City of Louisville

COLORADO • SINCE 1878

Request for Proposal for:

2024 Architectural Design Services Administration Building Sid Copeland Water Treatment Plant

Prepared March 2024

City Of Louisville
749 Main St.
Louisville CO 80027

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INTRODUCTION

The City of Louisville is inviting proposals from highly qualified Consultants for project specific architectural and engineering design services for the phased project to renovate and expanded the Administration Building at the Sid Copeland Water Treatment Plant (SCWTP) in the City of Louisville, Colorado.

NOTICE IS HEREBY GIVEN, proposals should be prepared and submitted using the provided instructions that addresses the needs outlined herein. Proposals will be accepted until **2:00 PM Mountain Time on April 23, 2024**. Late proposals will not be accepted. Proposals shall be submitted electronically via email to:

Cory Peterson, P.E.
Deputy Director of Utilities
Office: 303-335-4610
cpeterson@louisvilleco.gov

Digital copies of the RFP Documents will be available after **March 27, 2024** on-line through Rocky Mountain Bid System or via the City of Louisville's website: https://www.louisvilleco.gov/doing-business/bidding-opportunities-requests-for-proposals.

A voluntary Pre-Proposal meeting will be held on **April 11, 2024 at 2:00 pm at the SCWTP 1955 Washington Avenue, Louisville CO 80027.**

OBJECTIVE

Consultant scope will consist of all services necessary to perform the architectural and engineering services as identified in the scope of work / services, including, but not limited to, renovation, modification and additions to existing facilities and design, planning review, permitting, and construction administration services.

SCOPE OF SERVICES

The Consultant will work collaboratively with the City of Louisville project team to perform the work necessary to create the final plan, specifications, supporting engineering and environmental documents for this project. Scope items will be accomplished through frequent and routine communication and meetings with the project team.

The City intends to use a Construction Manager at Risk with a Guaranteed Maximum Price ('CMAR") construction delivery method. At least two phases are anticipated for this RFP.

PHASE 1: Schematic Design

1. General
   - Review and modify concept plan for feasibility, constructability and long term needs.
   - Design elements shall include:
     - Renovate, expand and maximize work areas and office space
     - Dedicated space for SCADA and other electronic equipment
     - Conference or meeting space
     - Kitchen/breakroom area
     - Two bathrooms with showers
     - Staff locker and changing rooms
     - Modify storage area
     - Ensure proper HVAC for all areas. Minimum, existing GAS RTU to be replaced with package heat pump RTU with Heat Wheel and 100% electric backup
     - Meet or exceed Louisville sustainability and decarbonization goals
     - Research and present available grants for sustainable construction methods that might apply to the project.
     - Modernize, upgrade, repair and/or replace finishes: ceiling tiles, drywall, walls and flooring

2. Site information (Survey, Geotechnical and Drainage)
   - Review all available existing data and conduct additional survey as necessary.
   - Review existing geotechnical data and determine any supplemental information needed and coordinate with the City.
   - Prepare and submit a Geotechnical Report and provide recommendations for administration building expansion design.
   - Prepare a hydraulic drainage memorandum per the City of Louisville Storm Drainage Design and Technical Criteria Manual standards to address site drainage modifications.

3. CMAR Selection
   - Assist the City with the solicitation of pre-construction services for the CMAR.
   - Attend mandatory CMAR pre-bid conference and answer questions at the meeting.
   - Coordinate with other City projects and/or consultants.

PHASE 2: CMAR Process (Final Design)

1. General
   - Develop final plans during the pre-construction process that will allow the CMAR to produce reliable budgets and schedules for the renovation of the existing administration space and a new facility.
   - Assist Project Team with preparation of project cost models and development of the Guaranteed Maximum Price (GMP).
   - The final plan submittal shall include, as a minimum, the following sheets:
     - Title sheet

- General Notes and Legend
- Survey Control Sheet
- Horizontal Control / Geometric Layout
- Access, Grading and Drainage Sheets
- Utility Conflict Plans
- Architectural / Civil / Structural Plans
- Electrical / Mechanical Plans
- Landscape Plans
- Miscellaneous Details

2. Planning Approval & Permitting
   - Coordinate, submit and response to the City's Development Review Process to secure Planning Department approval.
   - Attend and present at any required public or planning hearings.
   - Identify permits that will be required for the project. Permit fees are paid by the City directly to the permitting agency.
   - Prepare and obtain regulatory approvals.

3. Construction Administration
   - Coordinate with other project or site related consultants
   - Participate in key contractor interviews as needed.
   - Review and participate in competitively bid design elements.
   - Submittal reviews and approvals
   - Attend construction meetings (assume 20 for estimating purposes).
   - Respond to RFIs and coordinate responses and addendums as needed.
   - Resolve construction document issues and discrepancies
   - Prepare as-builts and submit an electronic copy of the as-builts in pdf and in dwg to the City.

