated.
2. Resolution No. R99-121g proposal for the imposition of a county-wide sales and use tax to create a special fund known as the Larimer County fairgrounds Capital Improvement Fund dated August 31, 1999 including Appendix A: Form of Ballot Question (Attachment F).
3. Resolution No. 09052017R003 proposal for the extension of the county-wide sales and use tax to construct, equip, operate, maintain, improve, remodel, and lease the Larimer County Fairgrounds (Attachment G).
4. Existing campus design standards including but not limited to architecture design standards, typical materials, color palettes, landscape/hardscape, wayfinding, and branding/signage as illustrated on the Preliminary Development Plan.
5. The Ranch Master Plan Final Report, Amended Master Plan for The Ranch Events Complex dated January 17, 2020, and Strategic Implementation Plan for The Ranch Events Complex dated December 9, 2020, including project concepts, locations, funding, sequencing, programming models, layouts, and estimated costs.
6. Area land use, property zoning, and adjacent land development patterns and site access.
7. Existing conceptual programs, project schedules, and construction budget requirements.

After reviewing the above information, the Executive Architect shall evaluate findings and summarize recommendations with the Project Leadership Team as seen in Task 2, Design Standards, Guidelines and Imagery.

### **TASK 2: DESIGN STANDARDS, GUIDELINES AND IMAGERY**

Executive Architect shall:

1. Develop and review with the Project Leadership Team recommended revised campus design standards including but not limited to site development and architectural design, typical materials, color palettes, landscape/hardscape, wayfinding and branding/signage.
2. Prepare final documents for application to projects as they are advanced.

### **TASK 3: OVERALL SITE PLAN REVISION**

After reviewing the Amended Master Plan and the Strategic Implementation Plan and in consultation with the Project Leadership Team prepare for approval a revised overall site plan. This site plan will consider site development phasing and project sequencing over time.

1. Executive Architect to illustrate the sequence and order of recommended campus improvement projects assuming a project delivery period of eight (8) years (or other time horizon as established by the Project Leadership Team).
2. Key criteria shall be established by the Project Leadership Team for development of project sequencing plans including cash flow, the need to maintain campus operations during construction including loss of revenue projections, relocation of existing infrastructure prior to construction and other relevant factors.

**TASK 4: PROJECTS**

1. When directed by Project Leadership Team prepare project-specific program phase designs illustrating the scale and relationship of project components, including architectural site plans.
2. Executive Architect shall prepare with the Project Leadership Team program phase cost, scope and schedule models using quantities of basic elements, costs per square foot of gross floor area, ratios, allowances, contingencies, and reserves.

**TASK 5: PROJECT MANAGEMENT AND MEETINGS**

The Executive Architect shall participate and provide recommendations in project meetings during the design and construction phases of assigned projects while communicating with the Project Leadership Team, and present project results, including the following work items.

1. The Executive Architect project manager shall coordinate work effort, resources, communications, documentation, and billings.
2. The Executive Architect shall participate in in-person or teleconference bi-weekly design meetings and in key partnership development meetings, make notes of key decisions and maintain action item lists of outstanding items for the Project Leadership Team.
3. If requested by Larimer County the Executive Architect shall attend quarterly meetings with the Board of County Commissioners to present project information and updates.

**INSURANCE REQUIREMENTS:**

Prior to commencement of any work, contractor shall forward Certificates of Insurance to Larimer County Risk Management, 200 W. Oak St., #4000, Fort Collins, Colorado 80521 or Risk@larimer.org. The insurance required shall be procured and maintained in full force and effect for the duration of the Contract and shall be written for not less than the following amounts, or greater if required by law. Certificate Holder should be Larimer County at the above address.

