Preliminary and Final Design Services for Additions / Renovations to the Commerce City Recreation Center

November 2016

REQUEST FOR PROPOSAL

City of Commerce City, Colorado
Parks and Recreation Department
Project No. PRG-01-2017

TABLE OF CONTENTS

Section	Description	Page
1.	Invitation	
2.	City Information	
3.	Project Scope	
4.	Required Qualifications	
5.	Proposal	
6.	Fee Proposal	
7.	Past Performance Evaluations	
8	Interview	
9.	Selection Schedule/Key Dates	
10.	Selection Process and Criteria	
11.	Method of Submittal	

Attachment A	*Facility Condition Assessment and Energy Use Analysis*
Attachment B	Preliminary Development Schedule
Attachment C	Sample Agreement for Professional Services
Attachment D	Fee Proposal format
Attachment E	Past Performance Questionnaire

1. INVITATION

The City of Commerce City (the "City") is seeking comprehensive professional design services from Conceptual Design through Final Bid Documents and Construction Administration for Additions /Renovations to the existing Commerce City Recreation Center ("Project") located at 6060 E. Parkway Drive, Commerce City, CO 80022.

This RFP details the current status of the Project, provides a general description of services anticipated, specifies submittal requirements, outlines selection criteria and explains the selection process. Information on the project, including the RFP attachments, is provided to assist you in responding in more detail about how your team can help deliver the Project to meet the City's needs and the community's vision.

We are requesting a written proposal ("Proposal") in response to this RFP, followed by an interview of up to three Respondents (See Section 8 of this RFP) with key staff that will execute the Project. In addition, this RFP requests a fee proposal ("Fee Proposal" and, with the Proposal, a "Response") broken down by your required tasks, discipline, hours and all expenses. Work will include all design and construction services required for Additions/Renovations to the existing City Recreation Center.

Response Due Date: 2:00 p.m. MT, Wednesday, January 11, 2017

Interview Date: Tuesday, January 24, 2017

(*Time of interview will be established through discussion with each firm*)

There will be a **Pre-Proposal Meeting/Site Walk on Friday, December 2, 2016 at 9:00 a.m., at the Recreation Center**. All prospective offerors are encouraged to attend.

The response to this RFP (the "Proposal") should serve as a complete and detailed approach to serving as the Design Contractor (the "Design Contractor") for the entire scope of work (the "Services"). It is acceptable to create a team or use subcontractors to fulfill the Services set forth herein; any proposed subcontractors/team members must be identified and their roles clearly defined in the Proposal.

Questions regarding RFP requirements are due by 2:00 p.m. MT on Thursday, December 8, 2016 (see Section 11 for details)**.** Responses to questions, and any other addenda, will be posted on the City's website and on the Rocky Mountain E-Purchasing System (RMEPS).

The City intends to execute a contract with an anticipated start date of **February 7, 2017**, to the Design Contractor for a term that encompasses the length of the anticipated design and construction period or approximately **December 31, 2018**.

This invitation, together with the Supplemental Information Available (identified in **ATTACHMENTS A, B, C, D and E**), comprises the RFP. The objective is for individuals or entities responding to this RFP ("Respondents") to submit sufficient information to allow the City to select a Respondent to enter into a contract. Proposals should serve as a complete and detailed approach to the management and delivery of the Project.

Respondents may request parts of their Responses to remain confidential by indicating such in the Response. Appropriate proprietary elements or pages must be clearly marked. **The City will keep confidential only documents protected from disclosure under the Colorado Open Records Act (the "Act")**. Under no circumstances may an entire Response be marked or identified as proprietary. **By submitting a Response, each Respondent agrees to hold the City harmless from any claims arising from the release of proprietary information not clearly designated as such by the Respondent and from any claims arising from the release of documents not protected from disclosure under the Act.**

2. CITY INFORMATION

ABOUT COMMERCE CITY

As the state's third-fastest growing community, Commerce City is redefining itself for the next generation, building on historic values of community, industry, agriculture and family. Centrally located along Colorado's bustling Front Range, Commerce City is a Quality Community for a Lifetime, with 25 miles of trails, a championship golf course, 840 acres of open space and parks, one of the country's largest soccer complexes and the nation's largest urban wildlife refuge. Located just eight miles north of downtown Denver, Commerce City is home to more than 53,000 residents and 1,300 employers. Learn more at www.c3gov.com

ORGANIZATION

The City is a home rule municipality operating under a council-manager form of government, where an elected city council appoints a city manager, who serves as chief executive officer of the organization. The city manager administers and implements the vision and objectives established by the City Council, ensuring Commerce City's vision of a "Quality Community for a Lifetime" is realized. The City has approximately 340 full-time employees and a $75.6 million annual budget. The administrative functions of the City are conducted by seven departments.

