



GILPIN COUNTY  
REQUEST FOR PROPOSAL  
-RFP-  
Project Number: 20220719b

Title:  
*Gilpin County Food Pantry Architect & Engineering Design Services*

Proposal Submittal Deadline:  
*August 5<sup>th</sup> 2022*

## I. Introduction

The County of Gilpin is inviting proposals from qualified Firms, Contractors, or Individuals to perform an onsite feasibility study and develop new build design plans from concept to schematic drawings for a new Gilpin County Food Pantry Facility.

Gilpin County was established in the state of Colorado 1861 and spans 150 square miles through the North Central Foothills of Colorado with elevations spanning from 7,110 to 13,300 feet above sea level. Gilpin County is home to approximately 6,000 residents and contains two cities - Black Hawk and Central City.

## II. Background

Gilpin County is seeking to develop design plans and budgets for a new Food Pantry Facility. Firms with experience providing architectural and engineering design services for commercial and municipal facilities will be best suited for this project. A wide breadth of knowledge and experience in the design and engineering of commercial food service and/or grocery facilities will best serve firms for successful completion of this project.

Gilpin County's eight phase project programming outlines the milestones of the project as follows: Idea, Feasibility, Concept, Schematic, Contract, Construction, Delivery, Warranty. (Detail added as addenda) Gilpin County has established the Idea of this project, and is seeking to complete the next three major milestones of Feasibility, Concept, and Schematic with the assistance of a well-qualified Architect/Engineer firm.

## III. Scope of Work

The qualified Firm is to provide all the necessary services, labor, equipment and supplies required for the satisfactory completion as described in this RFP.

Firms submitting proposals shall be knowledgeable of and/or capable of providing services across the following disciplines either in-house or through qualified sub-contracted parties:

- Civil Engineering
- Structural Engineering
- MEP Engineering
- Landscape Architecture
- Interior Design, including FF&E

- Lighting Design
- Fire Protection Design
- IT and low voltage infrastructure design
- Current ADA Regulations
- Current IBC Code

The Firm will provide services which include, but may not be limited to, the following:

**Feasibility:**

A feasibility study of the existing county owned site shall be performed to analyze suitability for construction. This study may include:

- Topographical mapping, soil sample/core sampling, hazardous materials investigation, environmental impact study, location of and capability of utilities (sewer, water, electricity, gas, other), access, water rights etc.
- Identifying limiting factors in this phase will inform decisions in the concept and schematic phases.

**Concept:**

The Food Pantry Facility concept design shall be focused on accommodating core needs and functions as identified by the Gilpin County Food Pantry and Gilpin County Project Management Team. Firm shall be prepared to work closely with all parties. Concept Phase shall include:

- Site plan layout, building footprint, floor plan, elevations, basic materials schedule, and exterior/envelope design.
- Firm recommendations on project scope, value engineering and/or budget will be encouraged.
- Basic interior design plans including color palettes and basic FF&E

**Schematic:**

The schematic phase will consist of developing construction ready plans and drawings from the agreed Concept. The firm shall present schematic drawings, including plans, elevations and other sketches as necessary to adequately convey the scope and design intent of the project for review by all. Schematic Phase shall include:

- Complete sets of construction documents including; architectural, civil, structural, mechanical and electrical drawings, site development, and all related specifications/schedules.
- These drawings and specifications shall convey the complete project scope and shall be suitable for the development of professional cost estimation for the project.
- Schematic Design documents shall be equivalent to construction documents capable of being delivered to a General Contractor to develop accurate cost estimates, and execute the project.

**Professional Cost Estimate and Schedule:**

Provide a Professional Cost Estimate that includes all anticipated hard and soft costs related to the construction and sitework of the proposed building project including:

- Estimate of the cost of construction
- Sample Schedule of Values for the completion of the project as drawn
- Projected Long-term operating costs

## IV. Submittal Requirements

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This Request for Proposal (RFP) describes the requested scope of services and information to be included in each proposal. Failure to submit information to the County in accordance with the requirements of this RFP and its procedures may be cause for disqualification. The proposal should be concise and complete, covering all items identified, emphasizing an understanding of the project and the resources to perform the intended work. Unclear, ambiguous statements such as “all reasonable effort to provide” must be avoided. Failure to address any of the requirements may be subject to rejection and/or misinterpretation. Inability to meet any specified requirements must be so stated and thoroughly explained.

Proposals are to be addressed to Ryan Keenan at [rkeenan@gilpincounty.org](mailto:rkeenan@gilpincounty.org) in accordance with the Instructions to Proposers and all other requirements as referenced in this RFP. Proposals will be received until the Proposal Closing Date and Time set forth on the cover page of this RFP, at which time a representative of the County will publicly announce the names of those firms or individuals submitting proposals. No other public disclosure will be made if and until award of Contract.