1. Workers' Compensation and Employers' Liability (waived if there are no employees)
  - 1.1. State of Colorado: Statutory
  - 1.2. Applicable Federal: Statutory
  - 1.3. Employer's Liability: \$100,000 Each Accident  
\$500,000 Disease-Policy Limit  
\$100,000 Disease-Each Employee
  - 1.4. Waiver of Subrogation  
**A signed Workers' Compensation waiver is required if the contractor/vendor is not required to carry Workers' Compensation coverage per Colorado Workers' Compensation Act (8-40-202(2)(b)).**
2. Commercial General Liability on an Occurrence Form including the following coverages: Premises Operations; Products and Completed Operations; Personal and Advertising Injury; Liability Assumed under an Insured Contract; Independent Contractors. Coverage provided should be at least as broad as found in Insurance Services Office (ISO) form CG0001. Minimum limits to be as follows:
 

3. General Aggregate Limit	\$2,000,000
4. Products & Completed Operations Aggregate Limit	\$2,000,000
5. Personal & Advertising Injury Limit	\$1,000,000
6. Bodily Injury & Property Damage Each Occurrence Limit	\$1,000,000
- 6.1. Other General Liability Conditions:
  7. Products and Completed Operations to be maintained for one year after final payment. Contractor shall continue to provide evidence of such coverage to the County on an annual basis during the aforementioned period (as appropriate).
  8. **Contractor agrees that the insurance afforded the County is primary.**
9. If coverage is to be provided on Claims Made forms, contractor must refer policy to Risk Management Department for approval and additional requirements.
10. Commercial Automobile Liability coverage to be provided on Business Auto, Garage, or Truckers form. Coverage provided should be at least as broad as found in ISO form CA0001 (BAP), CA0005 (Garage) or CA0012 (Trucker) including coverage for owned, non-owned, & hired autos. Limits to be as follows:
 

10.1. Bodily Injury & Property Damage Combined Single Limit	\$1,000,000
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11. Professional Liability/Errors & Omissions \$1,000,000
12. Minimum required limits set forth herein may be met by utilizing a combination of excess/umbrella policies in conjunction with primary insurance policies if necessary.
13. **All Insurance policies** (except Auto, Workers Compensation and Professional Liability) **shall include Larimer County and its elected and appointed officials and employees as additional insureds as their interests may appear.** The additional insured endorsement should be at least as broad as ISO form CG2010 for General Liability coverage and similar forms for Umbrella Liability. Additional Insured endorsement(s) shall be attached to the certificate of insurance that is provided to the county.
14. The County reserves the right to reject any insurer it deems not financially acceptable by insurance industry standards. Property and Liability Insurance Companies shall be licenses to do business in Colorado and shall have an AM Best rating of not less than A- VII.
15. **Notice of Cancellation:** Each insurance policy required by the insurance provision of this Contract shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to the County, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to Larimer County Risk Management, 200 W. Oak St., #4000, Ft. Collins, CO 80521 or Risk@larimer.org. If the insurance company refuses to provide the required notice, the contractor or its insurance broker shall notify the County of any cancellation, suspension, non-renewal of any insurance within seven (7) days of receipt of insurers' notification to that effect.
16. Contractor shall furnish Larimer County certificates of insurance (200 W. Oak St., #4000, Ft. Collins, CO 80521 or Risk@larimer.org). Contractor will receive all sub-contractors' certificates of insurance. Such certificate must meet all requirements listed above.

**ANY DEVIATIONS FROM THE STANDARDS GIVEN ABOVE MUST BE APPROVED BY THE LARIMER COUNTY RISK MANAGEMENT DEPARTMENT.**

IF YOU HAVE ANY QUESTIONS CONCERNING THE INSURANCE REQUIREMENTS, PLEASE CONTACT RISK MANAGEMENT AT (970) 498-5963 AT LEAST ONE (1) WEEK PRIOR TO THE RFP CLOSING DATE.