Funding for this project is available from a 2013 voter-approved 1-percent sales and use tax increase for new parks, recreation and road projects. More information is available at www.c3gov.com/QCL. City financial resources have been carefully managed to ensure 2K funds are budgeted and available for this project.

3. PROJECT SCOPE

PROJECT LOCATION

This Project is located at the existing Commerce City Recreation Center located at 6060 E. Parkway Drive, Commerce City, CO 80022.

CURRENT PROJECT STATUS

The additions/renovations desired for the recreation center have been identified through prior efforts, including consultation with the Capital Improvement Program Citizen Advisory Committee, Parks, Recreation and Golf Advisory Committee, and City Council members. The City does not anticipate conducting further studies.

A *Facility Condition Assessment and Energy Use Analysis* was recently conducted by Farnsworth Group. The focus of this assessment was on mechanical, electrical, and plumbing (MEP) systems to aid in determining the scope of repairs and/or replacements to be included in this Project. The assessment report is included as **ATTACHMENT A**.

Existing facility drawings (PDF format) will be made available on CD-ROM at the pre-proposal meeting / site walk. If a Respondent is unable to pick up the drawings at the pre-proposal meeting / site walk, contact Courtney Smith, City Manager's Office at cosmith@c3gov.com to arrange an alternate pickup time/location (City Manager's Office or the Recreation Center). The City will not mail CD-ROMs.

As identified by this earlier planning, the additions/renovations to the existing recreation center are anticipated to include, but not be limited to:
Additions: a new therapy pool, a new aerobics/dance studio, additional facility support areas, and a lightning protection system

Renovations (within existing facility footprint): locker room renovations, administrative space renovations, lobby/control desk renovations, relocation and repurposing exiting fitness area to current gymnastic room, expanding pre-school area, incorporation of a technology lab, kitchen upgrades, improve patron flow and increase spectator space, and upgrades to the mechanical/electrical/HVAC systems

Other renovations: energy efficiency improvements (including consideration of solar panels), parking lot lighting improvements, expansion alternatives for existing parking, exterior entrance facade upgrades, technology upgrades, and roof replacement.

The total budget for this project is $9.844 M which includes design, construction, contingency, permits, FF&E, public art, water rights acquisition costs, construction management, and project management.

It is anticipated that Responses will be based on a team approach to providing the services. The core project team for the City consists of the following subject matter experts who will work closely with the successful Design Contractor:

- Carolyn Keith, Director of Parks, Recreation & Golf

- Maria D'Andrea, Director of Public Works
- Karen O'Donnell, Recreation Manager
- Matthew Thomason, Facilities Manager
- Stephen Silkworth, Project Architect

PROJECT DELIVERY METHOD

The City anticipates that the Project will be delivered using a Construction Manager / General Contractor (CM/GC). The CM/GC will be involved in the design process and will assist with pre-construction services including estimating. The CM/GC RFQ is expected to be advertised on or about February 16, 2017 with award anticipated May 5, 2017.

Although exact dates are not established, a preliminary development schedule is provided in **ATTACHMENT B**. This schedule is preliminary in nature and subject to change as the design progresses and the CM/GC is hired and brought onto the City team.

SCOPE OF SERVICES

Within the Proposal and Interview, respondents should focus on specifics and illustrate how they will meet City's goals:

- Design of the additions/renovations to the recreation center including the features described in this RFP to modernize the facility and allow it to serve the community for years to come
- Renovations that will excite the Community about improvements and investment in this facility and will allow the facility to support evolving programming and community needs through flexible space design
- Completing the Project on a fixed schedule, and modifying design and schedule to fixed budget
- Design incorporates environmentally sustainable design principles, and features that can be easily identified, quantified, priced, and measured after construction. No formal certification level of sustainability will be required.
- Design of finish materials and systems considers maintenance costs and component replacement
- Design allows for phased construction and minimizes the duration of any total closure periods
- Coordination of project phasing, scheduling, and budget while assisting in prioritizing upgrades with selected CMGC. The architect will not be involved in the CMGC selection.
- Other goals identified in program verification(s) or identified during contract negotiations, as determined by the City

The Respondent shall identify personnel and required resources to complete the following services in a professional, timely and thorough manner in a team effort with the City and other professionals under separate contract (CM/GC) as described above.

