REQUEST FOR QUALIFICATIONS

To Provide

Professional Design Services

For

ELECTRICAL SYSTEM UPGRADES AND ELECTRIC CHARGER INSTALL

TOWN OF VAIL BUS FACILITIES

Project No. 020133

Town of Vail
Department of Public Works
Vail, Colorado
REQUESTS FOR QUALIFICATION AVAILABLE:
Request for Qualifications (the “RFQ”), including response submittal requirements for:

ELECTRICAL SYSTEM UPGRADES AND ELECTRIC CHARGER INSTALL
TOWN OF VAIL BUS FACILITIES

PROFESSIONAL DESIGN SERVICES

Will be available at the Town of Vail Public Works Administration Building, 1309 Elkhorn Drive, Vail Colorado 81657 on the first day of publication at no cost or will also be available for download online at the following web address: www.vailgov.com/notice. All proposers who download the RFQ must register with ghall@vailgov.com to be added to the plan holder’s list and receive future updates.

RESPONSE INFORMATION:
Responses (Printed Proposals) to RFQ Due 2:00 pm local time…….March 9, 2020
Delivered to:

Town of Vail
Public Works Department
1309 Elkhorn Drive
Vail, Colorado 81657
Attn: Greg Hall

Pre-Proposal Meeting 10:00 A.M. local time………………February 21, 2020

Location:
Town of Vail
Public Works Department
1309 Elkhorn Drive
Vail, Colorado 81657

All interested Proposers are encouraged to attend, and while attendance of the Pre-Proposal meeting is not mandatory, Proposers will be held responsible for any information conveyed at this meeting.
PROJECT GENERAL DESCRIPTION:
The Town of Vail was awarded full funding CDOT FASTER FACILITIES grant for the electrical system upgrades required for installation of electric bus chargers in anticipation of converting the town’s bus fleet from diesel to battery electric buses award number 020133 in May 2019. The project is located at the Town of Vail Public Works Facility at 1309 Elkhorn Drive Vail CO. The existing electrical service for the Public Works Shop will need to be redesigned to not only accommodate the current conversion but anticipate future loading as the bus fleet transitions from diesel to electric over time. The existing service upgrade will start from the current Holy Cross Transmission lines. It is anticipated a new service connection, transformer upgrade and service line will be required. These should be sized for the eventual full electrification of the bus fleet. A new electrical room, service panel and room for expansion as required for future expansion. All circuits designed and routed through the bus barn facility to efficiently now and in the future allow for charger installation. The Town is interested in offsetting the energy use with solar generation, to provide charging capabilities at night, battery storage would be an option.

Back-up power generation capabilities will also be required
This Project generally involves professional design engineering and related services in connection with the new electrical service for bus chargers. The major project components include Utility company upgrades, new transformer, service connection to the building, new electrical room and services, charger circuits and charger installation. Options for solar generation and storage operations, back up power needs, not only for the current chargers but for the full bus facility to properly operate electric buses within the town of Vail. It is anticipated the design process will include schematic options and costs to make informed decisions prior to proceeding to design development and the entitlement process. Once entitlements are secured, production of construction documents necessary to obtain pricing and all the necessary permits for construction, during construction providing construction administration services and finally project closeout. All design shall meet all current codes and regulations.

Specific services will include, but are not limited to, utility coordination, geotechnical engineering, survey, structural engineering, architectural services, utility coordination/relocation and design, environmental work and permitting.

The total design/construction project budget is $1,300,000.00. This figure is all inclusive, and includes all survey, geotechnical investigation, design, utility relocation, construction, construction inspection, administrative, and all other costs of whatsoever nature. This RFQ is for Professional Design Services (Project Manager must be a licensed design professional in the State of Colorado) work necessary to complete construction bid documents for the improvements. Project deliverables will include review of Conceptual Design, Schematic design options, Design Development, Entitlements, 50% Construction plans, specifications and estimate, and Final Design, (95%) plans, specifications and estimate necessary permit plans and specifications and Construction Bid Documents (100%) with final Advertisement estimate. Provide Construction Administration and project closeout.

