



Request for Qualifications Town Design Guidelines and Interstate Gateway

**DUE DATE: December 15, 2016 by
3:00p.m.**

Introduction

The Fountain Urban Renewal Authority (FURA) invites proposals from qualified consultants for the creation of design standards and guidelines in the City of Fountain's Olde Town and US 85 Gateway districts. All prospective consultants will be afforded full opportunity to submit statements of qualifications in response to this request and will not be discriminated against on the grounds of race, religion, color, national origin, age, sex, or disability in consideration for an award of any contract entered into pursuant to this notice.

This Request for Qualifications (RFQ) is an invitation by the FURA for consultants to submit a proposal, which may be subject to subsequent discussion. It is a request for competitive bid and provider services. Submittal of a proposal does not create any right in or expectation to a Contract. The FURA reserves the right to reject any or all proposals and the FURA further declares that it will incur no financial obligations for any costs by any company in preparation of their proposal.

Background

The City of Fountain is a rapidly growing community of approximately 29,000 residents located along the beautiful Front Range of Colorado and on the southern edge of the Colorado Springs metropolitan area. The City has been experiencing a rapid shift from a small, agriculturally based community that it once was to a rapidly growing community with a regional presence. The specific US 85 Gateway and Olde Town districts provide an extremely important first impression factor that the City finds beneficial. Redeveloping, revitalizing and creating design standards for these districts facilitates an environment for future investment, development and growth while maintaining the small town, unique atmosphere that the City of Fountain embodies.

Statement of Qualifications and Approach

To be considered, a consultant must have prior experience in developing design guidelines in a small town environment and/or interstate gateway. Please note that consultants are not limited to the components presented here and are encouraged to expand on the suggested components and the approach they would take to develop the design guidelines.

Project Description

The consultant will formulate design aesthetic standards for applicability to commercial structures and public space. Awareness should be paid to transitional appearance from the I-25 interstate highway to the historic eclectic Olde Town environment. The design aesthetic standards should consider the Olde Town Revitalization Plan and the US 85 Gateway Redevelopment Plan described below and merge all elements for a cohesive appearance between the two districts.

In April 2014, the City adopted the Olde Town Revitalization Plan. This plan indicated that the Olde Town district was in need of embracing its small town and to build upon the "All American City" image attained in 2002. To further this cause, the City is interested in creating design guidelines for the Olde Town and US 85 Gateway districts. This area consists of a mix of residential, commercial, and open space uses. The purpose of the design guidelines is to promote a balance between the City's desire for design aesthetics and the economic interests of current and future development and businesses. For more information regarding the 2014 Olde Town Revitalization Plan [click here](#).

In October 2009, FURA adopted the US 85 Gateway Redevelopment Plan and Implementation Strategy. The US 85 Gateway district sets the tone for the City and is vital in giving an important first impression to visitors and commuters who travel along I-25. The area located within the US 85 Gateway boundaries consists of fragmented ownership of industrial, commercial, service and residential areas; it borders the City's Olde Town district which is one block north on US 85. The purpose of this particular Gateway Redevelopment Plan is to ensure a positive first impression for the City through redevelopment of the area and therefore providing an environment for an investment and employment epicenter. For more information regarding the 2009 US 85 Gateway Redevelopment Plan and Implementation Strategy [click here](#).

Scope of Work

The Consultant will be expected at a minimum to complete the following:

Olde Town and US 85 Gateway District Inventory (Phase I)

- Attend a kick-off meeting with the Olde Town Steering Committee.
- Conduct a visual survey and analysis of existing architectural elements in the Olde Town district; prepare concept sketches.
- Meet with stakeholders to discuss the results of the visual survey and analysis and to discuss conceptual designs/ideas.
- Meet with prospective artists regarding murals, bronze statues and other unique artistic pieces that will also tie in with the Blast Park project.

Preliminary Design Guidelines (Phase II)

- Prepare preliminary design guidelines.
- Meet with members of City Staff and the Urban Renewal Authority.
- Conduct an open house/design charrette with property and business owners.

- Conduct a joint workshop with Development Services, City Council, FURA and the Olde Town Steering Committee to review and discuss proposed design guidelines.

Final Design Guidelines (Phase III)

- Prepare the finalized and/or phased-in Design Guidelines.
- Attend the Planning Commission and City Council public hearings when the design guidelines are an action item.
- Refine the design guidelines if determined necessary.

FURA understands that the Consultant may have a process that deviates from the above process. If so, please explain how each of the preceding items will be satisfied within the Consultant’s recommended approach.

Cost and Fee Arrangements

The consultant must provide a proposal with cost for each phase (Phase I, II and III) of the work based on the project as described herein with an approximate cost valuation of \$50,000. The opportunity exists for the consultant to line item additional add-on models and/or items for FURA consideration. The proposal package should not exceed 30 pages.

City of Fountain Support

FURA will partner with the City of Fountain to provide the following information and services in support of this RFQ:

- Existing studies and reports.
- Community and regional demographics.
- Use of city maps, aerial imagery and GIS data.
- Coordinating community input process, including scheduling Olde Town Steering Committee, Planning Commission, and City Council meetings.