The anticipated scope of services includes, but is not limited to the description in the following paragraphs. The Respondent should include tasks or rearrange tasks based on their individual team experience, structure, schedule, and design approach. Such changes should be highlighted in the Proposal.

Meetings

- Biweekly meetings with City Staff and/or their representatives and CM/GC (once selected) with meeting minutes published by the Consultant within three business days following each meeting
- Lead up to four design presentations to City Council and Citizen Advisory Committees

Project Tasks

1. Concept Design - 10%
    a. A concept design of building and site will be developed which includes initial program and budget elements.
    b. A conceptual sequence of work, developed in consultation with the City, which identifies portions of the existing facility that may be used during portions of the construction.
    c. Building views, orientation, massing, and primary building materials
    d. Building floor plans and elevations. City does not have CAD drawings of the current facility. It is anticipated that the Consultant will provide scaled architectural building plans and building sections for the entire facility even if not part of renovation. This delivery of digital files and PDF copies will be considered as part of the work. These drawings will be integrated in with all the renovation work drawings.
    e. Preliminary site and building renderings for internal review and public meetings.
    f. Identification of sustainable design elements
    g. Preliminary Basis of Design Report (BODR) describing details of design not provided in drawings. This should include information on concept design from each design discipline required to complete the project.
    h. Preliminary documents for City Planning and Department Review
    i. Geotechnical borings based on established building and site feature locations
    j. Formal presentation to City and City Council.

2. Schematic Design - 30%
    a. Architectural & Structural Plans, elevations, and building sections showing components reflecting the established program and support building systems
    b. Geotechnical Report
    c. Developed Civil/Site Plans
    d. Preliminary Landscaping Plans
    e. Update and BODR from concept design describing details of design not provided in drawings or concept design such as the following:
        i. Civil design
        ii. List and description of landscape material
        iii. Building Code Review

iv. Proposed building materials and finishes
v. Structural system concepts and integration of geotechnical report
vi. Mechanical Plumbing systems and list of proposed equipment
vii. Electrical systems and proposed equipment
viii. Lightning protection system
ix. Interior security, audio/visual, communications & IT systems (including Wi-Fi) and proposed equipment
x. List of recreational equipment anticipated
xi. Quantified list, and evaluation of sustainability elements proposed and with enough detail for pricing
xii. Proposed construction schedule developed with CMGC.

f. Preliminary documents necessary for City approvals
g. Meet and document preliminary review of project with City Building Department and local Fire Department
h. Preliminary selections of major building systems and construction materials
i. Updated renderings, elevations and list of proposed specifications
j. All other deliverables common to schematic design deliverables as identified in professional services contracts (except cost estimating)
k. Quality Control documentation and verification
l. Review of CM/GC cost estimate and reconciliation of design to meet City's project budget
m. Submit 30% for City staff review and conduct a formal review meeting with City Staff to review comments.

3. Design Development - 60%
   a. Basic drawings for all disciplines showing plans, sections, details, preliminary schedules, and diagrams of MEP systems
   b. Updated BODR (noting changes to design)
   c. Updated code analysis
   d. Quality Control verification
   e. Review of CM/GC cost estimate and reconciliation of design to meet City's project budget
   f. All other deliverables common to design development deliverables as identified in professional services contracts (except cost estimating).
   g. Submit 60% for City staff review and conduct a formal review meeting with City Staff to review comments.

4. Interior Design Services, including assistance with Furniture, Fixtures and Equipment (FFE) selection and coordination - 60%
   a. Selection of finishes and color schedule (exterior and interior)
   b. Coordination, documentation and specification of new FFE planned for the facility
   c. Selection and preliminary specifications of all recreational equipment and preliminary plan for procurement if not part of construction project

5. Construction Documents - 90%

a. Completed documents ready for final review prior to final Bid by CM/GC
b. All technical specifications
c. Quality Control documentation and verification
d. Review of final CM/GC cost estimate and reconciliation of design to meet City's project budget
e. All other deliverables common to final design deliverables as identified in professional services contracts (except cost estimating)
f. Submit 90% for City staff review and conduct a formal review meeting with City Staff to review comments.
g. Update final drawings based on City Staff Review Comments.
h. Submit Drawings for Permitting (must be noted as issued for construction and stamped) and respond to all comments and requested modifications from City Departments and outside agencies that may require review as determined in Schematic Design. (Costs charged by departments/agencies to review submitted drawings should be included in the fee.)

