



ARC Integrated Program Management, Inc.

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#419-08 Request for Design-Build Proposal from General Contractors

Colorado Mountain College - Outdoor Recreation Leadership Facility

To Whom It May Concern:

Your firm is one of several being considered to be the Design-Builder (general contractor and designer) for the construction of a new Outdoor Recreation Leadership Building project in Leadville, CO. We trust your firm will find this opportunity challenging and interesting, and respond using your best efforts to demonstrate your team's capabilities.

To allow Colorado Mountain College (CMC) and their Owner's Representative, ARC Integrated Program Management, Inc. (ARC), to fully understand your firm's qualifications for this job, please carefully prepare a response to the items listed below.

I. Project Scope of Work

A. The building program is as follows:

1. 15,000 gross square feet of building, using the AIA D101 definition of "gross square footage".
2. For cost reasons a pre-manufactured "metal" building by a nationally recognized manufacturer with roof loads designed for the location is probably the correct solution for structure and exterior skin. However, other design solutions will be considered if they are competitive on a first-cost and life-cycle cost basis.
 - The façade needs to match existing buildings.
3. The utilities to be included as follows:
 - Assume existing wet and dry utility services to the site are adequate for this new building.
 - Assume new utility lines will be needed at the property lines and tie-ins to existing utility lines will be needed.
 - Assume two area inlets, 200 lineal feet of 36" RCP storm line and surface sheet drainage will be adequate for storm drainage.
 - Some or all of these assumptions may prove to be unacceptable, but they are to be assumed for purposes of this proposal.
4. Vehicular paving should be included as follows:
 - 6" full depth asphalt paving for 10 parking spaces and associated circulation.

- Striping with applied material for all parking spaces, plus code required handicap parking spaces with applied symbols.
 - Appropriate signage for traffic circulation and parking restrictions should be included.
 - Assume 6"x18" CIP concrete vertical curb will be required.
5. Pedestrian paving should be included as follows:
- A 4' wide x 4" thick CIP concrete broom finish sidewalk.
 - Code required handicap curb cuts should be included.
6. The building should include the following functional spaces:
- **6,000SF Rec. Area/Gym**
 - Finishes for this area should be:
 - 2 Basketball Goals
 - Wood or rubber flooring
 - Divider curtain
 - Painted CMU Walls
 - Storage room included in the 6,000SF
 - Crash Pads
 - Possible acoustic treatment
 - Climbing wall with structure to support future ropes course tie in
 - **4,400SF Meeting Room**
 - Finishes for this area should be:
 - Consider incorporating into the Rec/Gym area
 - Level of finish to match CMC Timberline Campus Library
 - Assume separate exterior entrance
 - Assume partitions for classroom use
 - 2'x4' lay in lights and grid ceiling
 - Orange Peel drywall texture
 - Operable windows, utilizing natural light
 - Casework including a wet sink
 - Table and chair storage
 - Wall outlets every 8'
 - Rough-in for overhead projector
 - Manual projector screen
 - Lighting switched for presentation and easy operation if partitioned from Rec/Gym area
 - Food Prep/Warming Kitchen
 - **600SF (5 – 120SF) Offices**
 - Finishes for this area should be:
 - Level of finish to match CMC Timberline Campus Library
 - Including operable windows
 - Shaw carpet
 - Orange peel drywall texture
 - **1,500SF Wet/Dry Storage**
 - Finishes for this area should be:
 - 400SF wet/dry class room space
 - 1,100SF divided storage space
 - Unisex Shower
 - Direct access to outdoors
 - Within close proximity to food prep area