DESIGN AND CONSTRUCTION STANDARDS

All design and construction shall be done in accordance with the latest edition of the applicable standards including, but not limited to, the following:

- CDPHE's Design Criteria for Potable Water Systems
- City of Louisville Design and Construction Standards
- City of Louisville Storm Drainage Design and Technical Criteria

Conflicts between design and construction standards shall be resolved by the City.

INFORMATION AVAILABLE TO BIDDERS:

- SCWTP Site Plans and as-builts
- 2019 Admin Bldg Concept Plan
- Site geotechnical reports or data (as requested)

STANDARD TERMS AND CONDITIONS

When preparing a proposal for submission in response to this RFP, consultants should be aware of the following terms and conditions that have been established by the City of Louisville:

- This request for proposals is not an offer to contract. The provisions in this RFP and any purchasing policies or procedures of the City are solely for the fiscal responsibility of the City, and confer no rights, duties or entitlements to any party submitting proposals. The City of Louisville reserves the right to reject any and all proposals, to consider alternatives, to waive any informalities and irregularities, to abandon the project and this RFP at any time, and to re-solicit proposals.

- Consultant acknowledges that any potential expenditure incurred by selected firm outside the current fiscal year is contingent upon appropriation, budgeting, and availability of specific funds for such proposed expenditure. The project needs to estimate a timeline for each period – six to nine months. The project should have a determined starting date and end within a year.

- The City of Louisville reserves the right to conduct such investigations of and discussions with those who have submitted proposals or other entities, as they deem necessary or appropriate to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.

- The successful proposer shall be required to sign a contract with the City in a form provided by and acceptable to the City. The consultant shall be an independent contractor of the City.

- The City of Louisville assumes no responsibility for payment of any expenses incurred by any proponent as part of the RFP process.

- The following criteria will be used to evaluate all proposals:
    - The consultant's interest in the services that are the subject of this RFP, as well as their understanding of the scope of such services and the specific requirements of the City of Louisville.
    - The reputation, experience, and efficiency of the consultant.
    - The ability of the consultant to provide quality services within time and funding constraints.

- The general organization of the proposal: Special consideration will be given to submittals that are appropriate, address the goals; and provide in a clear and concise format the requested information.
- Other selection factors within this RFP or the City's purchasing policies, or that City determines are relevant to consideration of the best interests of the City.

- All responses to this RFP become the property of the City upon receipt and regardless of selection or rejection, and will not be returned, except that the City may return late responses submitted after the response deadline. Any trade secrets or confidential commercial or financial information submitted with any response is subject to potential disclosure, and submitting it constitutes proposer's waiver of any recourse against the City in respect to disclosure and proposer's agreement to indemnify the City for any costs, legal fees or expenses incurred in relation to any proceeding concerning disclosure of such information. Any trade secrets or confidential commercial or financial information submitted with a response shall be clearly segregated and marked; provided; however, that neither cost information nor the total RFP will be considered proprietary. The City will notify the vendor of any request for disclosure of information so segregated and marked that may be subject to nondisclosure, and it will be the responsibility of the vendor to object and to pursue any legal actions pursuant to Colorado law. A vendor shall notify the City within 24 hours of notification by City of request for disclosure of the vendor's objections to disclosure and the vendor's intent to pursue lawful protection under Colorado law.

PROPOSAL FORMAT

The consultant is encouraged to follow the outline and page distribution, as outlined below. Difficulty in finding desired information may be considered as non-responsive with a corresponding score. Brevity and clarity in explaining your key concepts are encouraged.
It is recommended that the proposal be prepared in a 10 or 12 point font only. If a smaller font is used, it may reflect negatively on your scores. A page for the submittal is a standard 8 ½ x 11 inch sheet and printed on one side only. Bidders are encouraged to submit their proposal on two-sided format, rather than one-sided only.

Proposal should contain the following elements:

- Cover or Introductory Letter (two (2) page limit – 8½ x 11 inch paper)
- Project Team (five (5) page limit – 8½ x 11 inch paper)
- A Work Plan Section (eight (8) page limit – 8½ x 11 inch paper)
- The Commendation Section (five (5) page limit – 8½ x 11 inch paper)
- Fee Proposal (two (2) page limit – 8½ x 11 inch paper)
- References (five (5) page limit – 8½ x 11 inch paper)

PROPOSAL CONTENT

The following is a general description to aid you in preparing the proposal. The general outline and content should be followed. However, the discussion of the specific elements should be determined by your interpretation of the specific project. The listed elements are presented to help you determine the discussion content. The selection committee will evaluate your interpretation of the most important factors to address for this project within the page limits to arrive at its rating.