6. Bidding and Negotiation
    a. Prepare and issue addenda in response to bidder questions; provide clarifications and interpretations of the documents
    b. Review substitutions requested
    c. Construction/Site Permitting: Respond to Building Department review comments and modify documents as required.

7. Construction Administration Services
    a. Review and respond to Requests for Information (RFIs)
    b. Issue Supplemental Instructions (ASIs)
    c. Process contractor submittals including O&M documentation
    d. Review contractor proposed change orders and periodic observation of the work in progress for conformance with the contract documents
    e. Review contractor invoices and recommend approval/disapproval

8. Project Closeout
    a. Punch List(s); review requests for substantial and final completion
    b. Modifications of construction documents based on CM/GC tracking of changes and prepare record drawings.

DESIGN DISCIPLINES

The following is a list of disciplines that each Respondent shall consider when identifying qualifications and preparing responses to meet the scope of work described herein. This list is a suggestion only and should be modified as deemed necessary by the Respondent.

- Architectural
- Landscape Architect
- Mechanical, Electrical, Plumbing (MEP)
- Structural
- Civil / Geotechnical / Surveying

- Aquatic Consultant
- Low Voltage Consultant
- Security, Access Controls, Voice & Data Telecommunications, Audio/Video, CATV

Construction cost estimation services shall be provided by the Construction Manager as part of Pre-Construction Services. However, Design Contractor will be expected to support effort with access to CAD and Modeling (BIM) system files, answering questions regarding building materials, system design, and specific equipment specifications. Respondent should identify programs and methodology to assist in this effort.

All Respondents are required to define the Project to their own satisfaction by examination of this RFP, resource material referenced herein, investigation of on-site conditions, and any other appropriate measures.

4. REQUIRED QUALIFICATIONS

The following minimum qualifications must be met:

1. Respondents must be organized for the purpose of providing professional architectural services and a full design team with previous experience in delivering similar facilities. The team should be able to demonstrate effectiveness in delivering a successful project within project budget and schedule.
2. Respondents and major subcontractors must have a local office(s) capable of providing satisfactory delivery of the Services.
3. Respondents must have evidence of their ability to provide the insurance requirements specified herein.
4. Respondents shall demonstrate experience designing additions and renovations to multi-purpose recreation centers of similar scale and complexity. Information provided should directly illustrate the design team's ability to coordinate and manage multi-disciplinary projects of this nature.
    - Demonstrate that past experience includes a minimum of 3 completed projects in the last five years that reflect successfully designed and constructed recreation center projects. No more than one completed project for Commerce City should be included.
    - Demonstrate at least one past experience with working in CM/GC construction delivery environment. Explain your understanding and lessons learned on this type of delivery system.
    - Provide date, size, scope and cost of each project.
    - It is preferred (but not mandatory) that the project examples reflect recreation centers owned and operated by governments (municipality, county or special districts) as opposed to commercially operated (for profit) facilities.
    - Provide **brief** qualifications of the **key** personnel in each discipline. These must be personnel that will be assigned to the project, including:
        - The education and experience of the members of the project team
        - Certification and other professional registration requirements
    - Provide qualifications and experience for all consultants.
    - Identify past successful teaming experiences with consultants identified.
    - Describe Quality Control procedures internally and with consultants.

5. PROPOSAL

The Proposal will help City staff evaluate your team's staff, resources, approach, and understanding of this project in more detail. The City wants to understand how your firm will provide for the smooth improvements to a recreational facility with integrated design, construction, and scheduling. The City also wants to understand how your team's experience, creativity, and focus on the City's needs can deliver improvements that are efficient, maintainable, flexible, and provide a quality result for the Community.

The Proposal shall be provided in the format and on the date described in this RFP. The Proposal should provide information regarding your approach, knowledge, resources, and applied ideas that will make this specific project a success as they relate to City needs and community vision. The Proposal should be considered a precursor to the interview session.

