



Adcom911

Adams County Communications Center Authority
7321 Birch Street, Commerce City, CO 80022
(303) 289-2235 • www.adcom911.org

Request For Proposals (RFP) For Professional Design and Construction Administration Services

The Adams County Communications Center Authority, a political subdivision of the State of Colorado ("**ADCOM**"), invites proposals from qualified architectural firms ("**Firm(s)**") to perform professional design and construction administration services in connection with the renovation of ADCOM's operations facility located at 7321 Birch Street, Commerce City, CO 80022 ("**Project**"). This is a public works project.

I. Introduction

ADCOM wishes to hire a qualified architectural Firm to perform the following services, which are more specifically described in Section III (Scope of Services) set forth below: (1) critically evaluate the existing facility and ADCOM's space and use requirements, including configuration of communications consoles and associated communications equipment ("**Renovation Area**"); (2) prepare preliminary conceptual plans, drawings, specifications, and other documents that set forth a comprehensive plan for meeting ADCOM's requirements for the Renovation Area; (3) prepare construction ready drawings, specifications, and other documents necessary for a general contractor to perform the Project ("**Construction Work**"); and, (4) perform construction administration services to ensure the Construction Work is properly performed (collectively, the "**Services**").

II. Phased Project

ADCOM may, in its sole discretion, separate the Project into two phases to accommodate the timing of ADCOM's funding. Phase 1 will encompass the Project Evaluation Services set forth in Section III(1) below. Phase 1 will proceed when a Firm has been selected and the parties have executed a mutually acceptable Design Services Agreement (See, Section VII below). Phase 2 will encompass the balance of the Services for the Project described in Sections III(2) through (9) below. If ADCOM chooses to separate the Project into two phases, there will be a delay between completion of Phase 1 and commencement of Phase 2. The selected Firm must

accommodate the delay without increasing the costs for its Services.

III. Scope of Services

The successful Firm must be willing to work as a partner with ADCOM to complete the Project within the available budget, seeking sensible cost efficiency where it exists. The successful Firm shall perform the following design and construction administration services:

1. Project Evaluation. Critically evaluate the facility, the Renovation Area, and the proposed Project, and recommend to ADCOM a comprehensive plan for the Construction Work to be performed, which shall include:

a. Preliminary conceptual plans, drawings, specifications, and other documents that set forth a comprehensive plan for meeting ADCOM's requirements for the Renovation Area;

b. A schedule, in a form acceptable to ADCOM, showing the estimated time required for each major component of the Construction Work; and,

c. An estimate of the total cost of the completed Construction Work, by components.

2. Specifications Development. Upon ADCOM's approval of the proposed comprehensive plan, and ADCOM's authorization to commence Phase 2 of the Project, the Firm shall create complete and detailed construction ready plans, drawings, specifications, and other documents (collectively, the "*Specifications*") necessary and appropriate for a general contractor hired by ADCOM to satisfactorily perform the Construction Work. The Specifications, and all other documents prepared or submitted by the Firm, shall conform to applicable federal, state, and local laws, rules, regulations, ordinances, resolution, and codes related to the Construction Work (collectively, "*Applicable Law*").

3. Approvals and Permits. The Firm shall assist ADCOM or the general contractor in obtaining all approvals and permits required by Applicable Law for performance of the Construction Work.

4. Construction Administration. The Firm shall perform the construction administration services generally provided for the size and nature of this Project. Such services will include inspecting the Construction Work at appropriate intervals during the course of the Project to ascertain the progress and quality of the portion of the Work completed and to determine if the Construction Work is being performed in conformance with the Specifications and the terms of the Design Services Agreement. The Firm must keep ADCOM informed about the progress and quality of the Construction Work completed at each stage of the Project. The Firm, as ADCOM's representative, shall have sole responsibility for requiring the general contractor to perform the Construction Work in accordance with terms of the Design Services Agreement and the Specifications, and, in performing the duties incident to such responsibility, the Firm shall issue to the general contractor such directives and impose such restrictions as may be required to obtain reasonable and proper compliance by the general contractor with the terms of the Design Services Agreement and the Specifications; provided, that the Firm shall not be required to exercise any actual control over employees of the general contractor or its subcontractors. The

Firm shall work with the general contractor and ADCOM to resolve any construction issues that may arise. The Firm shall approve pay applications and assist in developing change orders, as necessary. The Firm will not be responsible for the general contractor's construction means, methods, or techniques.

5. Changes to Specifications. If, after the Design Services Agreement has been approved by ADCOM, it is determined that a change(s) in the Specifications is necessary or desirable, the Firm shall prepare and submit to ADCOM and the general contractor all necessary details in connection with such change(s). Upon ADCOM's approval of the change(s), the proposed change(s) shall be submitted by the Firm to ADCOM in the form of an amendment to the Design Services Agreement.

6. General Contractor Bid Process. To extent requested, assist with the general contractor bid process, including analysis of bids received. Assist with the preparation of bid documents, as requested.

