



ARC Integrated Program Management, Inc.

P.O. Box 1926 • 215 Broadway Street • Eagle, CO 81631 • (970) 471-9478

To Whom It May Concern:

Thank you for your interest in the Design Services, Request for Qualifications and Proposal for the new building and underground parking garage at 8th & Cooper in Glenwood Springs, Colorado. The design team selection process will consist of this Request for Qualifications and Proposal and culminate in oral interviews of shortlisted firms.

Garfield County Public Library District, Colorado Mountain College, the City of Glenwood Springs, and the Glenwood Springs Downtown Development Authority (OWNERS) are soliciting proposals for the selection of a Design Team for a new Glenwood Springs Branch Library, a second floor core and shell space for future CMC classrooms and meeting space, two level underground parking structure and a community plaza, in accordance with the terms, conditions, and requirements set forth in this Request for Proposals.

The OWNERS will rank the Proposals in the order that provides the “best value” for the OWNERS. Interviews will be conducted with the OWNERS to confirm the Proposals and answer additional questions.

The selection process will be as follows:

- 08 JUN 11: Project Advertisement (2 Weeks to Respond)
- 08 JUN 11: Issue Request for Qualifications & Proposal
- 15 JUN 11@1pm: Pre-Proposal Meeting
Glenwood Springs Branch Library
Basement Conference Room
413 9th Street
Glenwood Springs, CO 81601-307
(Not Mandatory but additional project information will be provided)
- 17 JUN 11 @ Noon: Deadline for Questions
- 23 JUN 11@4pm: Qualification and Proposal Packages Due
- 28 JUN 11: Committee review meeting to shortlist
- 06 JUL 11: Oral Interviews
- 14 JUL 10: Issue NTP for Design Services

I. Scope of the Project

The property is located on the corner of 8th and Cooper Avenue in Glenwood Springs, Colorado and currently consists of parking and one existing building that will need to be demolished. There are existing utilities that will need to be relocated. The project will consist of the following:

- A. Underground Parking Garage (approximately 160 spaces) – Two level, underground parking structure; one level owned by the City of Glenwood Springs (CoGS); one level owned by Colorado Mountain College (CMC).
- B. 1st Floor (14,000sf) – Full Service Library Facility owned by Garfield County Public Library District (GCPLD).
- C. 2nd Floor (12,000sf to 14,000sf) – Core & Shell Space owned by CMC for future classrooms and meeting rooms. A portion of the 2nd floor may be owned by GCPLD for future expansion space.
- D. Outdoor Plaza Space (approximately 2,500sf) & Adjacent Site Work – For the City of Glenwood Springs, Downtown Development Authority (DDA)

NOTE: Throughout the conceptual & schematic design phases, the design team will need to show the lower level of the underground parking garage as an add alternate to allow the Project Team to determine if a second level is financially viable.

II. Scope of Services

- A. Design services to include all services typically provided throughout the design and entitlements phase as well as contractor procurement and construction phases. Services are to include but not be limited to the following:
 - 1. Presenting not less than (3) three design concepts to GCPLD, CMC, CoGS, & DDA, and the public prior to approval of concept design and NTP for schematic design.
 - 2. Standard development plan review and approval process with the City of Glenwood Springs. The selected design team will be responsible for presenting the project to and responding to the City of Glenwood Springs approval entities, and obtaining those approvals.
 - 3. Building will be designed to LEED standards and LEED certification is required.
 - 4. Underground Parking Structure Design
 - 5. Parking Control Systems
 - 6. Civil Engineering
 - 7. Site & Landscape Design

8. Traffic Studies/Engineer
9. Interior Design
10. Kitchen/Kitchenette design
11. IT / AV Consultant
12. Acoustic & Lighting Design
13. Security Systems
14. Cost Estimating

B. Design Packages

The selected design team will be required to define each design package by the following bid packages to allow the OWNERS to properly budget and allocate project costs:

1. Bid Package 1 (One or two levels of underground parking): Underground parking & site utilities to be allocated to CMC the CoGs based on the final number of parking spaces owned. The design team and parking consultant to assist the team in determining if a 2nd level of parking is feasible.
2. Bid Package 2 (Above Grade Structures)
 - Bid Package 2a (1st & 2nd Floor Core & Shell Space plus Common Area Finishes): Costs to be allocated to GCPLD & CMC based on the volume of their individual spaces. CMC's 2nd floor core & shell space to include only those finishes required by the code authority for final occupancy.
 - Bid Package 2b (Finishes for 1st Floor Library): Costs to be allocated to GCPLD.
 - Bid Package 2c (Finishes for 2nd Floor): Includes any 'minor' finish costs requested by CMC that would be in addition to Bid Package 2a (above).
 - Bid Package 2d (Elevator Package including cab, interior/exterior trim, equipment, etc.)
 - Bid Package 2e (Plaza & Remaining Site Improvements)
3. Design Add Alternates –Assume add alternate items noted below are to be shown as add alternates throughout design and in the final bid and construction documents. Provide add alternate cost on the fee worksheet for the following design scopes:

- Add Alternate #1 (Bridge) - Design of a bridge 'link' between 802 Grand & the 2nd floor, across the alley for CMC.
- Add Alternate #2 (2nd Floor Finishes) - Design of all interior finishes for the 2nd floor. Assume the 2nd Floor will be shared space between GCPLD and CMC and include typical offices, classrooms, meeting rooms, support areas, etc.