Proposals, including any attachments, should not be greater than 25 pages (excluding cover page and any tabs, as long as they do not contain any "narrative text" to be considered as part of the Proposal), 8 ½ x 11, with a minimum font size of 11 point. If an 11 x 17 page is used, it will count as 2 pages. The Proposal should include the following and be organized to best present your firm, team, and concept of the project delivery:

- **Cover Letter**: Cover letter should provide an introduction, and brief executive summary of the Proposal, and capacity of the firm to undertake this project. Any proposed changes to the Sample Agreement for Professional Services (**ATTACHMENT C**) must be noted.
- **Project Schedule**: This should provide both summary and detail scheduling for the project as the team currently envisions the work. It should include key dates and deliverables. It should include a description of key elements needed from City or the CM/GC to allow the schedule to be maintained. Respondents should add anticipated times for key submittals to City Planning & Building Departments, other authorities having jurisdiction and lead time for approvals.
- **Task List**: Describe any refinements or additions to the scope of work or sequence of tasks presented in this RFP that better fits your team's standard approach and delivery for this project type.
- **Project Opportunities**: Present your team's vision of opportunities based on your understanding of the project and information learned from the pre-proposal meeting/ site walk. A conceptual sketch of the recreation center with the proposed additions will aid in understanding the team's vision for this project. Discuss construction costs and program as it relates to keeping project in budget.
- **Applied Experience**: Present specific examples of how your team has previously achieved a Client's goals related to design such as: cost control, sustainable design, maintenance sensitive design, or other such goals common to recreation centers.
- **Quality Control and Coordination**: Expand on your team's process for internal and sub-consultant procedures for staying on schedule, coordinating the work, and maximizing quality control.
- **References:** At least three (3) references for similar projects completed within the past five years shall be provided in the Proposal. The reference information should include the

owner's representative, his/her contact information (including phone and e-mail address), and a brief description of the project.

- **Minimum Qualifications:** Describe how your firm meets all minimum qualifications identified in Section 4 of this RFP, including responses to all specific sections unless described elsewhere in your Proposal.
- **Agreement:** Identify any objections or proposed changes to the sample Professional Services Agreement (Attachment C). The selection of any Respondent does not indicate the City's assent to such changes, objections, or any proposal's terms or conditions unless explicitly agreed to.

6. FEE PROPOSAL

The Fee Proposal shall be provided in the format and on the date described in this RFP under Proposal Deadline in Section 9. It shall be separate from the (written) Proposal and submitted in a separate, sealed envelope. There is no page limit for the Fee Proposal, but it should only include information related to the Fee Proposal. Any narrative or graphic information included in the fee proposal that should have been included in the Proposal will not be evaluated.

The Fee Proposal shall include the following items in the order listed:

- **Cover Letter:** A cover letter by principal or Director capable of signing Contracts and which addresses the commitment of the design staff, tasks and fee listed in the RFP. Any replacements to staff after scope and fee negotiation due to unforeseen circumstances and out of control of the firms shall have a replacement acceptable to the City.
- **Fee:** Proposed fees for each task shall be separated by prime firm and each sub-consultant and include estimated hours by discipline. Fees for sub-consultants should be provided in the same manner as for the Respondent. All expenses to be charged to the City must be identified. If Design Team has identified any additional services not outline in this RFP, but beneficial to such a project, they must be clearly identified, described, and separated from a base Fee Proposal and marked as Alternative(s). If applicable, Respondent's fee proposal should clearly identify any areas that they expect to be performed by a CM/CG and therefore were not included in the fee proposal.
- **Form:** The fee proposal shall be in the format of **ATTACHMENT D** and the electronic version of the fee proposal shall be in Microsoft Excel, not an Adobe Acrobat (PDF) file.

7. PAST PERFORMANCE EVALUATIONS

Respondents shall obtain past performance information on a minimum of three projects similar in nature to the scope of this RFP (may be the same as the reference projects in Section 5 of this RFP). Only contract periods of performance within five years from the date of the RFP original solicitation will be considered in the past performance evaluation.

Respondents shall contact organizations and companies for which your company has previously performed work and ask them to provide past performance information directly to the City. A sample consent letter requesting the release of past performance information, as well as the past performance questionnaire, is included in **ATTACHMENT E**.

Past performance information must be provided directly from the source to the City and will be considered part of the Proposal, but will not count toward the page limit.

