

Request for Qualifications and Quotes
Proposals Due: September 28, 2018



INTRODUCTION & BACKGROUND

The Town of Mountain Village and the Town of Mountain Village Housing Authority, Colorado is seeking qualifications and quotes from firms or teams of professionals to conceptually design, engineer and estimate construction costs for a two building Phase IV expansion of the Village Court Apartments located at 415 Mountain Village Blvd and to be located on lot 1001R. The schematic design and preliminary costs estimating will advance to full design and construction of the project. Final conceptual drawings, engineering analysis and construction estimates to be completed by December 15, 2018. The plan will include the following elements:

1. Understand the existing conditions based upon town provided documentation listed below, and any other document necessary to perform the task.
2. Provide schematic designs and programmatic outline of space planning and allocations based upon the town's Community Development Code (CDC) regulations and general understanding of multi-family unit building codes.
3. Engineering analysis of conditions that informs foundation design and understanding known site constraints for the purposes of construction cost estimating and building massing.
4. ROM (rough order of magnitude) construction cost estimate based upon quantity take offs of schematic design. ROM estimate comprised of CSI format, multiple line items per division. Also includes a comprehensive statement of assumptions and qualifications to the estimate.
5. A design charrette with town staff/committee expected to be four hours in duration. Four additional meetings are expected to discuss programmatic and technical details, each approximately 2 hours in duration.
6. A proposal of services per the RFQ final scope and cost estimate to be provided and negotiated upon selection.

The Town will provide the awarded firm the following information in order to complete the task:

- 2018 Village Court Apartments Housing Needs Assessment Data
- Existing Conditions survey with utilities and topography
- 2018 Soils Analysis Engineering Report prepared by Trautner Geotech, LLC dated May 3, 2018
- Building Footprint area study
- Any other necessary document on file e.g. existing VCA building plan sets

With the following understandings:

- TMV would like to commission a team to develop a program for the construction of 2 structures that are to contain a total of 40 units with 1 and $\frac{3}{4}$ both and approximately 35,000 GSF with a conservative estimate of three levels, and otherwise meeting CDC height requirements per the underlying zoning of multi-family. The product is to be consistent with existing facilities incorporating today's building technologies and systems as it relates to building code requirements. The project team is challenged to advance a design that is efficient, cost economical, meeting or exceeding minimal building standards, and harmonious with the community. A successful firm with the first phase of this project can set themselves up for success for bidding on the subsequent phases of the project.
- Apartment Rental units owned by the Town of Mountain Village Housing Authority
- Include laundry facilities locations and sizes TBD with design charrette.
- Constructed for the purpose of serving a middle-management rental demographic, as budget allows to include mid-grade finishes.

- Parking requirement already met of one space per unit.
- After successful completion of this schematic and cost estimating phase, the town would move into design documents, town approval processes then construction documents with an anticipated construction timeline either the fall of 2019 or spring of 2020.
- The buildings will be served with natural gas. Utilities are not anticipated to be included in the rent structure.

STATEMENTS OF QUALIFICATIONS AND QUOTE

Interested and qualified firms or consultant teams are invited to submit a Statement of Qualifications and Quote for this project. Qualifications and Quotes shall be submitted with an original pdf labeled "Village Court Apartment Expansion Project" to the town contact specified below. The selection of firms to receive the award will be based on the information provided in the Statement. The Statements should be organized with the following sections:

1. Executive Summary
2. General Experience Statement: This statement should emphasize the firm's experience in designing, cost estimating and constructing deed restricted, rental housing.
3. Project References: References should include contact name, address, phone number and email address and provide evidence of similar work.
4. Project Team: Provide resumes for personnel that will be assigned to the project, verification that they will be available to complete the project, and partnership relationships if teamed with other firms.
5. General Information: This section can be used to provide alternatives or additional information the firm feels would be beneficial for the town to use during the review process.
6. Fee for Services to complete the task.

SELECTION PROCESS

A selection committee will evaluate the qualifications of the responding firms. The town may elect to utilize the services of an outside consultant(s) to assist in the evaluation. In evaluating the responding firms, the town will use a criteria evaluation process. All statements will be evaluated using the same criteria and weighting.

Selection criteria will include:

1. Quality of previous experience with similar projects
2. Quality of experience and expertise in collaborative processes
3. Appropriateness of organization and key personnel
4. Quality of references
5. Experience in working with similar projects and/or experience working regionally.
6. Cost Estimate to complete the scope of work

The committee will base the final selection and ranking upon the evaluation of the proposal. The committee will reserve the right to request a more comprehensive proposal from the top two finalists as needed. The committee will begin to negotiate an agreement for the project with the top ranked firm. If an agreement cannot be reached with the top ranked firm, the committee may elect to negotiate with the next highest ranked firm(s).

TOWN CONTACT

Please address questions to Michelle Haynes, Planning and Development Services Director mhaynes@mtnvillage.org. The statements must be submitted no later than 4:30pm, Friday, September 28, 2018

Michelle Haynes
Planning and Development Services Director

Town of Mountain Village
455 Mountain Village Blvd, Suite A
Mountain Village, CO 81435
PHONE: 970-239-4061
mhaynes@mtnvillage.org

Timeline:

- Optional Site walk and meeting on September 18, 2018 meet at Town Hall, 455 Mountain Village Blvd, Suite A. at 10:00 a.m.
- Statement of Qualifications due on September 28, 2018
- Town Selection on October 2, 2018
- Contract Negotiations and contract executed by October 5, 2018
- Deliverables due to the town by December 15, 2018

Deliverables:

1. Provide schematic designs and programmatic outline of space planning and allocations based upon the town's Community Development Code (CDC) regulations and general understanding of multi-family unit building codes.
2. Engineering analysis of conditions that informs foundation design and understanding known site constraints for the purposes of construction cost estimating and building massing – to be integrated into the ROM construction cost estimating.
3. ROM (rough order of magnitude) construction cost estimate based upon quantity take offs of schematic design. ROM estimate comprised of CSI format including multiple line items per division. Also includes a comprehensive statement of assumptions and qualifications to the estimate.
4. A design charrette with town staff/committee
 1. The Design Charrette will include discussions of community expectations, the pros and cons of a backup generator, exterior materials and interior finishes, smart building design, adequate size and location of laundry facilities among other topics.