The RFP Submittal shall include the following:

### 1. Letter of Transmittal

The letter of transmittal must contain the following statements and information, and is not intended to be a summary of the proposal:

Company name, address, and telephone number(s) of the firm submitting the proposal.

Name, title, address, email address and telephone number of the contact person or persons, authorized to represent the firm and to whom to direct correspondence.

Taxpayer identification numbers of the firm.

Brief statement of your understanding of the services to be performed and a positive commitment to provide the specified services.

Signature of a corporate officer or other individual who is legally authorized to bind the applicant to both its proposal and cost schedule.

Statement which indicates “proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with Gilpin County.”

### 2. General Vendor Information – Please provide the following:

- Length of time in business
- Total number of active clients
- Number of full-time personnel
- Location of office which would service this account

### 3. Technical Proposal -

Provide a detailed technical and narrative response regarding the ability to accomplish the work outlined within the Scope of Work. The Evaluation Criteria listed in the Evaluation of Proposals section below provides additional information and the criteria that evaluators will use.

**Understanding the Proposal.** Responses will include comprehensive information and narrative statements that illustrate proposer’s understanding of the requirements of the project and the project schedule.

**Methodology Used for the Proposal.** Responses will include comprehensive information and narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work.

**Management Plan for the Proposal.** Responses will include comprehensive information and narrative statements that set out the management plan they intend to follow and illustrate how the plan will serve to accomplish the work.

Experience and Qualifications. Responses will include a detailed explanation of your experience with similar projects and employees.

Provide a detailed narrative describing your firm’s experience with a minimum of three (3) projects of similar size and scope in the past five (5) years.

Examples of Past Projects. Responses will include at least three examples of past completed projects of reasonable similarity.

Provide a narrative description of the organization and capabilities of the project team and a personnel roster that identifies each person who will actually work on the contract.

Provide a minimum of three (3) current or former clients where work has been performed within the last five years who may be contacted with respect to your firm’s reputation for high quality of work, responsibility and efficiency. Include the name, email address and telephone number of the executive in each organization who can speak knowledgeably about the quality, timeliness and cost of your work.

#### 4. Financial/Cost Proposal -

Submit pricing/cost information in a separate package from the technical proposal, clearly marked on the outside. Do not include costs in the technical proposal. Electronic copies of proposals will include separate files for financial and technical proposals. Separate discs or drives are not required.

Submit a detailed cost proposal including all costs and charges for the proposed services, including any licenses, maintenance, fees, training, implementation, and any other costs required. Estimate the hours and provide cost schedule detail for any service engagements necessary to meet the goals, if appropriate. Break down the cost proposal to indicate all costs.

#### 5. Descriptive Pages and Brochures –

All standard descriptive informational pages and brochures should be submitted in a section titled “APPENDIX.”

### V. Evaluation Criteria and Process

A project committee will evaluate all proposals. Proposals shall be evaluated on the basis of the Evaluation Criteria noted herein. The committee may make a selection on the basis of the proposals received, or may choose to "shortlist" prospective firms for further negotiations. The firm selected for the award will be chosen on the basis of the apparent greatest benefit to the County, and not necessarily on the basis of lowest price. Individual interviews may be required for the top firms who have submitted the required information.

Evaluation Criteria	Weight
Business/Experience	10%
Understanding the Project	20%
Methodology/Functionality	20%
Management Plan/Administration	20%
Cost	30%
TOTAL	100%

Reference checks, when conducted, will not be rated but will be considered on a “pass/fail” basis.

Following an individual rating period, the evaluation team will meet to discuss the initial rating and may choose to make an award at that time. Failure of the proposer to provide any information requested in this RFP may result in disqualification of the proposal.

THIS REQUEST FOR PROPOSAL IS NOT A COMPETITIVE BID BASED ON PRICE ONLY. The Request for Proposal allows Gilpin County to select the contractor that best meets the needs of the County, taking into consideration proposer qualifications, price, products, and service capabilities and other factors relevant to the County’s policies, programs, administrative resources, and budget.

This RFP has been published at the Rocky Mountain Bid Net System and on the County Web Site.

Any modifications to this RFP or addenda pertaining to this RFP will be published to the Bid Net System and on the County Web Site, and all proposers are responsible to periodically check both System for relevant updates prior to the submittal of a proposal.

Written Inquiries – Interested applicants may make written inquiries concerning this RFP to obtain clarification of requirements or additional information. No inquiries will be accepted after the date and time of the Written Inquiry Deadline indicated in the Schedule of Activities. Send all inquiries via email, referencing the RFP number and title in the subject line, to [rkeenan@gilpincounty.org](mailto:rkeenan@gilpincounty.org).

