REQUEST FOR  
DESIGN SERVICES  
February 25, 2019  
Timnath Police Services

A.) Introduction:  

Your firm is hereby invited to submit a Proposal for Design Services for a 12,000 to 16,000 GSF Police Service building located along Signal Tree Drive, Timnath, Colorado. This Request for Proposal (RFP) is a part of a competitive selection process to engage firms to provide full design services.

B.) Owner and Client:  

The project will be owned and operated by the Town of Timnath. The Town of Timnath and Police Services will be involved in all aspects of design and construction of the facility, including review of proposals, and in the decision-making process to select an architectural firm. Jensen LaPlante Development will be responsible for overall project management.

C.) Project Location:  

The project will be constructed on a 1.35 acre parcel located on Signal Tree Drive in Timnath, CO. (see attached Plat for reference)

D.) Planning/Design Work to Date:  

The Town of Timnath has completed initial due diligence items including surveys and conceptual site/space planning. Initial concepts for the facility were completed in 2016 and include multiple offices for police staff, interview rooms, shake down space, community/squad/training room, lockers for staff, lockers and storage for evidence, and support space. The needs of the police services have changed since the 2016 study, and the previous space planning design will not be utilized.

Phase I study, traffic study, and the geotechnical engineering will be completed March/April. Civil engineering for platting and planning has not begun.

E.) Proposed Milestone Schedule:  

The following dates are preliminary and are to be used in the development of your proposal. See section 4.0 below that requests design firms to provide a detailed design, entitlement, and permitting schedule as a part of your proposal.

- Design Team Proposals: March 14, 2019
- Design Team Interviews/Award: March 25 – 29, 2019
➢ Concept Designs/Programming: April – May 2019
➢ Develop Site Plan Options: April – May 2019
➢ Schematic Design: May - June 2019
➢ Design Development: June – July 2019
➢ Complete Drawings to Permit/CDs: August - October
➢ City Entitlement Process: October - November
➢ City Review Permit Process: December - February 2020
➢ Construction: March - December 2020

F.) Form of Agreement:

The design agreement will be a modified AIA B103 and AIA A201 (see attached).

G.) Selection Process:

The proposal shall provide the information necessary for the initial evaluation of each team. Based upon the information provided in the proposal, Town of Timnath may shortlist the respondents, and conduct interviews as necessary. From the interviews and reference checks, the final selection will be made. The final selection, in general, will be based on a point system as follows:

- Similar Project Experience 20 points
- Strength of Proposed Design Team 10 points
- Proposed Design Schedule 10 points
- Design Fee 40 points
- Interview and References 20 points

The Owner reserves the right to select any or reject any and all proposals in their best interest. The Owner also reserves the right to pre-qualify any or all Candidates or reject any or all Candidates as unqualified, including without limitation the right to reject any or all nonconforming, nonresponsive, unbalanced, or conditional, qualifications. The Owner also reserves the right to re-solicit, waive all informalities not involving price, time, or changes in the work, and to negotiate contract terms with the apparent successful proposer.

Interviews:
An interview invitation will be sent out to the top design teams. The invitation will explain the interview requirements and provide the time and location. The purpose of the interview is to ensure a full understanding of the RFP responses and to introduce key members of the team. The interviews will consist of a presentation by the candidate’s team followed by a period for questions and answers.

H.) Questions & Inquiries:

All questions and inquiries should be directed to Jeff Jensen, Jensen LaPlante Development, via email to jeff@jensenlaplante.com. All Q & A will be recorded and distributed to all the RFP recipients.
All questions must be received by noon on March 8, 2019 and all answers from Town of Timnath/Jensen LaPlante will be provided by end of day March 12, 2019.

I.) **Proposal Requirements:**

Email your proposal to Jeff Jensen at jeff@jensenlaplante.com, by **4:00 pm, March 14, 2019.**

Also, please deliver five original hard copies to the Town of Timnath, 4800 Goodman Street, Timnath, Colorado by **1:00 pm March 15, 2019** (attention April Getchius, Town Manager.)