General schedule:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date and Time</th>
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<tbody>
<tr>
<td>Pre-Proposal Meeting</td>
<td>February 21, 2020, 10:00 am</td>
</tr>
<tr>
<td>RFQ Questions deadline</td>
<td>February 27, 2020, 5:00 pm</td>
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<tr>
<td>Proposals Due</td>
<td>March 9, 2020, 3:00 pm</td>
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<tr>
<td>Interviews (owner’s option)</td>
<td>Either March 19, or 20 of 2020</td>
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<tr>
<td>Award of contract/Notice to Proceed</td>
<td>April 7, 2020</td>
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<tr>
<td>Construction Commencement</td>
<td>July 13, 2020</td>
</tr>
<tr>
<td>Construction Completion</td>
<td>October 31, 2020</td>
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Note: Dates subject to change pending release of submittal/meeting dates. Additional deadlines may be determined to satisfy submittal dates and requirements.
Submittal Requirements

A. Proposal submittals shall include one (1) signed original and two (2) copies and 1 electronic pdf copy which contain: From those firms submitting a Submittal of Qualifications, TOV will short-list no less than three firms or individuals using the following criteria for final selection: Workload Factor; Project Team; Firm Capability; Past Performance on Similar Projects/Similar Teams; Work Location; Capacity;

1. Cover sheet: The cover sheet shall list the name of the Consultant with names, email addresses and phone numbers of persons who may be contacted to answer questions. Also, the cover sheet shall state who prepared the submittal and how that person(s) can be reached.

2. Qualifications: The Consultant qualification information shall include:

   a. Professional resume stating qualifications to provide the services described herein. Include number of years in business, number of employees, location of office or offices, names of principals or employees who will complete the services. All proposed sub-consultants to be used for this contract must be listed and must provide the information addressed above.

   b. Experience as a design professional/engineer and construction administration on similar grant funded projects or other similar government programs or grant funded projects. Include project name, owner, location of project, budgeted cost and cost at completion, and design merits that responded to program and budget requirements.

   c. Experience with cost estimating and familiarity with the prevailing materials and labor markets in Vail.

   d. Work load

   e. References (three minimum) must be provided identifying each client, a contact person and the client's mailing address and telephone number for similar projects done by the personnel to be involved in these projects.

3. Approach: Describe project approach including deliverables, meetings, estimated milestone completion schedule and other project related information.

4. Fee: As required with a state funded project, compensation will be negotiated with the selected qualified consultant. Please DO NOT submit a fee proposal with the Statement of Qualifications.

5. Schedule: Provide a specific timetable for each step identified in the scope.
Submittal of Qualifications
Address all submittals (3 hard copies, 1 electronic pdf) to the attention of:
Greg Hall
Department of Public Works and Transportation
1309 Elkhorn Drive
Vail, CO  81657
Phone: (970) 479-2160
Fax: (970) 479-2166
Email: ghall@vailgov.com

The deadline for submittals is 2:00 pm March 9, 2020 (Respondents should be available for interview March 19, or 20, of 2020).

General Conditions
Limitations and Award
This RFQ does not commit the Town of Vail to award or contract, nor to pay any costs incurred, in the preparation and submission of proposals in anticipation of a contract. The Town of Vail reserves the right to reject all or any submittal received as a result of this request, to negotiate with all qualified sources, or to cancel all or part of the RFQ. After a priority listing of the final firms is established, the Town of Vail will negotiate a contract with the first priority firm. If negotiations cannot be successfully completed with the first priority firm, negotiations will be formally terminated and will be initiated with the second most qualified firm and, likewise, with the remaining firms.

Selection
Initial evaluation will be based upon the qualifications of the applicant. The Town of Vail reserves the right to not interview, and to make final consultant selection based upon the qualification statements.

Equal Employment Opportunity
The selected consultant team will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

Contract Phasing
Proposed tasks within this RFQ may be eliminated or expanded by the Town of Vail at any time due to the progression and sequencing of the scope of work.