1. Cover Letter

- Include the project title.
- Include a certification that the information and data submitted is true and complete to the best knowledge of the individual signing the letter.
- Include the name, email address, telephone and fax number of the individual to contact regarding their proposal.
- City of Louisville requires an original signature signed in ink, by a representative of the firm fully authorized to submit proposals and sign contracts on the firm's behalf. The letter shall include a statement to that effect.

2. Project Team

- Identify your Project Principal, Project Manager, Key Staff and any Sub-consultants
- Present a brief discussion of the firm's size, team's qualifications and experience related to this project.
- Include the level of involvement and availability of key staff members with existing and upcoming project workloads.
- Include experience on similar projects as a team.
- Include a list of current and past projects completed within the past five years with the City of Louisville or other Local Agencies. Include a name, telephone number, and email address of the owner's Project Manager for every project listed and describe your firm's role for all the projects listed. Demonstrate your firm's ability to control costs, meet schedules, and provide quality work on the listed projects.
- Include unique knowledge of team members related to this project.
- Include length of time with the firm for each key team member.

3. Work Plan

- Describe a clear understanding of the project goals and briefly describe the actions you plan to take to achieve these goals.
- Include a list of deliverables required on the project.
- Describe issues you see as critical and possible solutions.

4. Commendation Section

- Letters commendation or awards for similar previous work completed within the last five years. These letters should be of reasonable length and pertinent to the project.

5. Fee Proposal

- Provide breakdown of costs including all insurances, labor and incidentals required to complete the work. Fee proposal shall be divided into the two phases and subsequent tasks outlined in the Scope of Services. An hourly rate sheet shall be included.

No Proposal may be withdrawn within a period of sixty (60) days after the proposal deadline. The City reserves the right to award the contract by sections, to reject any or all proposals, and to waive any informalities and irregularities therein.

Submit one electronic copy of the proposal.

In addition to the written submission, the City reserves the right to request an interview with some or all of the proposers.

All costs incurred in preparing for, printing, and delivering a submittal, along with any costs associated with travel or time spent in interviews or negotiation with the City are solely the responsibility of the submitter. The City is not liable for any costs incurred prior to issuance of a legally executed contract and/or purchase order.

All submittals become the property of the City, a matter of public record, and will not be returned. Proprietary information included in submittals must be clearly identified and will be protected, if possible. Unit pricing and total cost information will not be considered proprietary.

All material submitted regarding this RFP becomes the property of the City of Louisville and will only be returned to the proposer at the City's option. The City of Louisville has the right to use any or all ideas presented in reply to this RFP. Disqualification of proposer does not eliminate this right.

TIMELINE

The City reserves the right to modify the proposal submittal and acceptance timeline at any time at its sole discretion.
Proposal Submittal and Acceptance:

First Publication	March 27, 2024
Second Publication	March 29, 2024
Voluntary Pre-Proposal Meeting	April 11, 2024 @ 2:00 pm
Inquiry deadline	April 17, 2024 @ 5:00 pm
Proposals due deadline	**April 23, 2024 @ 2:00 pm**

Placeholder for Optional Interviews	May 2024
Begin Services	Estimated May/June 2024

Prospective Consultants must meet the following minimum qualifications:

- Minimum Insurance Requirements: The Consultant must provide proof of insurance as required in the attached Professional Services Agreement.

CONTRACT

A sample copy of the Agreement and exhibits is included with the proposal documents. In addition, the following documents must be submitted with the proposal:

1. Schedule of Subcontractors/consultants (if any)

INQUIRIES

Prospective submitters may make written inquiries by e-mail before the inquiry deadline concerning this Request for Proposal. Inquiries will also be accepted at the pre-proposal meeting. An addendum will be released to all pre-proposal meeting attendees with any required clarifications or revisions to this request or the associated construction documents within two days of the Inquiry Deadline. Prospective proposers are advised to contact the City prior to the inquiry deadline to ensure they are included in any addendum posting.

Inquires may be sent either:

Cory Peterson, P.E.
Deputy Director of Utilities
Email address: cpeterson@louisvilleco.gov
Phone Office: 303-335-4610

Justin Ferron, P.E.
Civil Engineer III
Email address: jferron@louisvilleco.gov
Phone Office: 303-335-4607
Phone Cell: 951-852-0344

SELECTION CRITERIA

An evaluation team will evaluate proposals that are considered competitive. The City reserves the right to select the proposal that is most advantageous to the City based on submitted materials and references.

ATTACHMENTS
REQUEST FOR PROPOSAL
CITY OF LOUISVILLE, COLORADO

1. Sample Professional Services Agreement
2. WTP As-Built Drawings
3. 2019 Concept Plans