



## **REQUEST FOR PROPOSALS**

### **FLORENCE PIONEER PARK RESTROOM BUILDING RFQ No. 2025-002**

**Deadline for Submitting Questions: March 26, 2025**

**Proposals Due: April 9, 2025, at 2:00 P.M.**

**Deliver to:**

**City of Florence  
600 West 3rd Street  
Florence, CO 81226**

**Attn: Cortlyne Huppe, City Clerk**

**Tel. 719-784-4848**

**Fax 719-784-0228**

**[cortlyne.huppe@florencecolorado.org](mailto:cortlyne.huppe@florencecolorado.org)**

**[www.cityofflorenceco.gov](http://www.cityofflorenceco.gov)**

# **FLORENCE PIONEER PARK RESTROOM BUILDING**

## **REQUEST FOR PROPOSALS (RFP)**

### **PROJECT OVERVIEW**

The City of Florence is seeking a qualified Design Professional, referred to as CONSULTANT, which is a Colorado licensed Professional Architect or Engineer to design and prepare construction plans, specifications, and opinion of construction cost for construction of a public restroom facility for the City's Pioneer Park. The park and project location, East 3<sup>rd</sup> Street and North Pikes Peak Avenue, Florence, Colorado 81226. The existing inadequate restroom building will be demolished by others, after project plans for this REP are completed and approved by the City.

The requested design package will include full construction drawings for concrete foundation and concrete floor, sloped truss roof with standing seam metal roofing, concrete block interior and perimeter walls, multiple toilets and lavatory sinks dispersed in separate male and female rooms, separate mechanical room, all with ADA accessibility. Design package shall also include recommendations from the Consultant for City concurrence of selections of plumbing, heating, and electrical fixtures, as well as plans sheets and specifications.

### **SCOPE OF WORK**

The successful proposer will be expected to complete and provide each of the following elements of the project, and will include attendance at necessary briefings or meetings in-person or remotely with the City.

1. Visit the project site to verify site suitability before proceeding.
2. Obtain or provide foundation and slab plan prepared by qualified Colorado licensed Architect or Engineer.
3. Design all elements of the proposed facility, including utility requirements to serve the building. Sizing of the electric service equipment, water meter and water and sewer service lines is required. See the Desired Elements section below for design guidance.
4. Prepare and provide drafted plan sheets (maximum sheet size 11"x17") and written specifications for review and approval by the City of Florence, to enable a qualified construction contractor to accomplish construction of the bathroom building and all fixtures and appurtenances. In addition to building and fixtures, work will include air handling, heating, plumbing, electrical, mechanical and all similar necessary trades.
5. Prepare and provide a professional opinion of construction cost for construction of the restroom building and all related costs.

6. Provide a cost estimate for providing professional services using the firm's current fee schedule for construction management and occasional inspection services for the expected city issued construction contract to construct the restroom building. Expected construction will be October 2025 through January 2026. This item is not required if the Consultant firm is not interested in providing these management and inspection services.

### **DESIRED COMPONENTS**

The City is anticipating the following elements, subject to recommendations and opinions from the Consultant:

- Design of a building with dimensions of approximately 30' x 45', divided into a men's section and women's section, with a narrow mechanical room in between.
- Concrete foundation with 5-1/2" thick polished concrete floor in all areas, Florence frost depth is listed by the Building Department as 27-inches.
- Subject to Consultant's recommendations based on energy code requirements, City desires concrete block perimeter walls and interior walls with 10' ceiling height. Stall partitions of narrow concrete blocks interlaced with mechanical room blocks are desired, with industrial strength metal stall doors and hardware. Stall partition height of 7' with minimum 36" clear stall interior width, is desired. Vandalism damage to park facilities has been significant historically. Exterior windows are not recommended.
- Vent fans for each room should be separated, and may need an air-to-air heat exchanger for each room to mitigate heat loss.
- Heavy gauge metal toilets and sinks are desired, subject to recommendations of Consultant for porcelain alternatives.
- Fixtures include one ADA wheelchair toilet in each half, three lavatory sinks in each half, two urinals and three additional toilets in the men's section, and five additional toilets in the women's section. Each room needs two air hand dryers and full coverage proximity lighting switches.
- Outward swinging heavy duty exterior steel doors, frames, and accessories are recommended, with no windows.
- Extended concrete slab at door end of building, with ADA building access, and roof overhang to fully cover slab.
- High efficiency forced air ducted natural gas furnace. No flexible ducting is desired.
- Minimize roof penetrations by using gable end walls, where practical.
- Provide one vandal resistant 10" circular vertical tube solar light in each room.