- **300SF Weight Room**
 - Finishes for this area should be minimal:
 - Sealed concrete floors
 - CMU walls
 - **2200SF Circulation**
 - Custodial minimum finishes
 - Restroom finishes:
 - Flooring 6"x6" ceramic tile
 - Walls 6"x6" ceramic tile at least 6' high
 - Metal partitions, integral color partitions as an alternant
 - Consider Lap Siding (not 12") for an exterior finish.
 - Assume 50 year shingles
 - Snow shed issues from the roof will need to be mitigated at all building vehicular and pedestrian entrances.
 - The North sides of the building shall have a decorative finish consistent with the surrounding area.
 - Excavation of the site shall allow for easy access to the building and meet all fire access codes, while allowing proper drainage from the building.
 - All exterior walls will be insulated to a minimum of R-19 and ceilings to a minimum of R-30.
 - Interior directional and room ID signage as required by code will be included in the scope of work.
6. Please assume the following mechanical and electrical requirements:
- 400amp electrical service
 - Interior lighting per IES standards
 - Fourplex outlets every eight feet unless noted otherwise
 - Fire alarm per code (Life Safety Solutions model) and fully sprinkled
 - Conduit and pull-tape for a total of twelve (12) data outlets (data wiring and terminations by others).
 - Site lighting per code minimum
 - Plumbing per code minimum.
 - Standard forced air heating and ventilation system, no cooling.
7. Please provide the basis for your design assumptions with your submittal. The better the scope definition here, as well as the delineation of material usage, functionality, and other design elements, the higher the score for this portion of the submittal.
8. Assume a design review process by the state, a courtesy review by the local agencies and local government, and the Owner will handle all political and property ownership issues.
9. Assume the Owner will provide Survey, Geotechnical and Material Testing services.
10. Assume the building design will require **four (4)** month's work, which will include the approvals.

II. Construction Cost Estimate

- A. CMC and ARC believe this is an excellent opportunity to demonstrate each candidate's cost estimating expertise, marketplace resources, and ability to perform under demanding circumstances, as well as its willingness to be a cooperative and flexible team member.
- B. Please note these guidelines in preparing the Design Build Proposal:
1. The construction cost estimate prepared by your firm should follow the Construction Specification Institute's MasterSpec 16 Division breakdown, with subtotals by subsection in each division.

2. The goal here is not to predict the lowest possible cost. Rather, the successful candidate will be the one that most realistically and carefully projects probable cost for each material, and identifies most clearly the quantities and unit costs for each.
3. It is especially important to note the level of line item, quantity, unit cost, and clarification narrative detail provided by your firm will be an essential component of the selection process. See below for more definition of selection criteria.
4. Careful attention to defining the scope of work included in the cost estimate, and, probably more importantly clarifying assumptions and excluding scope that is not part of the proposal is essential to understanding this project.
5. Written or emailed questions submitted in a timely manner will be answered promptly, to the extent this is possible. All answers will be copied to all candidates via email to a single point of contact in each firm. Failure of a candidate's email server will not be grounds for an extension.

III. Schedule

- A. Provide a schedule for the project, clearly identifying any preconstruction activities, as well as discrete milestones for proposed Notice to Proceed, topping out of structure, "dry-in" of structure, Substantial Completion of structure, Final Completion of structure, Substantial Completion of sitework and Final Completion of project.
- B. Any schedule format may be used that clearly identifies the above milestones, and meets your firm's scheduling criteria.

IV. Cost of General Conditions, Overhead and Profit

- A. Please provide general conditions, overhead and profit numbers based on the information provided.
- B. Please use the worksheet included to prepare a lump sum for the project costs to be incurred by your firm. This worksheet will assist the selection committee in making a fair and objective comparison of the cost of using the competing firms. Please note the following points:
 1. Present all the information requested, with no line items left blank. The appropriate responses are as follows:
 - a. A quantity and unit cost extended to show a total amount for the line item, using the electronic format provided, if possible. Please note neither the Owner nor ARC accepts responsibility for any errors of any kind submitted by any candidate. All extensions are assumed to be a true and accurate representation of cost for that line item.
 - b. The words "By Owner" typed in the Total Cost column to indicate that your firm expects this cost to be borne by the Owner.
 - c. The words "By Sub" typed in the Total Cost column to indicate that your firm intends to include this item in the subcontractor's contract(s).
 - d. The word "Excluded" typed in the Total Cost column to indicate that your firm thinks this cost will be incurred, but is specifically excluding it from the total shown on the worksheet.
 - e. The letters "N/A" typed in the Total Cost column to indicate that your firm does not believe this line item applies to this specific job, and is therefore not included in this worksheet.