Criteria for Selection

Members of a selection committee made up of members from FURA, the Olde Town Steering Committee, the City, EDC and a Real Estate Advisor will evaluate each submitted proposal to determine those consultants who may be invited for an oral interview. The selection committee will recommend a contract with one firm to the OTSC and lastly, FURA for final approval.

All proposals submitted will be evaluated using the following criteria:

- Compliance with the RFQ
- Understanding of the project
- Services to be provided
- Approach to work
- Current project workflow
- Qualifications of the firm, including but not limited to its experience and personnel assigned to the project
- Proposed fee

- Knowledge of location
- References

Specification for Proposals

All proposals submitted in response to this request for proposal must contain the following information in the stated order:

- Name, address and telephone number of the consultant.
- Name, title and business address of person responsible for submitting this proposal.
- Narrative proposal on scope of work as identified above (Phase I, II, III).
- An estimate of time required to complete the project and a proposed timeline of work tasks, with the date of final completion of the project.
- At least three (3) references, including individual contact name, name of company and phone number, the FURA may contact.
- 7 copies of proposal provided

Each proposal will be prepared simply and economically avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate and reliable presentation. The proposal should not exceed 30 pages.

Bidder Timetable

For consideration to be given to any proposal submitted pursuant to this RFQ, clearly identified proposals are due by **3:00p.m., December 15, 2016** with a tentative timing of April 2017 for candidate recommendation to City of Fountain Councilmembers; start date of Summer 2017.

- Issuance Date: October 21st, 2016
- Bid Responder Deadline: December 15th, 2016 by 3:00p.m.
- FURA Review: December 28th, 2016
- Selection Committee Review: Mid-January 2017
- Oral Interviews with Top Bidder Candidates: Mid-February 2017
- Projected Bid Nominee: March 2017
- Recommendation of Nominee Award to City Council: April 2017
- Project Start Date of Summer 2017

Disposition and Disclosure of Proposals

All proposals submitted in response to this RFQ will become the property of the FURA and a matter of public record. The consultant must identify, in writing, all copyrighted material, trade secrets, or other proprietary information that it claims is exempt from disclosure. Any firm claiming such an exemption must also state in its proposal that the consultant agrees to hold harmless, indemnify and defend the FURA and its agents, officials, and employees in any action or claim brought against the Authority for its refusal to disclose such materials, trade secrets or other proprietary information to any party making a request therefore. Any consultant failing to include such a statement shall be deemed to have waived its right to an exemption from disclosure.

Oral Interview/Community Presentations

Any consultant who submits a proposal may be required to provide an oral presentation of its capability to perform as described within its proposal to the Authority. Any and all presentation(s) will be at the consultant's expense and will provide an opportunity for the consultant to present content to ensure a thorough mutual understanding with the municipality and/or community. The FURA will work in conjunction with the City's IT Department to support presentation content, if deemed necessary.

Compliance with Laws

Consultants shall comply with all Federal, State, and Local laws, ordinances and regulations applicable to the work. Consultant, at its own expense, shall secure all occupational and professional licenses and permits from public or private sources necessary for the fulfillment of this project.

Addenda to the RFQ

If it becomes necessary to revise any part of this RFQ, addenda will be supplied to all firms receiving this Request for Qualifications.

Modification or Withdrawal of Proposals

Responses to this RFQ may be modified or withdrawn by written or telegraphic notice prior to the exact hour as specified for receipt of proposals. A proposal may be withdrawn in person by the vendor or its authorized representative prior to the exact hour and date set for receipt of proposal. Telephone withdrawals are not permitted.

Reservation of Rights

The FURA and the City of Fountain reserves the right to:

1. Accept or reject any and all proposals received in response to this RFQ, and to re-advertise for new submittals.
2. Waive or modify any irregularities in proposals received after prior notification to the consultant.
3. Accept any proposal in part, or defer part of the proposed system changes and /or additions to a later date at discretion.
4. Request the submission of proposal modifications at any time before the award is made, if such is in the best interest.
5. Consider proposals or modifications received at any time before the award is made, if such is in the best interest.
6. Request clarification and/or additional information from the consultant during the evaluation process.
7. Utilize any and all ideas submitted in the proposals received unless those ideas are covered by legal patent or proprietary rights and the patent of those rights is indicated by the vendor. Proposals will become the property of the FURA.
8. In the event of Contract termination, enter into Contract negotiations with other qualified firms that submitted acceptable proposals, rather than redoing the proposal process for the project.

9. Negotiate with the selected consultant to include further services not identified in this RFQ.

**Qualified consultants must submit 7 copies their proposal on or before:
3:00p.m., December 15, 2016 to:**

**Kimberly Bailey, Executive Director, Fountain Urban Renewal Authority
116 S. Main Street Fountain, CO 80817 (City Hall 1st Floor)
Kbailey@fountaincolorado.org**

Proposal will only be accepted via mail or hand-delivered to the address stated above. It is the responsibility of the respondent to assure that the proposal is received by the closing date and time.

Please direct any questions to Kimberly Bailey, Executive Director, Fountain Urban Renewal Authority, at (719) 322-2056 or Kbailey@fountaincolorado.org.

THANK YOU FOR YOUR INTEREST IN THE CITY OF FOUNTAIN