Prohibition Against Employing Illegal Aliens
Pursuant to Section 8-17.5-101, C.R.S., et. seq., Contractor warrants, represents, acknowledges, and agrees that:

1. Contractor does not knowingly employ or contract with an illegal alien;
2. Contractor shall not enter into a contract with a subcontractor that fails to certify to Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien;
3. Contractor has verified or attempted to verify through participation in the basic pilot employment verification program created in Public Law 208, 104th Congress, as amended, and expanded in Public Law 156, 108th Congress, as amended, administered by the United States Department of Homeland Security (the “Basic Pilot Program”) that Contractor does not employ any illegal aliens. If Contractor is not accepted into the Basic Pilot Program prior to entering into this Agreement, Contractor shall forthwith apply to participate in the Basic Pilot Program and shall submit to the Town written verification of such application within five (5) days of the date of this Agreement. Contractor shall continue to
apply to participate in the Basic Pilot Program, and shall verify such application
to the Town in writing, every three (3) months until Contractor is accepted or this
Agreement is completed, whichever occurs first. This subparagraph 3 shall be
null and void if the Basic Pilot Program is discontinued;
4. Contractor shall not use the Basic Pilot Program procedures to undertake pre-
employment screening of job applicants while this Agreement is being
performed;
5. If Contractor obtains actual knowledge that a subcontractor performing work
under this Agreement knowingly employs or contracts with an illegal alien,
Contractor shall notify such subcontractor and the Town within three (3) days
that Contractor has actual knowledge that the subcontractor is employing or
contracting with an illegal alien, and shall terminate the subcontract with the
subcontractor if within three (3) days of receiving the notice required pursuant to
this subsection the subcontractor does not cease employing or contracting with
the illegal alien, except that Contractor shall not terminate the contract with the
subcontractor if during such three (3) days the subcontractor provides
information to establish that the subcontractor has not knowingly employed or
contracted with an illegal alien;
6. Contractor shall comply with any reasonable request by the Colorado Department
of Labor and Employment (the “Department”) made in the course of an
investigation that the Department undertakes or is undertaking pursuant to the
authority established in subsection 8-17.5-102 (5), C.R.S; and
7. If Contractor violates any provision of this Agreement pertaining to the duties
imposed by subsection 8-17.5-102, C.R.S. the Town may terminate this
Agreement and Contractor shall be liable for actual and consequential damages to
the Town arising out of said violation.

Insurance

A. The Contractor shall obtain and maintain in force for the term of this Agreement the
following insurance coverage’s. Certificates of insurance evidencing such coverages
shall be furnished to the Town at the time of signing this Agreement. Prior to
cancellation of, or material change in, any requisite policy, thirty (30) days written
notice shall be given to the Town through its risk manager. All automobile liability
and general liability policies shall include the Town and the Colorado Department of
Transportation as an additional named insured by policy endorsement.

1. Automobile Liability (including owned, non-owned, and hired) in an amount not
less than one million dollars ($1,000,000) per individual and not less than one
million dollars ($1,000,000) per occurrence.
2. Worker’s compensation and employer liability in accordance with the Worker’s
Compensation Act of the State of Colorado for employees doing work in
Colorado in accordance with this Agreement.
3. Commercial General Liability (including personal injury) in an amount not less
than five hundred thousand dollars ($500,000) per individual and not less than
one million dollars ($1,000,000) per occurrence.
4. Professional Liability in an amount not less than one million dollars ($1,000,000)
each occurrence and aggregate.

B. The consultant shall indemnify and hold harmless the Town, its officers, directors,
shareholders, members, partners, principals, agents, attorneys, employees, and
subsidiaries and the Colorado Department of Transportation against and from all
liability, claims, damages, demands and cost, including attorney fees of every kind
and nature and attributable to bodily injury, sickness, disease or death or to damage
or destruction of property resulting from or in any manner arising out of or in connection with the project and the performance of the work under this contract.