C. **Additional Information**

Included with this Request for Qualification and Proposal is the following information:

1. 8th & Cooper Soils Report by CTL dated 04MAY11
2. 8th & Cooper Alta Survey by High Country Engineering revised 18APR11
3. Project Background Information by Vitae Lifestyle – For informational purposes only. The selected design team will be responsible for providing conceptual designs for OWNERS' approval.
4. GCPLD – Larger Prototype Library Program (20,000sf-22,000sf) by Dubberly Garcia Associates, Inc. dated 01JUN08.
5. GCPLD – Smaller Prototype Library Program (10,000sf-12,000sf) by Dubberly Garcia Associates, Inc. dated 05JUN08.

The above information is available via our project website at <https://arcipm.sharefile.com/> . Please email sbrown@arcipm.com to request login information.

III. **Submission Requirements**

Proposals shall contain a minimum of the following in the prescribed order:

A. **Overview of the Firm**

1. Please use AIA Document B305, Architect's Qualification Statement -1993 Edition to present the information requested, following the instructions provided.
2. Please provide a compiled financial statement for your firm including, at a minimum the following:
 - An income statement for the current year to date, and full prior year.
 - A balance sheet for your firm.

- This information should be prepared by an outside firm, preferably a CPA, and should adhere to generally accepted accounting principles.
 - If your firm has multiple offices, please provide this information for the office from which your firm will be providing the bulk of the services for this project.
3. Provide a complete list of library projects that your firm/team has completed. Include the size, dollar value, and contact person with phone number, for the owner and contractor of each project.
 4. Provide a complete list of parking structure projects that your firm/team has completed. Include the size, dollar value, and contact person with phone number, for the owner and contractor of each project.

B. Specific In-House Personnel Dedicated to this Project

The success of this project's team will rest on the individuals assigned to the facility's completion. Good teams typically have strong leaders, together with highly qualified, dedicated support personnel. The OWNERS are very interested in the specific make-up of your proposed team, and their respective qualifications. Please provide the following information about the in-house employees your firm proposes for this project:

1. The presentation of the design team leader's qualifications should include at least the following information:
 - Current resume.
 - List of comparable projects completed by this individual, together with owner and general contractor contact person and phone number for each project shown.
 - Narrative of key qualifications that make this individual an ideal "fit" for this project.
 - Minimum number of hours per week this individual will be specifically dedicated to this project during the design process.
 - Minimum number of hours per week this individual will be specifically dedicated to this project during the construction process.
 - Other projects this individual is currently scheduled for participation in through Summer 2013 as a member of the design team for your firm.
 - Personal references for this individual in the community outside the construction industry.
2. The presentation of the in-house design team members should include at least the following information for each team member:

- Current resume.
- Current job description.
- Minimum number of hours per week this individual will be specifically dedicated to this project during the design process.
- Minimum number of hours per week this individual will be specifically dedicated to this project during the construction process.
- Other projects this individual is currently scheduled for participation in through Summer 2013 as a member of the design team for your firm.

C. Parking Structure Design Services & Personnel

The underground parking structure will be a critical portion of this project. The OWNERS are very interested in the specific firm(s) and/or individuals designing the underground parking structure and their respective qualifications. Please provide the following information:

- Current resume.
- List of parking structure projects completed by this firm/individual(s), together with owner and general contractor contact person and phone number for each project shown.
- Narrative of key qualifications that make this individual an ideal "fit" for this project.
- Minimum number of hours per week this individual will be specifically dedicated to this project during the design process.
- Minimum number of hours per week this individual will be specifically dedicated to this project during the construction process.

D. Required Design Services

1. Prepare a list of all design services to be provided under your contract with the OWNERS that will be completed wholly or in part by personnel inside your firm. Indicate what portion of each of these tasks will be completed in-house.
2. Prepare a list of all design services to be provided under your contract with the OWNERS that will be completed wholly or in part by organizations and/or personnel outside of your firm. For any consultants/sub-consultants to be used on the project provide their names, addresses and telephone numbers. State the capacity they would be used in and the approximate percentage of total services they would provide. State hourly rates of those individuals who will actually be involved in this project. Briefly describe their experience.

