

**City of Fountain Utilities  
Water Operations  
11525 Orleans Road Operations Building Design**

The City of Fountain Utilities is soliciting Statements of Qualifications to prepare documents for designing a new building on the property at 11525 Orleans Road, Fountain, Colorado, to serve as the Water Operations Center for Fountain Utilities.

**Project**

The City of Fountain Utilities requires a design for a New Water Operations Building at the vacant property at 11525 Orleans Road, Fountain, Colorado.

The scope includes a new building on a vacant property that has approximately 5,150 net square feet of Office and Support Space, with approximately 15,300 net square feet of Storage, Shop and Interior Vehicle Space. The proposed building will have the conditioned and heated space appropriate to the proposed use and also have automatic fire protection. Locker room and shower facilities will be included.

The Site Development shall be designed to be expandable within the property and have appropriate exterior storage areas, paved exterior parking with appropriate landscaping, site lighting, security, and fencing/screening.

The area of the Design Scope is as follows:

- **Conduct Programming for the Project;**
- **Prepare Design Development Documents for the Water Operations Building, including all sub-disciplines and Site Design;**
- **Coordinate with design for the Orleans Road and Wilson Road Improvements that will be developed concurrently;**
- **Assist the City in the Permitting for this new land use and building;**
- **Assist the City in the Bid and Award Phase;**
- **Perform as the Owner's Representative during the Construction Phase;**
- **Assist the City in the Close-Out Phase;**
- **Assist another firm in the Commissioning Phase.**

**Project Schedule**

The anticipated Project Schedule for the design, bidding and construction of the 11525 Orleans Road Operations Center is as follows:

- Pre-Submittal Conference for Architectural Firms      July 2016
- RFQ Submittal Date for Architectural Firms      July 2016

- Contract for Prof. Services Approved by City Council August 2016
- Notice to Proceed for Architectural Services August 2016
- Completion of Task 1 – Programming October 2016
- Completion of Task 2 – Design Development Doc's December 2016
- Completion of Task 3 – Preparation of Bid Doc's February 2017
- Completion of Task 4 – Bid & Pre-Award Services April 2017
- Construction Bid Assignment May 2017
- Beneficial Occupancy November 2017
- Final Construction Approval January 2018
- Warranty Release January 2020

### **Scope of Architect's Services**

Task 1 – Programming: The Architect shall meet with Utilities staff to set the parameters of the Project as follows:

- Attend the Pre-Submittal Conference. The Pre-Submittal Conference attendance is Mandatory. Architects who do not attend the Pre-Submittal Conference will not be considered for this assignment;
- Review the Facilities Needs Assessment Customer Service Department Reports (prepared by Design Edge, P.C. 2009 Report and 2013 Report);
- Review ALTA Survey and Report prepared by TTG Engineers, Inc.;
- Inspect the property;
- Prepare a Building Code Life Safety and Accessibility Review;
- Assist the City staff in preparing a Scope of Services for Site Soils and Geotechnical Services;
- Prepare a Code and Permit Analysis;
- Prepare a Report addressing potential Green Building opportunities, including (but not limited to) green roof technology, low-flow and waterless fixtures, daylighting, and LEED™ qualification;
- Participate in a Meeting reviewing the Findings; and
- Determine the scheduling needs and confirm the viability of the schedule.

It is anticipated that this Task will commence with the Pre-Submittal Meeting and require less than a month to complete after the Notice to Proceed is issued to the Architect. The Deliverable satisfying this Task will be a Project Description Design Memorandum, with supporting information.

Task 2 – Preparation of Design Development Documents: Based on the outcomes from Task 1 and, upon written Notice to Proceed to Task 2 activities, the Architect shall prepare the documents necessary to describe the Project. The Task 2 activities will include:

- Preparation of documents (plans and written project description) in the appropriate format, that fully illustrate the size, shape volume and finish as well as the building systems and site improvements to describe the Project;
- Assist the City Staff in preparation of City permitting;

- Coordination of Sub Consultants to produce a complementary set of discipline-specific documents;
- Preparation of Outline Specifications;
- Present the Design Development documents to the City Project Team; and
- Preparation of an Opinion of Probable Costs.

The Deliverable satisfying this Task will be a set of Project Design Development quality documents, an Outline Specification, a list of potential long-lead items and the Architect's Opinion of Probable Cost, with supporting information.

Task 3 – Preparation of Bid Documents: Based on the outcomes from Task 2 and upon written Notice to Proceed to Task 3 activities, the Architect shall prepare the documents necessary to take the Project to Public Bid. The Architect will be the Design Professional in Responsible Charge of the Project.

The Task 3 activities will include:

- Preparation of contract documents and general conditions in the appropriate format, modified as required to integrate City of Fountain standard terms and conditions, bonds and bid forms;
- Field Measurements for the basis of Design Drawings.
- Coordination of Sub Consultants to produce a comprehensive set of Design Drawings;
- Preparation of Bidding and Construction Drawings required to illustrate the Project;
- Preparation of Specifications;
- Submittal to the Pikes Peak Regional Building Department and to other permitting agencies identified in the Code and Permit Analysis; and
- Preparation of an Opinion of Probable Costs.

The Deliverable satisfying this Task will be a set of Project Documents ready to be distributed to Bidders.