Attachments
- Scope of Work
- Consultant’s Certificate Regarding Employing or Contracting with Illegal Aliens
- Vicinity Map

Available Upon Request
- Public Works Shop Master Plan 2019
- Public works Phase I Design Drawings
PROSPECTIVE CONSULTANT'S CERTIFICATE REGARDING EMPLOYING OR CONTRACTING WITH ILLEGAL ALIENS

FROM:

_______________________________________________________________________
(Prospective Contractor)

TO:   Town of Vail
65 South Frontage Road
Vail, CO  81657

Project Name

________________________________________________________

Bid Number __________________________  Project No. BRO M306-007 (20095)

As a prospective Contractor for the above-identified bid, I (we) do hereby certify that, as of the date of this certification, I (we) do not knowingly employ or contract with an illegal alien who will perform work under the Agreement and that I (we) will confirm the employment eligibility of all employees who are newly hired for employment to perform work under the Agreement through participation in either the E-Verify Program administered by the United States Department of Homeland Security and Social Security Administration or the Department Program administered by the Colorado Department of Labor and Employment.

Executed this ___________ day of ______________________, 2015.

Prospective Contractor ________________________________

By:  __________________________________________

Its:   __________________________________________

Title

(Insert the Individual, Corporate or Partnership Certificate as appropriate)
Proposed Scope of Work

Phase I- Conceptual Designs
The design will be performed according to generally accepted professional practices and the level of competency presently maintained by other practicing professional firms in the same or similar type of work in the applicable community. The work and services to be performed by design professional shall be done in compliance with applicable laws, ordinances, rules and regulations.

All meetings, communications and coordination necessary among the design team, client and construction team are included at each phase of delivery of services to provide efficient and client inclusive services.

The design drawings, specifications, and cost estimates will be prepared according to accepted professional practices. Construction documents will be prepared on sheets to allow half reduction to 11”x17” sheets.

a) Scoping Meeting
Meeting – attend a pre-design meeting to discuss all project disciplines and the approach for each. The meeting will also reinforce budgets as well as milestones for design and construction. Develop the meeting agenda, facilitate the meeting, document minutes and distribute to the team.

Site Walkthrough – visit the site to observe and document constraints and opportunities to be considered during the design. This will be held immediately after the Project Kick-off Meeting.

b) Information Gathering
Obtain Existing Information – obtain all existing utility, building, drainage, property ownership, geological hazard and geotechnical, wildlife and pertinent master planning information from the Town of Vail.

Topographic Survey – Review the town topographic survey for the site, request any additional topographic information needed. A utility location service will mark the location of all underground utilities. Potholing will be performed for critical utilities.

• Establish Horizontal & Vertical Control: Horizontal and vertical coordinates and datum will be established consistent with the Town of Vail coordinate system and datum. A horizontal control network will be established using existing HARN or other State Plane control monuments.
• Utility Locating & Mapping: coordinate surface locates of all underground utilities and pothole each utility as necessary
• Collect & Compile Field Data: A digital terrain model (DTM) will be developed from the field data from which one-foot contours will be created. The one-foot contour mapping will meet or exceed accepted accuracy requirements.
• Prepare Design Base Map: An AutoCAD file containing all visible planimetric features and underground features provided by others within the project boundary will be developed.
• Survey Control Plan: prepare a Survey Control Plan as required.
Environmental – Review wildlife and geological hazard constraints CDOT will perform the historical, paleontology and threatened/endangered species clearances

Geotechnical Engineering – Review existing geotechnical borings in regard to solar and foundation design. Request additional information as needed.

Drainage Report–review existing drainage report and provide modifications as needed.

Solar feasibility Report-review existing solar feasibility study

Master Plan Review-Review and confirm or modify design assumptions, and master plan program and estimates as previously presented to the various boards. Determine and understand the necessary town goals and needs, and establish criteria for design program elements.

Public Works Phase I coordination-Review and confirm the feasibility of proposed master plan and adjacent site plan improvements.

Project Budget Review-Assist team in verifying an overall project budget for the project based on initial project programming and feasibility analysis. The project budget should include all costs both hard and soft that the owner will expend over the duration of project.

Land Use and Entitlement- Review and make any recommended land use/zoning requirements that may be needed to implement the project.

Building Code Review pertinent adopted Building Codes and Fire Codes and Town Amendments

Photo Log- Provide Photo-Log to further document the existing conditions of the Subject Program Areas for use by Design team and town during development of Design Documents.

d) Conceptual Design Parameters

Electrical Load-review current and proposed electrical loads, prepare design parameters for both peak and off-peak consumption options as well as solar production capabilities, battery storage options and back up power options for both the current, first phase and maximum future expanded uses. Coordinate with Town Shop consultants on best approach to meet the project needs.