2. Assume a construction duration that corresponds with the schedule your firm believes appropriate.
 3. Design and engineering fees should be carried with Item # 1.204 Preconstruction Services.
 4. For the purposes of calculating the overhead and profit required in Item #s 1.205 and 1.206 assume the total construction cost in your firm's estimate. If these lump sums will change as a function of hard construction costs, please indicate the applicable percentage for home office overhead and home office profit to be used in that event separately in a note inserted at the bottom of page 5 of 5.
 5. The final line item (# 1.207) is provided to allow your firm to add any other costs and/or profit anticipated for this project. The final total should be the amount your firm would be willing to accept if selected.
 6. Please feel free to include any narrative explanations you feel to be appropriate, referencing the item number under discussion.
- C. Assume your firm will be required to accept the site as in conformance with the civil drawings, and the owner will provide your firm with two benchmarks as a point of beginning for your survey crew. Cost of this verification survey should be carried in your general conditions number.
- D. All layout required for the building corners and grid lines should be carried in your firm's cost of general conditions.
- E. Assume your firm will be including all printing costs required for its own forces after Notice to Proceed in general conditions. All sets required for bidding purposes will be provided by the Owner at no charge.
- F. Snow removal, winter protection, and temporary heat should be provided as top-sets based on your firm's knowledge of building in the mountains.
- G. Include a performance and payment bond as a separate line item.
- H. Include builder's risk insurance.
- I. Exclude building permits and plan check fees, but include all other permits and fees.

V. Qualifications

A. Overview of the Firm

1. Please use AIA Document A305, General Contractor's Pre-Qualification Statement -1986 Edition, to respond as follows:
2. Present all the information requested, following the instructions provided.
3. Under Article 4, Section 4.3, please also include the aggregate bonding capacity for your firm by year from June of **2006** to the present.
4. In response to Section 5.1, please provide all the information requested, including the following:
 - A letter from your financial institution noting your firms financial stability.

B. Safety

1. Provide the resume of person in charge of safety for your company. Identify the specific training that qualifies them for this position. What other tasks and duties in your company that are not

safety related are assigned to this individual? Does this individual conduct onsite project safety inspection? How often?

2. Provide your firm's Interstate Experience Modification Rate for Workmen's Compensation Insurance used by your insurance carrier for each of the last five years.

C. Specific In-House Personnel Dedicated to this Project during Construction

1. 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 Owner is 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:
 2. The presentation of the project manager's qualifications should include at least the following information:
 - Current resume.
 - List of projects completed by this individual, together with owner and design team contact person and phone number for each project shown.
 - Narrative of key qualifications that make this individual an ideal "fit" for this Owner and this job.
 - Minimum number of hours per week this individual will be specifically dedicated to this project during the pre-construction 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 scheduled for participation in through August 2009 as a member of a construction team for your firm.
 - Personal references for this individual in the community outside the construction industry.
 3. The presentation of the balance of the in-house construction team, including, but not limited to, the project superintendent should identify the following information about each:
 - Current resume.
 - Current job description.
 - Minimum number of hours per week this individual will be specifically dedicated to this project during the preconstruction 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 scheduled for participation in through August 2009 as a member of a construction team for your firm.