## VI. Deadline for Submission of Proposals

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One electronic submission must be received by the County prior to 12:00 p.m. (noon) on August 5<sup>th</sup> 2022. The submission must be labeled as **“Gilpin County Food Pantry Architect & Engineering Design Services”** in the subject line and sent to this email address: [rkeenan@gilpincounty.org](mailto:rkeenan@gilpincounty.org). Physical submissions will not be accepted.

Schedule of Activities:

Activity	Date (all times are local time)
RFP Issued	5:00pm July 20 <sup>th</sup> 2022
Written Question Deadline	5:00pm August 2 <sup>nd</sup> 2022
Responses to Written Inquiries Delivered	5:00pm August 3 <sup>rd</sup> 2022
Proposal Submission Deadline	12:00pm August 5 <sup>th</sup> 2022
Anticipated Award	5:00pm September 6 <sup>th</sup> 2022
Anticipated Notice of Award	5:00pm September 7 <sup>th</sup> 2022
Project Start	9:00am September 12 <sup>th</sup> 2022

## VII. Miscellaneous

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Gilpin County reserves the right to reject any and all proposals for failure to meet the requirements herein, to waive any technicalities, and to select the proposal which, in the County’s sole judgment, best meets the requirements of the project.

The RFP creates no obligation on the part of the County to award a contract or to compensate the proposer for any costs incurred during proposal presentation, response, submission, presentation or oral interviews (if held). The County reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.

The County further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as the County may request.

Proposers must specifically identify any portions of their submittals deemed to contain confidential or proprietary information, or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not necessarily be conclusive, and proposers may be required to justify why Gilpin County should not, upon written request, disclose such materials.

The County is not responsible for electronic submissions or communications not received, in any way associated with this RFP.

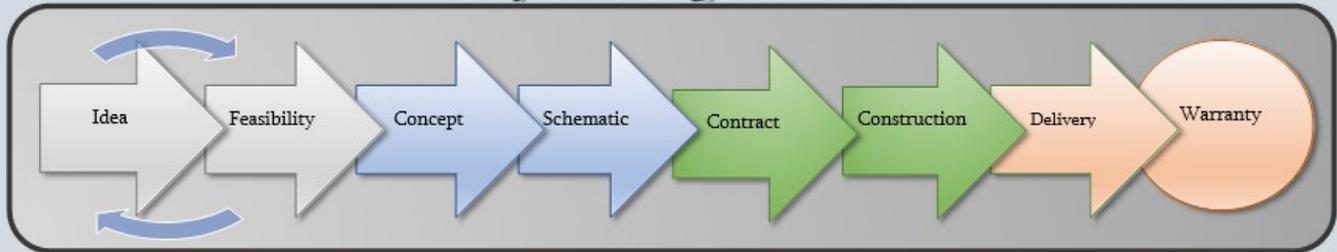
*Contract -*

Pending successful contract negotiations, one or more contracts may be awarded to the Contractor or Contractors whose proposal(s) is/are the most advantageous and offer the best overall value to the County, taking into consideration all evaluation factors described in this RFP. If more than one contract is awarded, an effort will be made to award work in an equitable manner taking into consideration the following criteria for each project:

- Specific area of focus / special requirements
- Cost
- Availability of the Contractor
- Prior performance of the Contractor

The contract will require the firm selected to be contractually prohibited from working under contract or through association for the County of Clear Creek, City of Idaho Springs, City of Central City, or the City of Black Hawk.

## Project Progressions



**Idea** - Answer Why, What, Where, When? Identifies initial need with Stake Holders. Brain Storm Possible Solutions. Identify Priorities, and Success Metrics.

**Feasibility** - Answer is this idea Possible? Identify Limiting Factors and Impacts. Answer unknowns. Consult subject matter experts if needed.

\*Idea and Feasibility may continue to cycle back and forth until both Idea and Feasibility align. Once both align, the concept scope has been defined.

**Concept** - First Draft of Plans. Use appropriate visual aids to show proof of concept/concept scope. Revision and Clarifications to basic designs can be made here.

**Schematic** - Answers How? A detailed plan of the full project scope is developed. Revisions and Clarifications to fine Details can be made here. This lays the roadmap for exactly how the project will be put together.

\*A Cost Estimate for Construction may be able to be determined at this time.

Accurate figures for Financing\Funding can be determined at this time as well.

**Contract** - Answer Who? Identify parties that are best suited to execute the various Project Responsibilities. Responsibilities are delegated. Expectations are set.

**Construction** - Responsible parties will begin their tasks. Tools for accountability may be used here.

**Delivery** - End Product is reviewed for completeness. Any information necessary for continued operations and maintenance are supplied and documented. Warranty letters are supplied and confirmed.

**Warranty** - All components subject to warranty are actively monitored for signs of defect covered within Warranty.