8. INTERVIEW

After evaluations of the Proposals, and selection of up to three Respondents to invite to an Interview, the City will conduct interviews on the date established in Section 9, Selection Schedule/Key Dates. A formal presentation by the Respondent/team should be no longer than 40 minutes, followed by 20 minutes of questions from City staff and project discussion. Presentation should be led by the prime firm's Project and Design Managers with other key staff and sub-consultants in a support role. The following should be covered in the formal presentation:

- Discuss your team's vision for this project
- Expand on any ideas and concept presented in the Proposal
- Discuss budget as identified and your team's evaluation
- Based on your team's experience, describe the range the City might expect on a dollar per square foot cost for these types of facility improvements. What are the significant factors that generate or affect the range you describe?
- Discuss the primary challenges and your approach to resolve them that you see in this specific project
- Present your anticipated project schedule and discuss means and methods for adjustments

The formal presentation will be followed by a question, answer and discussion from City Staff. There will be a projector and screen available for the team's use. A summary of the formal presentation can be left with the evaluation team after the interview, but should not be more than 10 single-sided pages. This summary is strictly optional and is in addition to the Proposal.

9. SELECTION SCHEDULE/KEY DATES

The selection process includes the following steps and schedule.

Publication and distribution of RFP	Wednesday - November 23, 2016
Pre-proposal meeting / Site walk	Friday - December 2, 2016 – 9:00 am
Deadline for submitting RFP questions	Thursday - December 8, 2016 – 2:00 pm
Responses to RFP questions/addenda posted	Thursday - December 15, 2016
Proposal deadline (including past performance evaluations)	Wednesday - January 11, 2017 - 2:00 pm
Notification to highest-ranked teams	Wednesday - January 18, 2017
Presentation interviews by short-listed teams	Tuesday - January 24, 2017
Review period	January 12 – 27, 2017
Notification of intent to award	Monday – January 30, 2017
Complete Draft Contract	Monday – January 30, 2017
City Council Contract Approval	Monday – February 6, 2017
Notice to Proceed	Tuesday – February 7, 2017

The City reserves the right to modify or waive any deadline under this schedule as needed.

10. SELECTION PROCESS & CRITERIA

SELECTION PROCESS

The City will conduct the selection process. All Proposals will be reviewed and evaluated by the Selection Committee. Outside agencies may participate in the review process as well. The City reserves the right to request clarification or additional information from individual Respondents.

Each Proposal will be ranked prior to the interview. Respondents with the top three (3) evaluated Proposals will be invited to an Interview. Those three Respondents will then be ranked on their interview (including presentation and response to interview questions). Fee Proposals from the three Respondents invited to interview will be opened after the interview has been scored. A final ranking will be based on the selection criteria outlined below.

The Selection Committee intends to select one firm for final scope and fee negotiation. The City will rank Respondents based on their Proposal, Interview, and Fee Proposal. The City will begin negotiations with the top ranked firm to form the final scope of services and a not-to-exceed fee that will be incorporated into the contract. If an agreement cannot be reached with the chosen Respondent, the City will initiate negotiations with another Respondent. This process will continue until an agreement is reached with a Respondent. In the event the chosen Respondent does not execute a contract within a specified deadline, the City reserves the right to award the contract to another Respondent.

The successful Respondent will be chosen based on the qualifications and selection criteria identified in this RFP. The City will award a contract to the Respondent that demonstrates the best ability to fulfill the requirements of the Project and whose submittal is determined to be most advantageous to the City, in the City's sole discretion. All Respondents will be notified of the results. The selection of any Respondent and execution of any contract will be conditioned on approval of the selection by the City Council of the City of Commerce City.

The successful Respondent shall commence work only after execution of an acceptable contract and receipt from the City of a notice to proceed. The successful Respondent shall be prepared to perform all services indicated in this RFP, the successful Respondent's Proposal (which will be incorporated by reference into the contract to the extent acceptable to the City) and the negotiated Scope of Services in compliance with the negotiated contract.

SELECTION CRITERIA

The Proposal, Interview and Fee Proposal will each be scored separately. Final evaluation will be based on the total scores of each of these elements. The criteria for each is as follows:

Proposal:

1. Project schedule level of detail and project understanding. 15%
2. Team's vision of the project, understanding specific site issues, and ability to meet City's goals. 25%
3. Teams approach to meeting program and construction budget. 15%

4. Team's presentation of past specific team experience and its applications to this building program and commitment of key personnel to this project. 20%
5. Quality Control process and coordination description. 10%
6. References and past performance evaluations. 15%

Interview:

1. Verbal and graphic presentation of Team's vision of the project while meeting City goals. 30%
2. Team's understanding of schedule and the CM/GC process. 20%
3. Team's approach to balancing construction costs, building materials, and public building image. 20%
4. Team's ability to present approach, communicate, and discuss project details. 15%
5. Question and answer responses. 15%

Fee Proposal:

1. Correlation between Tasks and Schedule. 35%
2. Total Fee. 65%

Final Scoring:

1. Proposal - 35%
2. Interview - 40%
3. Fee Proposal - 25%

The City may also consider the fact that a Respondent is located within the City.