## **DELIVERABLES**

**SUBMITTAL NUMBER 1:** Provide preliminary sketch drawings at the approximate 10% design stage that include floor plan, floor and ground elevations, stall dimensions, manufacturer cut sheets for toilets, flush valves, sinks, low mop sink, laundry sink, faucets, vent fans, air exchangers, furnace, hand dryers, lights, and light proximity switches. Include water meter sizing, water and sewer service line sizing, and electrical requirement service requirement. Include electrical and sewer service line approval from utility companies. City will review and provide water service approval. Plan sheets shall be submitted on 11x17 inch paper, with all text easily legible.

**SUBMITTAL NUMBER 2:** Provide full wall details, including perimeter walls, general truss layout, manufacturer cut sheets for wall and ceiling coatings, ceiling material, roofing material and underlayment, proposed roof penetration flashing, and exterior doors.

**SUBMITTAL NUMBER 3:** Approximately 90% completed plans and specifications for full restroom building and service lines. Estimated cost of building construction, and estimated cost of future construction management and limited inspection services, if provided by the Consultant.

**FINAL SUBMITTAL:** Stamped plan set and specifications after authorization by City from final review. Provide plans on 11x17 inch paper. Provide two original stamped sets of design documents. Provide a pdf electronic set of all documents on thumb drive, and by email attachment to City Clerk.

## **EVALUATION OF PROPOSALS**

All proposals will be evaluated by the City Manager for recommendations to the City Council of the City of Florence. Proposals will be evaluated on the basis of the Evaluation Criteria noted herein. The City Council may make a selection on the basis of the proposals received and may choose to "short list" prospective Consultants for further negotiations. The Consultant selected for the award will be chosen on the basis of the apparent greatest benefit to the City of Florence and not necessarily on the basis of the lowest price. The City may reject any and all proposals for any reason.

## **EVALUATION CRITERIA**

Proposals will be reviewed and evaluated based on the following criteria:

1. The completeness of the proposal;
2. Consultant's experience and approach to similar projects;

3. Consultant's proposal and plan for accomplishing the Scope of Work;
4. The proposed contract price as a not to exceed sum based on the consultant's current fee schedule, inclusive of all costs, fees, and expenditures;
5. References from previous projects;
6. Professional qualifications of individuals who will be assigned to the project;
7. Consultant's demonstrated ability to manage project costs, manage schedules; and work effectively with working groups and stakeholders.
8. Confirmation by the Consultant that the work can be completed within Sixty (60) days following the written Notice to proceed.

### **CONTRACT DOCUMENT**

Upon selection, the successful Consultant will provide a contract deemed suitable by the City's legal counsel. The Consultant shall be required to sign the written contract with the City within ten (10) business days of notification of their selection.

Once the contract is executed by both parties, the Consultant will be instructed to commence providing the work as outlined in the executed contract, and this RFP.

The contract shall include the following:

1. The requirement for the Consultant to maintain professional liability, worker's compensation, and motor vehicle insurance in an amount satisfactory to the City and covering assigned personnel who will be engaged on the project, together with the requirement for the Consultant to provide a certificate of insurance, give advance notice of cancellation, and name the City as an additional insured;
2. An indemnification clause that indemnifies, protects, and holds the City harmless against the negligence and willful misconduct of the Consultant, its employees, and its subcontractors;
3. An acknowledgment that the Consultant will be compensated as an independent contractor and will be responsible for providing F.I.C.A., Worker's Compensation, Unemployment Compensation & Liability to all of the Consultant's and sub-consultant's employees assigned to the City's project; and
4. Such other provisions as deemed necessary for the protection of the City's best interests.