Utilities – Coordinate Holy Cross Energy utility feed options and system upgrades. Coordinate relocation requirements of all the individual utility companies as well as town of Vail fiber connections. Prepare any utility relocation agreements and specifications.

Solar Design – Provide creative context sensitive conceptual design alternatives for the solar options within the context of the agreed upon sketch plan program and budget. Provide a solar layout.
Landscape Design – Provide a fencing/revegetation design. Disturbed terrain is anticipated to be reseeded with a native grass seed.

Phase II- Schematic Designs
1. Refine concept alternative(s) to those that appear most feasible.
2. Provide a minimum of two (2) developed schematic designs for the bus barn electrical system upgrades and site enhancements for client review and comment for the Scopes of Work noted above. These shall include all the necessary related improvements. Provide:
   a. Site plans of backup power generation, utility routing and solar generation.
   b. Architectural plan, building footprints, Floor and Roof Plans, Exterior Elevations, Building Longitudinal and Cross-Sections with proposed Exterior Materials along with demolition plans as appropriate Architectural plans and elevations
   c. Utility Plans
   d. Transit, traffic, pedestrian, circulation plans;
3. Analyze the developed schematic alternative solutions.
   a. Provide pros and cons, site impacts, number of anticipated uses that can fit on the site
   b. Provide an operations analysis, including; Solar generation options, battery storage options, electrical service routing option, electrical room and back up power options, and charger circuitry routing options.
   c. Coordinate with the Public works Phase I architect and public works and transit operation staff on understanding additional improvements required to complete the plan.
   d. Assist the estimators as needed with the preliminary cost estimates for each alternative.
   e. Provide implementation phasing plans for each alternative.
5. Assess any environmental impacts of each in context of planning and environmental review criteria.
6. Conduct Pre-Design Meetings with Building Official, Town Planner and Fire Marshall regarding Building Code and Zoning parameters and requirements. Provide follow up reporting to client from the Pre-Design Meetings.
7. Assess compatibility with the surrounding neighborhood and any anticipated future needs at the Public Works or offsite (Vail transportation Center) as identified by the town in the phase I work scope.
8. Provide support during the pricing process and evaluate value-engineering proposals in concert with client and consultants.
9. Make adjustments to the Schematic Design Documents based on accepted V-E items as well as any other client direction.
10. Rank alternatives per criteria established by the Town in Phase I.
11. Revise the Schematic Design Documents into a single cohesive solution from which to proceed to Design Development Documents.

**Phase III- Preferred Alternative Design Development including entitlement**

1. Develop preferred alternative from Phase II, to the Design Development level. The plans must comply with planning and zoning regulations, and applicable codes. The plans shall include all the necessary related improvements. Provide:
   a. Site and landscape plans with the necessary details regarding drainage, solar layout landscaping/fencing building layout in a detail necessary to meet the submittal requirements of the Town boards and approving agencies if necessary
   b. Utilities The project is required to comply with CRS 9-.5-101 through 108 regarding subsurface utility engineering (SUE). All work will comply with the above statues. If the project meets the four criteria listed within the aforementioned Colorado Revised Statute, a SUE investigation will be required. Quality Level B is anticipated.
   c. Architectural plans that include all floor plans and elevations, fully dimensioned.
      i. Preliminary Title Sheet including Building and Zoning Code Summaries, Project Requirements and General Project Notations
      ii. New Floor, Reflected Ceiling and Roof Plans, Exterior Elevations, Cross & Longitudinal Sections, Enlarged Plans and Interior Elevations for the new Building
      iii. Demolition Floor and Roof Plans and Exterior Elevations for existing bus Bays
      iv. Provide Architectural Plans for Solar generation along with various Cross-Sections and 3-D modeling of materials for client review and direction. Coordinate the balance of the Solar Generation Work Product among other Consultants and the General Contractor along with the solar design build Contractor.
      v. Update the 3-D exterior modeling of the subject structures depicting the design Materials, forms and colors for Client review and for submittal to the Town Design Review Board.
      vi. Wall and Floor/Ceiling Assemblies, Exit Plans, ADA compliance and Building & Zoning Code Summaries
      vii. Interior Elevations, Electric Room and strategic Interior Design features
      viii. Enlarged Electrical Room and Back Up Power Generation Plan and Interior Elevations depicting finishes, hardware, etc.
      ix. Preliminary Door, Window & Hardware Schedules
      x. Preliminary Schedule of Interior Floor, Ceiling and Wall Finishes
      xi. Preliminary Project Specifications Manual
   d. Provide documents related to architectural, structural, mechanical, plumbing, electrical, details regarding materials, and architectural character for Design Review Board approval.
   e. Utility Plans
   f. Transit, Traffic, pedestrian circulation plans
2. Prepare Applications and submittal requirements on behalf of client for use in obtaining Public Entitlements from the Vail Planning Staff, Design Review Board, Planning & Environmental Commission and Town Council, as may be needed. Assist client in processing each of these Applications with the various entities for approval.