Task 4 Bidding and Pre-Award Services: During the Bid Phase, the Architect shall:

- Assist the City of Fountain in finalizing the front end documents to include the Project Advertisement and Bid Date;
- Prepare comprehensive Bid Issue Documents for all disciplines, including Plans and Specifications;
- Prepare Construction Contract Bid Documents and Addenda for the City to post on the City's RFP/RFQ Web Site;
- Assist the City in conducting a Pre-Bid Meeting;
- Interpret Bid Documents; and
- Prepare and issue Addenda when required.

After the Bids have been received, the Architect shall assist the City of Fountain during the PreAward Phase as follows:

- Assist the City of Fountain in evaluating the qualifications of the apparent successful Bidder;
- Make written recommendation to the City of Fountain concerning Contract Award;
- Distribute five (5) sets of the Issued for Construction Contract Documents to the successful Bidder; and
- Review bonds and insurance as submitted by the successful Bidder to determine conformance with the Contract Document requirements (not a legal review for compliance with form and completeness).

Task 5 – Construction Administration and Observation: The Architect will perform the following services during the Construction and Close-Out Phases of the Project:

- Receive guarantees, warranties, bonds and certificates of inspection that are to be assembled by the Contractor. Review these for completeness in accordance with the Contract Documents and forward these documents to the City of Fountain;
- Review submittals and other data submitted by the Contractor (shop drawings, material tests, etc.) and review these for general conformance with the Contract Documents;
- Review Requests for Information, Change Orders, and Payment Claims;
- Visit the Construction daily to confirm that the Project is being installed in general conformance with the Construction Documents;
- Upon the Contractor’s notice that Substantial Completion has been achieved, visit the Project and prepare a Punch List of items to be completed or corrected before final completion of the Project;
- Upon the Contractor’s notice that the Punch List items have been addressed, conduct a visit to confirm final completion of the Project; and
- Utilizing the Contractor’s measured-in-place information, prepare a set of “As-Constructed” Documents in the City’s format.

**Content of the Architect’s Statement of Qualifications**

After attending the Pre-Submittal Conference, meeting with the City Utilities staff and visiting the proposed project site, the Architect shall transmit five (5) copies of the Statement of Qualification (SOQ) in a sealed envelope to:

City of Fountain Utilities, Department of Water  
 Bid for Water Operations Design  
 Attention: Michael Fink, P.E.  
 116 South Main Street  
 Fountain, CO 80817

Note on the outside of the envelope: “Bid for Water Operations Design.”

The SOQ shall include the following information:

- Name, address, location, phone number and website of the firm;
- Organization information (Corporation, Partnership, LLC, etc.);
- Listing of officers/partners;
- Resumes of Key Personnel (Project Manager, Project Designer, Project Architect), with Colorado Professional Registration information;
- Insurance information, including professional errors and omissions insurance, as well as liability, automobile and employee insurance. The Architect shall agree that the City of Fountain will be added as an additional insured party for the liability and automobile policies upon contract award;
- Current workload, with contracted projects and completion dates;
- Three (3) references for previous clients with similar projects; and
- A one page Project Outline, addressing the Architect's approach to this Project.
- Professional Sub Consultants for disciplines not "in-house" with the Architect's firm.

The SOQ will not be returned and may be released as public information. The maximum number of pages, including cover page, is thirty (30) in the Statement of Qualifications.

### **Basis of Architect Choice**

The choice of Architect for this Project will be based on a subjective review of the information from the SOQ. The Water Resources Engineer, the Conservation Manager and three Certified Water System Operators will perform the rankings. The lowest cumulative weighted total will be offered the Contract for Project Design and Construction Administration. In the event of a tie for the Architect choice, the Fountain Utility Director will choose between the tied Architects.

The Architects will be ranked in descending order from 1 (Top Ranking) to the numeric last (Bottom Ranking) in the following Criteria:

- Experience in utility building design (20%)
- References (15%)
- Capacity of the Architect Firm to Perform the Scope of Services (5%)
- Experience in Construction Administration (15%)
- Experience in industrial building design (20%)
- Structural Engineering experience (5%)
- MEP/FP experience (10%)
- LEED™ registered buildings as Architect of Record and Commissioning experience (10%)

The Architects have the opportunity to achieve 25% additional ranking points by submitting qualifications as follows:

- LEED™ accredited professional on staff at Architect's firm (at least 1) (2%)
- CEM (Certified Energy Manager) on staff at Architect's firm (at least 1) (1%)
- GBE (Green Building Engineer) on staff at Architect's firm (at least 1) (1%)
- CVS (Certified Value Specialist), AVS (Associate Value Specialist) or VMP (Value Methodology Practitioner) on staff at the Architect's firm (at least one of one level of certification) (1%)
- Project Approach (10%)
- Experience in designing Fire Department Facilities (10%)

Upon the choice of a preferred Architect, the City will commence negotiations with the preferred Architect. If the negotiations do not result in a Contract for Professional Services within ten (10) business days, the City reserves the right to open negotiations with any of the other Architects who have submitted SOQ's. The City reserves the right to retain an Architect not selected in this process for other architectural projects in the City and to use an Architect not selected in this process as the commissioning Architect for this Project.