3. Prepare a list of all engineering, testing, consulting, and other services not provided by your design team that you recommend the OWNERS should provide to the project during design to insure its success.
4. To provide complete clarity on the scope of services being provided, and for comparison with other firms, the OWNERS request your firm complete the attached matrix, Exhibit C – Architect’s Basic & Additional Services.

E. Claims & Suits

If the answer to any of the questions below is yes for anyone on the design team, including sub-consultants, please attach details.

1. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
2. Has your organization filed any law suits or requested arbitrations with regard to contracts within the last five years?
3. Is your organization in the process of filing or has your organization filed bankruptcy within the last five years?

F. Proposed Schedule

1. The OWNERS’ preferred schedule is for the design process to begin on 18 JUL 10 (assuming a NTP of 14 JUL 11) and a Notice to Proceed for construction on 01 APR 12 with Substantial Completion being reached by 30 SEP 13. This assumes reasonably responsive OWNER input and design approvals, and the standard approval process for a project in Glenwood Springs, Colorado.
2. The OWNERS are interested in your opinion of the proposed design and entitlements schedule. Please provide a proposed schedule with detail showing the above dates or propose an alternate schedule.
3. The Team is working with the City of Glenwood Springs and State of Colorado to have permit responsibilities assigned to the City of Glenwood Springs. The above schedule should assume a standard entitlement process under the City of Glenwood Springs.
4. The project team will select a CM/GC using approved conceptual plans by the end of August 2011. As part of the CM/GC selection process we will be requesting CM/GC candidates provide a preliminary Guaranteed Maximum Price. The goal is to have a final budget and schedule for the OWNERS at the end of August to make a Go/No-Go decision.

G. Quality Control and the Design Process

1. Please describe the steps your firm recommends as the best for the design phase of this particular project, identifying one-time tasks, on-going tasks,

points of OWNERS participation, milestones, etc. The methods used to insure timely delivery of internally consistent and externally coordinated documents should be emphasized.

2. Please describe the methods used by your firm to minimize conflicts in the final construction documents and reduce change orders. Please provide documentation for the amount of non-owner initiated change orders as a percentage of total project construction cost for your firm, both on a project-by-project basis, as well as an historical percentage.
3. Identify your firm's desired involvement in the bidding and construction process, and the methods used to achieve quality control in the field.

H. **Design Documents**

1. Describe in detail the contents of a typical schematic design package submitted by your firm.
2. Describe in detail the contents of a typical design development package submitted by your firm.
3. Describe in detail the contents of a typical construction documents design package submitted by your firm.

I. **Sustainable Design**

1. The OWNERS are committed to being responsible stewards of our natural resources and believe the overall project should provide leadership in developing an ethic of sustainability in all of its practices for the community. By engaging in sustainable design, the OWNERS hope to build higher performance buildings that:
 - Consume less energy
 - Provide higher quality lighting
 - Conserve materials and natural resources
 - Enhance indoor environmental quality
 - Safeguard water
2. Describe any experience in designing construction projects of similar scope that achieved LEED certification (NC, Silver, Gold or Platinum), as well as familiarity with other rating programs such as Energy Star, Green Building Council, etc..

J. **High Performance Construction**

1. Exceptional buildings are achieved when each part of the building is coordinated with the others. Your understanding of the comprehensive nature of sustainable and high performance design will be an important factor. Expertise with the following systems is desired:
 - Displacement Ventilation
 - High performance building envelopes
 - Day-lighting
 - Storm water quality innovation
 - Daily and long-term operating efficiencies
 - Heating, ventilating and air conditioning (HVAC)
 - Building system commissioning requirements
 - Monitoring equipment and controls
2. Describe practices you have used on certified and high performance buildings which differed from previous practices and indicate which ones, if any, that you have made current standard practice.

K. **Project Understanding and Project Approach**

1. Discuss the major issues your team has identified on this project and how you intend to address those issues. Explain how the project team will demonstrate their complete and comprehensive knowledge of the work required to complete the Project.
2. Explain what your team understands to be the major tasks necessary to complete the Project.

IV. **Professional Fees**

- A. ARC Integrated Program Management, Inc., the Construction Manager, has provided an MS Excel workbook for your use in responding to the questions below. Read the "Instructions" tab in this file.
- B. Please submit a lump sum fee to provide the design services by phase as described above.
- C. Clearly identify all categories of reimbursable expenses, their percentage of markup, and anticipated cost based on the billing periods shown above. In

areas of uncertainty, a range of probable reimbursable costs will be acceptable.

- D. Submit this in both hard copy and electronic copy with this submittal.
- E. After the OWNER's review of candidate submittals, the shortlisted group of design firms will be asked to provide the following fee detail:
 - 1. A list of payments by billing period showing the proposed allocation of the above fee based on the project schedule provided.
 - 2. Allocation of overall fees provided into the six (6) bid packages described in Section II.B, above.
 - 3. Cost to provide design services through Go/No Go decision point at the end of August 2011.