Proposals shall contain the following:  

**Section 1.0 – Executive Summary**  
Provide a brief summary, which describes and highlights your team’s experience, qualifications, and particular expertise for this project.

**Section 2.0 – Similar Project Experience**  
Provide a detailed description and project profile sheets for similar projects. Emphasis should be placed on work completed within the last five years by specific personnel being proposed to work on this project.

**Section 3.0 – Project Design Team**  
Provide a team organization chart graphically indicating how your firm would staff and structure your team for the design. Clearly identify all proposed consultants and engineers to be included on your team. Include delegation of responsibility and assignment of authority, and interaction points of communication with the Owner. Provide a resume for each of your proposed team members, specifically stating experience and qualifications of each individual and include at least three client references for each major team member.

**Section 4.0 – Design Schedule**  
Include detailed schedule that illustrates the various phases and key milestones as related to the town entitlement process, permitting, pricing, and design. At a minimum, illustrate proposed duration and sequencing of concept, schematic, design development, and construction drawing packages.

**Section 5.0 – Design Fee Proposal**  
Include Design/Engineering Services (landscape/irrigation, civil, planning, structural, mechanical & electrical) for the building and site, as well as interior design (including finish selections, cabinetry and trim work designs, lighting and fixture selections) for the project. Include review and modifications as necessary to the preliminary architect site plan to include code and compliance check with the Town of Timnath Planning Codes. Planner shall be responsible for entitlement management and oversight, and preparation of design review submittals to the Town of Timnath. Include attending coordination meetings with...
Town Staff as necessary. The scope should also include applications and permitting for all related agencies, including Stormwater Management Plan.

Include fully rendered, marketing grade graphics for use by the owner in marketing and submittals as deemed necessary by the Town of Timnath.

Design fees should include meetings with Owner appropriate in quantity and time to complete initial programming, space plans, work with the preconstruction team to determine best systems for the budget, and other coordination meetings normal in project delivery of this kind. Note – majority of design team meetings will be held in the Timnath area.

The scope should include A/V, tele/data, and security system design.

The scope should also include furniture and artwork selection, procurement, and moving coordination. Specialized police equipment will be procured by the Town of Timnath.

The design services will also include evaluating and implementing sustainable design, but formal certification from USGBC will NOT be required.

Please obtain proposals from landscape architects, civil, structural, mechanical, plumbing, and electrical engineers. Proposals should also include adequate time to facilitate the planning and entitlement process. Include a full specification book within your scope of work.

The CA fees will include submittal reviews and approvals, attending OAC meetings twice a month during construction, punch-list walks, and the completion of Record Drawings including site/drainage certification survey/plans.

A.) Design Fee Proposal:
   Landscape/Irrigation Design $________
   Planning Services $________
   Civil Design $________
   Security/A/V/Low Voltage $________
   Furniture Selection $________
   Acoustical Design $________
   Arch/Structure/MEP:
      Programming/Concept Design $________
      Schematic Design $________
      Design Development $________
      Construction Documents $________
      Construction Administration $________

B.) Design Reimbursable Expenses $ ______

C.) Provide a schedule of hourly rates for all proposed team members.
Section 6.0 – Other Pertinent Information:

1) Claims: Please list all pending or past legal action (law suits, claims or liens) or arbitration proceedings your firm has been involved during the past seven (7) years involving Owner, Architect, Contractor, Subcontractors or other Entities.

2) References: Please provide a list of your last five (5) projects with related contact information for Town of Timnath to perform random reference checks in relation to your past performance.

3) Project delivery method for the general contractor will be negotiated cost plus GMP with the construction team on board for preconstruction services.

Supplemental Information (Attachments)

1.) Plat Map
2.) Proposed Design Contract – B103 and A201 (to be issued via addendum)