### **PROPOSAL SUBMITTALS:**

Following submission directions detailed starting on page one (1) of this solicitation, submit your non-redacted proposal addressing each of the following items **in the order as outlined below**. As time is of the essence, **brevity is appreciated, all SUBMITTALS should be less than a TOTAL of 40 pages (20 pages front and back) with no significant font less than 10pt.** Proposers should provide only the information requested, and present it in a clear, concise manner. Your PDF shall be one (1) single file only. **Incomplete proposals may be rejected.**

1. Signed Signature Page (page 12)
2. Table of Contents
3. The County anticipates that the selected vendor will sign the County's "Professional Services Agreement" which is included as Attachment H. In this section, you must specifically address any issues with the agreement and propose solutions.
4. Cover letter with attachments explicitly describing:
  - 4.1. How your firm meets each item under QUALIFICATIONS.
  - 4.2. Brief description of Executive Architect's approach to the project including communications,
  - 4.3. Name Executive Architect's proposed project manager and other project commitments they have.
  - 4.4. Executive Architect's intent to use subconsultants for portions of the work (if any). Provide subconsultant name and office address, scope of work, and project manager.
5. AIA Document B305-1993, Architects Qualification Statement filled out and signed by a corporate officer/partner. In addition to the standard items please address:
  - 5.1. Provide date established, state incorporated and type of business structure (corporation/partnership), corporate/partnership officers, principal and other office location(s), previous names the firm has used



in the last ten (10) years, geographical area(s) where most of the firm's work occurs and a general description of the firm and its history.

- 5.2. Clearly identify existing work backlog and how concurrent or multiple obligations will be supported.
- 5.3. Identify legal proceedings or arbitration actions pending or adjudicated within the last five (5) years (including lawsuits, claims or liens).
- 5.4. For each project used to document QUALIFICATIONS provide:
  - 5.4.1. Project description that includes the project name, overall scope of work, and any unique characteristics and how they relate to projects proposed.
  - 5.4.2. Project history that includes duration of the project and any special characteristics that affected delivery.
  - 5.4.3. Type of project delivery methods used.
  - 5.4.4. What were the lessons learned on the profile project that will help your project team be successful on OUR project?
  - 5.4.5. Provide a brief discussion of any unusual factors that affected the project delivery (e.g. owner-initiated delays, additions to the work, etc.).
  - 5.4.6. References from each project including company name, contact name, role/responsibilities and title of contact, contact phone number and email address, and project information, identify your lead team member(s) that work(ed) with the reference.
  - 5.4.7. Certificates/awards pertinent to the scope of work.
6. Organizational chart and resumes of all key staff and core staff that will be involved with providing services, including:
  - 6.1. Identify who will act as the primary contact person for Larimer County
  - 6.2. List specific personnel proposed for the project team and provide a resume for each of your proposed team members
    - 6.2.1. A description of the individual's background and experience, including any unique qualifications, related qualifications, and relevant experience
    - 6.2.2. Years of experience
    - 6.2.3. Years of experience with the firm
    - 6.2.4. Years of experience with the proposed project team
7. Proposed Fee Structure
  - 7.1. Provide a fee range to prepare the Design Standards, Guidelines and Imagery document.
  - 7.2. Provide a fee range to prepare Overall Site Plan.
  - 7.3. Identify the hourly rates for all personnel, by title, who would be working on this project. This should include only the personnel expected to work on this project. Do not provide a comprehensive list of your entire staff.
  - 7.4. Assumptions to fee structure
    - 7.4.1. Travel/Reimbursables budget and how this will be billed
    - 7.4.2. Project Imagery and modeling fees
8. Local representation vs. national representation in meetings

## **EVALUATION CRITERIA:**

Proposal submittals will be individually evaluated and scored by each Evaluation Committee Member. The criteria below will be the basis for review of the written proposals. The rating scale shall be for available points, receiving the maximum points available per criteria would be considered an outstanding rating.