VI. Selection Criteria and Future Process

- A. The selection committee will analyze the Qualifications, Construction Cost Estimate and Fee Proposals provided, focusing on, in order of importance:
1. The design-build team's relevant experience, quality of resources available to be assigned to this project, and financial strength.
 2. The quality, first cost, life-cycle costs and functionality of the proposed facility, as delineated in the design portion of the submittal.
 3. The expertise, level of effort, scope delineation, and quality of clarifications displayed in the Construction Cost Estimate.
 4. The exceptions taken to the standard contract and general conditions to be provided to your firm for review later in this process.
 5. The fees and general conditions shown in the Soft Cost Worksheet provided to each candidate. Please note ARC has never recommended an Owner award to construction team with the lowest general conditions and fee, but also has never endorsed granting the project to the most costly candidate from a soft cost perspective.
 6. Based on the above evaluation, two or, at most three candidates will be selected to begin contract negotiations.
- B. The next level of the selection process will follow these steps:
1. The selected finalist(s) will be invited to separately present their Design Build proposal to the Selection Committee, followed by a short question-and-answer session for each candidate. The date currently scheduled for these presentations is the morning of 05 NOV 08.
 2. An award recommendation will be made by the Selection Committee on 06 NOV 08.
 3. The selected design-builder will be given a Notice to Proceed after a contract has been executed, not later than 14 NOV 08.

VII. Colorado Mountain College Procurement Guidelines

- A. Limitation of Multiple-Fiscal Year Obligations: All financial obligations of Colorado Mountain College 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 Colorado Mountain College Board of Trustees. 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: Colorado Mountain College does not obligate itself to accept the lowest, or any other proposal, and reserves 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 College may consider any and all factors relating to this project as Colorado Mountain College, in its sole discretion, deems to be appropriate. All procurement and awarding of contracts will be based on the standards, terms and conditions of the Colorado Mountain College Purchasing Manual dated January 1992 revised in 1999. This manual is available for review at any Colorado Mountain College Administration Office.
- 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 \$1,000,000 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 Owner. The Architect shall maintain the following minimum limits of insurance:

- a. Commercial General Liability: \$1,000,000 combined single limit.
- b. Automobile Liability: \$600,000 combined single limit or \$150,000 per person and \$600,000 per occurrence for bodily injury and property damage.
- c. 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.
- d. Professional Liability Coverage: Not less than \$1,000,000/\$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 Owner. 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. Insurance Requirements for the Contracting Team: The Bidder shall take out and maintain at the Bidder's own expense the following minimum limits of insurance:

1. Commercial General Liability:
 - a. \$1,000,000 combined single limit
 - b. \$2,000,000 aggregate
2. Automobile Liability:
 - a. \$600,000 combined single limit or
 - b. \$150,000 per person and \$600,000 per occurrence for bodily injury and property damage.
3. Worker's Compensation and Employer's Liability:
 - a. Worker's Compensation limits as required by the State of Colorado
 - b. Employer's Liability limits of \$1,000,000 per accident.
4. Each Insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits, except after 30 days prior written notice has been given to the Owner.
5. The Bidder shall provide Certificates in ACCORD format and all renewal notices for each insurance policy required by this clause to the Owner in a timely and proactive manner. Failure of the Owner to receive such certificates and renewal notices shall grant the Owner the right to take remedial action as required to protect its interests.

F. 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 Colorado Mountain College.

I encourage you to direct any questions that you might have to me via email to tbrekel@arcipm.com with a cc: to cguarino@arcipm.com & dguerin@arcipm.com or by FAX to (970) 668-0199, as a single point of contact will generate the most clarity of direction and least confusion of intent. It would also be helpful if you would reserve time for your estimating and project management team on **November 4th**, in Leadville, CO in the event the Selection Committee would like to meet with your team to discuss its proposal.

The Owner will require four (4) hard copies and one electronic (1) copy of your Construction Cost Estimate and Soft Cost Worksheet. These should be addressed to Mr. Tim Brekel and delivered to:

ARC Integrated Program Management, Inc.
101 West Main St.
Suite 304
Frisco, CO 80443

No later than 4PM on **Tuesday, October 28th**.

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