7. Design Services Agreement. To the extent requested, assist ADCOM and its legal counsel in drafting and negotiating the Design Services Agreement, and any amendments.

8. Progress Reports and Attendance at Meetings. Provide periodic progress reports to and, if requested, attend meetings with ADCOM representatives or the Board.

IV. Submission Requirements

Proposals may be submitted by email, by U.S. mail, or by hand delivery. All proposals must be **received** by ADCOM by 5:00 p.m. (MST) on September 20, 2024 ("**Submission Deadline**") at ADCOM's administrative offices at 7321 Birch Street, Commerce City, CO 80022. Email proposals shall be emailed to Executive Director Joel Estes at jestes@adcom911.org. The "Subject" line of the email shall state: "Confidential - Design Professional Proposal."

Hand delivered or mailed proposals shall be hand delivered or mailed to the attention of Executive Director Joel Estes at 7321 Birch Street, Commerce City, CO 80022. The proposal shall be in a sealed opaque envelope that states:

Attention: Executive Director Joel Estes
Design Professional Proposal
CONFIDENTIAL - DO NOT OPEN

Telephone or facsimile proposals will not be accepted, and any proposal received after the Submission Deadline will not be considered. A Firm electing to submit a proposal by email is recommended to confirm receipt by calling Executive Director Joel Estes at 303-227-7119. ADCOM will not search for emailed proposals that are not delivered or are delivered to "spam" or "junk" folders. Firms responding to this RFP do so solely at their own expense.

All questions about this RFP must be received no later than 5:00 pm (MST) on September 6, 2024 ("**Question Deadline**"). Questions shall be submitted to Executive Director Joel Estes at

7321 Birch Street, Commerce City, CO 80022 or by email to Executive Director Joel Estes at jestes@adcom911.org. Questions submitted after the Question Deadline, or that are submitted by telephone or facsimile, will not be considered.

The proposal and all supporting documentation shall become the property of ADCOM and will constitute a public record, unless at the time of submitting a proposal a Firm specifically identifies the portion(s) of the proposal that contains proprietary information or trade secrets, which portion(s) shall be segregated from the other portions of the proposal, so as to allow disclosure of the non-confidential portion(s) of the proposal in accordance with applicable law.

ADCOM has the right to waive any irregularities or informalities, to request additional information from a Firm, and to negotiate terms that may vary from this RFP. ADCOM has the right to reject any and all proposals or to select the proposal it deems to be in ADCOM's best interests.

V. Required Qualifications

The following information must be provided in the proposal in the order stated:

- a. Firm Information. Provide the Firm name, address, telephone number(s) and email address(es) of the contact person(s).
- b. Basic Qualifications. Provide basic information on the Firm's size, history, personnel, special expertise, and portfolio. Individual resumes, awards, associations, and so forth may be included.
- c. Special Qualifications. List each individual who is expected to perform any portion of the Services. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications, including number of years of experience, registrations, licenses, education, their specific skills, and their involvement with other similar projects, if any.
- d. Approach to Project and Services. Discuss why your Firm is best qualified to perform the Services. Discuss how your Firm will approach the various aspects of this Project. In particular, discuss how the Firm will balance ADCOM's requirements with the available space and budget impact;
- e. Past Performance. Provide a list of similar projects the Firm has been involved with during the past five years. For each of the projects listed, provide projected and actual completion dates, and the Firm's estimated construction cost and the final construction cost for each project. Provide information regarding the Firm's experience with cost estimating. Provide references for each project.
- f. Examples of Work. Pictures, design examples, or other materials of similar projects performed by the Firm within the last five years should be included. The Firm should identify the members of the Firm who worked on each project.

g. Consulting Firms. If the Firm anticipates contracting with other consultants to perform any aspect of the Services, for each such consultant, provide the information requested in subparagraphs a. through f., above.

h. Workload. Provide a description of the projects the Firm currently has or expects to have over the next 18 months.

i. References. Provide three references from recent experience. Include contact name, project description, telephone number(s) and email address(es).

j. Why should ADCOM Choose the Firm? Provide a narrative summary of why ADCOM should select the Firm to provide the Services.

VI. Cost of Services

Provide a detailed statement of how the Firm expects to be compensated for the Services. ADCOM will accept either fixed cost submissions or submissions that contain a billing structure with a fixed cost ceiling.

VII. Design Services Agreement

ADCOM's acceptance of a Proposal is conditioned on the parties executing a modified *AIA B101 (2017) Standard Form of Agreement Between Owner and Architect*, which incorporates by reference a modified *AIA A201 General Conditions of the Contract for Construction*. If the parties are unable to reach agreement on the form and content of the foregoing documents within 30 calendar days of ADCOM's conditional acceptance of the Firm's proposal, ADCOM may, in its sole discretion, terminate the negotiations and commence negotiations with another Firm(s) that submitted a proposal, commence a new RFP process, or take such other action as ADCOM deems appropriate in its sole discretion.