3. Obtain approval and continued buy-in of the preferred alternative from the Town, Town staff, Town boards, Town Council, and neighborhood.

4. Assist as needed the estimator in providing detailed cost estimates of all the various components of the project to determine the overall project and any cost adjustments as necessary to remain on budget.

5. Make adjustments to the Design Development Documents based on accepted V-E items as well as other client direction.

6. Revise Design drawings based on VE. Assist as needed the estimator in providing detailed cost estimates of all the various components of the project to determine the overall project and any cost adjustments as necessary to remain on budget.

7. Assist the preconstruction services consultant in providing a constructability review and phasing plan of the design.

8. Assist the town staff and consultants in providing a detailed analysis of next steps, process & coordination steps to reach project completion of the approved design.

Phase IV-Final Design and Construction Documents

1. Complete final design drawings for review and approval of owner. A Final Office Review (FOR) by CDOT, the design team and owner. Document the results of the review. Plan a minimum of two weeks lead time prior to FOR.

2. Obtain approval and continued buy-in of the preferred alternative from the Town, Town staff, Town boards, Town Council, and neighborhood.

3. Prepare a comprehensive set of final construction documents (plans to include all the necessary plans, details, specifications, Contract and general /supplemental conditions). This phase includes the necessary permit applications, response to plan check comments and ultimately approval from the Town of Vail permitting agencies.

4. Make any adjustments to the construction Documents based on accepted V-E items as well as other client direction.

1. 100% Design Review – Submit design and attend a design review meeting in Town of Vail.
   a. Revise the Design Development Documents from which to proceed to Construction Documents.


**Phase V-Bid and Award**
1. Provide a bid set package, based on the construction documents and specifications.
3. Prepare addenda as necessary and answer questions regarding bid set as needed.
4. Prepare bid tabulation to assist in the recommended bid award.

**Phase IV-Construction Services** - Provide construction services to the Town as needed.
This shall include at a minimum:
1. **Contract Administration**: Provide the following services:
   a. Assist and support the contractor during Pre-Construction Services and attend pre-construction meeting.
   b. Attend weekly OAC meetings with client, consultants and contractor, walk thru inspections as part of the weekly meetings.
   c. Additional site visits and reporting if necessary, as may be requested by client. Review required submittals provided by the contractor.
   d. Provide details for concealed conditions during construction.
   e. Respond to RFIs, CCDs, before and during construction.
   f. Review all change orders and certify change orders.
   g. Review contractors Application for Payment for general project compliance and completeness and certify pay applications.

2. **Project Close Out**
   a. Provide punch list and project close out at the end of the project. This will include coordinating Project Close-Out and turnover to client.
   b. Contractor shall provide List of key project contacts for warranty and post-close inquiries.
   c. Certificate of Occupancy.
   d. As-Builts provided by General Contractor and reviewed by Design Team.
   e. Cut Sheets for any Equipment or Special Installations.
   f. Equipment Cut Sheets.
   g. Warranty Letter stating date of Substantial Completion and Terms and Conditions of Warranties.
   h. O&M Manuals or Binder with O&M Index in a single .pdf. These documents shall be reviewed by the Design team and Consultants for their respective disciplines prior to Owner acceptance.