### **PROJECT SCHEDULE**

The Consultant shall begin work within 3 business days after issuance of the written Notice To Proceed, and complete all tasks and deliverables no later than sixty-calendar (60) days after the date of the written Notice to Proceed.

## SUBMITTAL FORMAT FOR PROPOSAL

1. Outside cover to read “Proposal for Pioneer Park Restroom Building Design, City of Florence, CO”.
  - a. A description of the firm, including, but not limited to, the number of employees employed by the Consultant; the employees available for the work and their areas of specialization; the number of years the Consultant has been in operation; and the location of office(s) proposed to handle the work. Limit to one single-sided page.
  - b. The names, contact information, and resumes of key staff who will be assigned to this work in a format that identifies each team member’s education and qualifications. Limit to one single-sided page per staff member.
  - c. The names, contact information, and resumes of key staff of sub-consultants who will be assigned to this work in a format that identifies each team member’s education and qualifications. Limit to one single-sided page per staff member.
  - d. The identity and contact information of the Project Manager.
  - e. If multiple consulting organizations will be working together on the project, include the identity of the lead Consultant.
  - f. A statement summarizing how the Consultant and/or Project Team are specifically qualified for this project. Limit to one single-sided page.
  - g. A minimum of three (3) references for comparable projects, including identification of the specific project and communities for which those projects were completed and reference contact information. Each reference should be described in no more than one single-sided page.
  - h. One copy of the transmittal letter must be marked Original and have the original signature of an officer of each principal firm that comprises the Consultant.
2. Proposal Narrative (*Limit to one single-sided page.*)

The Proposal Narrative shall describe the Consultant’s approach and technical plan for accomplishing the project elements described in the RFQ’s Scope of Work, including methods and team member participation. The Consultant is encouraged to elaborate and improve on the list of tasks in the Scope of Work but shall not delete any of the Scope of Work tasks described herein.
3. Scope of Work:
  - a. Consultant’s specific proposal and strategies for addressing each element of the Project, as identified in the Scope of Work section of the RFQ; Limit to 4 single-sided pages.
  - b. Detailed schedule, which includes timetables for accomplishing milestones for each element of the Project, as identified in the Scope of Work section of the RFQ; Limit to 2 single-sided pages.
  - c. Specific deliverables that will address each element of the Project, as identified in the Scope of Work section of the RFQ; Limit to two single-sided pages.

- d. Schedule of anticipated onsite or remote meetings with the City staff. Limit to two single-sided pages.

### **SUBMITTAL PACKAGE INSTRUCTIONS**

1. Five (5) copies of the Submittal are required.
2. Pages shall be stapled single-sided, letter-size (8 ½ x 11 inches).
3. The Submittal must be in a sealed envelope plainly marked on the outside as follows:

Consultant's Name  
Proposal for Pioneer Park Restroom, City of Florence,  
600 West 3<sup>rd</sup> Street  
Florence, CO 81226  
Attention: Cortlyne Huppe, City Clerk
4. Submittals must be received at Florence City Hall, 600 West 3rd Street, Florence, CO, 81226 no later than **2:00 pm, April 9, 2025**.
5. Bidders are responsible for all of their costs in preparing and submitting bids proposals for this RFQ.
6. Upon selection, the successful proposer shall be required to enter into a written contract with the City within ten (10) business days of notification of selection.
7. The total cost for the Work should be provided on a lump-sum, not-to-exceed basis.
8. Proposals should include a milestone billing schedule which acknowledges that the City of Florence will hold 15% of the project funding until the final product has been approved.
9. Cost proposals should identify the hourly rate for personnel associated with work that may be considered optional or outside the scope of the engagement.

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**CONSULTANT SIGNATURE(S)**

This statement indicates that, to the best of my abilities, all information contained in this Submittal is complete and accurate.

I grant the City of Florence, CO and its representatives authorization to contact any of my existing or previous clients (or a team member's clients) for purposes of obtaining an independent evaluation of my or my team member's performance.

I certify under the penalty of perjury that this bid is in all respects bona fide, fair and made without fraud or collusion with any other person, corporation, company, or other entity.

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Signature Required