V. **Proposed Contract Form**

A draft of the proposed Owner/Architect agreement will be posted for the shortlisted group of design teams. The shortlisted candidates are to make a list of all desired modifications to the contract form and be prepared to provide this list of exceptions at the oral interview on 06JUL11, together with any additional written comments.

VI. **Procurement Guidelines**

- A. Limitation of Multiple-Fiscal Year Obligations: All financial obligations of the OWNERS under this contract subsequent to the fiscal year in which signed is contingent upon funds for this purpose being appropriated, budgeted, and otherwise made available by the OWNERS. This contract shall not be deemed to create any multiple-fiscal year direct or indirect debt or other financial obligation whatsoever for purposes of Section 20(4)(b) of the State Constitution (Amendment 1).
- B. Right to Reject any and All Proposals: The OWNERS are not obligated to accept the lowest, or any other proposal, and reserve sole discretion to reject any proposals, to re-advertise, and to waive formalities or irregularities in the process or of any proposal. When considering proposals and determining whether the Contract will be awarded and, if so, to which vendor, the OWNERS may consider any and all factors relating to this project as the OWNERS, in their sole discretion, deem to be appropriate.
- C. Insurance Requirements for the Design Team: The Architect accepts full responsibility for the Architect's professional performance and agrees to maintain in full force and effect an Errors and Omissions or Professional Liability Insurance Policy affording coverage in the amount of \$2,000,000 per claim and \$2,000,000 annual aggregate, for the duration of this Agreement. The contract of insurance shall insure against all claims, damages, losses, or expenses, including attorney's fees as determined by a court, arising out of or resulting from the performance of professional services contemplated in this Agreement.,

provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, or to failure of the structure or facility, or any of its components, including the loss of use resulting there from, and is caused, by any negligent act, error or omission of the Architect, any consultant thereto or associate thereof, anyone directly employed by the Architect, or anyone for whose acts any of them may be liable. The Architect shall submit a certificate of the policy at the signing of this Agreement and also any notices of renewals of the said policy as they occur. In addition, the Architect shall take out and maintain at the Architect's own expense general liability insurance, including automobile liability, and Workers' Compensation Insurance, Certificates of such insurance and all notices of renewal shall be furnished to the OWNERS. The Architect shall maintain the following minimum limits of insurance:

4. Commercial General Liability: \$2,000,000 combined single limit.
 5. Automobile Liability: \$2,000,000 combined single limit or \$2,000,000 per person and \$2,000,000 per occurrence for bodily injury and property damage.
 6. Workers' Compensation and Employer's Liability: Workers' Compensation limits as required by the State of Colorado and Employer's Liability limits of \$1,000,000 per accident.
 7. Professional Liability Coverage: Not less than \$2,000,000/\$2,000,000 split limit.
- D. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits, except after 30 days prior written notice has been given to the OWNERS. The professional liability errors and omission insurance policy shall remain in effect for the duration of the agreement and at least three (3) years beyond the completion and acceptance of the work.
- E. Assignment: The successful proposing firm or individual is prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the OWNERS.

VII. Submittal Format & Delivery Requirements

- A. Interested firms should submit a proposal for the project with a maximum length of 14 pages, double-sided, to address the proposal criteria (excluding covers, dividers, table of contents, resumes, Fee Worksheet, and AIA B132 – Exhibit "C"). Resumes for each Team member shall be limited to a maximum length of one page and should be attached as an appendix to the Proposal. Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Please be environmentally aware. A plastic binder is not encouraged or

required. A staple on the top left hand corner works well. Facsimiles or e-mails will NOT be accepted. **The proposer shall provide one (1) original proposal, unbound, clearly marked and identified as such, and twelve (12) bound copies of their proposal and one electronic copy on CD or thumb drive.**

B. Submittals must be delivered by courier or by hand to:

GCPLD Administration (2nd Floor),
207 East Ave.
Rifle, CO 81650
c/o Amelia Shelley.

Please note that local delivery services do not deliver to Rifle after 4pm and we recommend that you allow for additional time. On the submittal package, please display: Firm name and project title (8th & Cooper Project).

Submittals are due no later than 4:00pm (local time), 23 JUN 11.

I encourage you to direct any questions that you might have via email to sbrown@arcipm.com with a cc: to csquadra@arcipm.com . Phone calls or direct contact with the OWNERS, Construction Manager, or the OWNERS' staff may disqualify the candidate, at the OWNERS' option.

Questions to this RFP may be submitted up until the deadline listed above. Questions that need response to all proposers will be issued via addendum on our website (<https://arcipm.sharefile.com>) as received.

Thank you for your time and interest in our exciting and unique project.