11. METHOD OF SUBMITTAL

1. Each Respondent must submit six (6) bound copies of their **Proposal** and one (1) Adobe Acrobat (PDF) file of the Proposal. Copies shall be submitted to the following person & address:

City of Commerce City
Attn: Courtney Smith, City Manager's Office
7887 E. 60th Avenue
Commerce City, CO 80022

RE: Project Number PRG-01-2017 PROPOSAL

Proposals must be received prior to 2:00 p.m. MT, Wednesday, January 11, 2017.

2. Each Respondent must submit 6 bound copies and one (1) CD-ROM containing the complete **Fee Proposal** (Microsoft Excel format) in a sealed envelope. Copies shall be submitted to the following person & address:

City of Commerce City
Attn: Courtney Smith, City Manager's Office
7887 E. 60th Avenue
Commerce City, CO 80022

RE: Project Number PRG-01-2017 FEE PROPOSAL

Fee Proposals must be received prior to 2:00 p.m. MT, Wednesday, January 11, 2017.

It is the sole responsibility of each Respondent to ensure its Response is received by the City by the date and time stated in this RFP. Responses shall not be submitted via facsimile or e-mail.

Questions regarding this RFP shall be submitted via email no later than 2:00 p.m. MT, December 8, 2016, to:

City of Commerce City
Attn: Courtney Smith, City Manager's Office
Email: cosmith@c3gov.com

Responses to all questions are anticipated to be provided by December 15, 2016, and posted on the City's website and on the Rocky Mountain E-Purchasing System (RMEPS) as an addendum to the RFP.

12. MISCELLANEOUS

A. NO COMMITMENT BY THE CITY. This RFP does not commit the City to award any contract, to pay any costs associated with this RFP, including the preparation or submission of a proposal, interviews, supplemental proposals or the negotiation of a contract, or to procure or contract for any services. The decisions of the selection committee and the City with respect to this RFP are final and without recourse to any Respondent.

B. CHANGES TO RFP. Revisions to this RFP will be made through addenda published and made available to all Respondents on the City's website and on the Rocky Mountain E-Purchasing

System (RMEPS). Any other communication, spoken and written, formal and informal, received by any representative of any Respondent from sources other than official addendum shall not be effective to vary any term of the RFP.

C. NO COLLUSION. No officer or employee of the City, and no other public official or employee, who may exercise any function or responsibilities in the review or approval of this undertaking shall have any personal or financial interest, direct or indirect, in any contract or negotiation process thereof. This "no collusion" requirement shall be part of any City contract for the Services.

D. RESERVATION OF RIGHTS. The City reserves the right to reject any or all Proposals, in its sole discretion. The City reserves the right to modify this RFP or the selection process, to cancel this RFP, and to waive any informalities or irregularities in any Proposal or in the selection process, without liability, at any time.

E. REQUIRED DOCUMENTS. The selection of any Respondent, and the award of any contract, is dependent on the completion of the Professional Services Agreement, the receipt of the required Certificate of Insurance and applicable endorsements, and the City's receipt of a completed Certificate of Compliance from the successful Respondent.

F. PROPERTY OF CITY. All Proposals shall become the property of the City, will not be returned, and may become a public record.

G. CONDUCT. Respondents are cautioned not to undertake any activities or actions to promote or advertise their submittals, other than discussions with City staff as described in this RFP. After the release of this RFP, Respondents are not permitted to make any direct or indirect contact with members the City Council, City staff, or media on the subject of this RFP, except in the course of City-sponsored presentations. Violation of these rules is grounds for disqualification of the Respondent.

H. CONTRACT TERMS. By submitting a proposal, each Respondent confirms that it has reviewed and accepts the terms and conditions of Attachment C subject to explicit revisions identified in the Respondent's proposal. No proposed changes shall be deemed accepted by the City unless explicitly incorporated into the contract.