<b><u>Criteria</u></b>	<b><u>Standard</u></b>	<b><u>Points Available</u></b>
<b>Firm Capability</b>	<ul style="list-style-type: none"> <li>• Does the Executive Architect, key staff, and/or sub-consultants have the experience and qualifications to perform the Scope of Work?</li> <li>• Does the Executive Architect have the background and experience to meet the needs of the County?</li> </ul>	30
<b>Project Approach</b>	<ul style="list-style-type: none"> <li>• Does the Executive Architect have an understanding of the project and a comprehensive approach to completing the project on time?</li> <li>• Does the Executive Architect's approach allow the Evaluation Committee to determine how the respondent will best meet the needs of the County?</li> <li>• Does the Executive Architect's approach appear well-reasoned and well-seasoned?</li> <li>• Does the Executive Architect's approach clearly detail how they will handle the various communications needs for this project?</li> <li>• Does the Executive Architect's approach clearly detail how they plan to manage meetings and project schedule, making sure the project runs smoothly and on time?</li> <li>• Does the Executive Architect clearly identify how they will effectively manage quality on the project?</li> </ul>	25
<b>Firm Availability and Project Schedule</b>	<ul style="list-style-type: none"> <li>• Does the Executive Architect have the availability and commitment of staff members and other resources (sub-consultants) required to complete these services in a timely fashion?</li> <li>• Does the proposed schedule meet the County's needs?</li> </ul>	20
<b>Executive Architect Experience and Qualifications</b>	<ul style="list-style-type: none"> <li>• Does the Executive Architect have the qualifications needed?</li> <li>• Do the Executive Architect's personnel have the experience necessary to complete this project?</li> <li>• Do the sub-consultants, if any, have the qualifications, experience, and key personnel needed?</li> </ul>	20
<b>Cost</b>	<ul style="list-style-type: none"> <li>• Is the Executive Architect's proposed fee structure competitive, reasonable, and advantageous to Larimer County?</li> <li>• Is the Executive Architect's detailed fee schedule clear, and easy to understand regarding how it was developed?</li> <li>• Is the Executive Architect's fee schedule limited to key staffing, and does it include the appropriate rates?</li> </ul>	5
<b>Maximum Possible Points = 100</b>		

## **AWARD AND AGREEMENT:**

A formal agreement will be awarded to the vendor with the most responsible, responsive, reasonable proposal, deemed the best value, best fit, and most advantageous to the County (Interviews may be held, and references may be contacted, to assist in the decision for award).

1. Except as stated in the following paragraph, the County's Professional Services Agreement will be used as the template for the contract between the County and the award vendor. A sample copy of agreement is included with this RFP as Attachment H Sample Agreement.
2. If you would like the County to consider the use of a contract template other than Attachment C, submit a copy of the contract template with your Proposal. If the County agrees to use your contract template, it must be revised prior to execution to include provisions consistent with the Larimer County Special Provisions shown in Attachment I Larimer County Special Provisions.
3. State any exceptions or requested additions to Attachment H and/or Attachment I and submit with your proposal; these requests may not be accepted after the Proposal has closed. The County makes no guarantee of any changes or concessions but will review and may consider requests submitted.

*Note: Contract Negotiations is a firm's willingness to accept the Larimer County Professional Services contract or Special Provisions is essential to contracting.*

The term of the agreement shall be for one (1) year from the date the agreement is executed. The County, at its sole option, may offer to extend this Contract for up to four (4) additional one-year terms. The extension option may be exercised providing satisfactory service is given, and must be mutually agreed upon in writing, by and between the County and the Award Vendor.

**SIGNATURE PAGE**

ADDENDA:

The proposer acknowledges the receipt of the following Addenda:

<u>Addendum Number</u>	<u>Date of Addendum</u>	<u>Date Received</u>
_____	_____	_____
_____	_____	_____

The undersigned certifies that he/she has examined the specifications and instructions to bidders and has submitted a bid in full compliance and without collusion with any other person, individual or corporation.

The undersigned further certifies that he/she is or is trying to participate in the "E-Verify" program, an electronic program provided via U.S. Citizenship and Immigration Services, through which employers verify the employment eligibility of their employees after hire. Visit the link below for more information.

<http://www.uscis.gov/e-verify>

The undersigned certifies that you have verified that you do not employ illegal aliens, and that you shall not knowingly employ an illegal alien to perform work.

SIGNED: \_\_\_\_\_ TITLE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

FIRM: \_\_\_\_\_ DUNS # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DATE: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

For further information regarding this request for proposal, P20-13, please contact Les Brown, Purchasing Agent, at (970) 498-5954, or [brownxld@larimer.org](mailto:brownxld@larimer.org).