

**Town of Dolores  
420 Central Ave.  
Dolores, CO 81323**

**REQUEST FOR QUALIFICATIONS/PROPOSAL (RFP)  
Flanders Park Restroom  
For the Town of Dolores, Colorado**

**Date: August 23, 2021**

### **1.0 OBJECTIVE**

The Town of Dolores (TOD) is seeking a qualified Architect to develop preliminary design plans for a new restroom in Flanders Park. Flanders Park is the TODs downtown park and is located between 4<sup>th</sup> and 5<sup>th</sup> Streets and Highway 145 and Central Avenue. Town Hall is also located in Flanders. The town intends to apply to CDOT for a grant program aimed at revitalizing downtown with a multi-modal component. The TOD has become well known for mountain biking and the town believes this would be good fit for this particular grant program.

### **2.0 SOLICITATION SCHEDULE**

<b>August 23, 2021</b>	<b>RFP Available</b>
<b>September 7, 2021</b>	<b>RFP Submittal Responses Due</b>
<b>September 14, 2021</b>	<b>Candidates Notified of Award</b>

**Questions regarding the RFP requirements must be received by Ken Charles, Town Manager, electronically at [manager@townofdolores.com](mailto:manager@townofdolores.com) by 3:00 PM MT on September 3, 2021. Or call 970 882 7720**

### **3.0 PROJECT INFORMATION**

Town of Dolores is soliciting bids from qualified Architects to provide preliminary design and cost estimates for a restroom in Flanders Park. If grant funding is provided, the selected architect would develop final design and bid documents and be involved in construction management.

The selected architect will work with the TOD team to design the park restroom. At this time no dimensions or fixtures are dictated, only that there will be a men's and women's restroom and the structure must be ADA compliant.

Because of the turn around time restrictions with the CDOT grant program which essentially is a first come, first serve system, the TOD is requiring that a completed preliminary design be developed in 90-120 days.

#### 4.0 PROPOSAL AND SELECTION PROCESS

Interested applicants shall follow the instructions provided in this RFP to be considered. The proposal and selection process will progress as follows:

##### Qualifications Submittal/Proposal

- Interested Architects shall review this document and provide a notification of intent to submit by the required date. Please provide a single point of contact and email address for all correspondence.
- All Architect requests for clarifications will be responded to via addenda.
- Architects shall submit all required submittal items by the stated deadline.

##### Acceptance and Rejection by TOD

- TOD shall enter negotiations of contract terms with the apparent winner. If the subsequent negotiations with the apparent winner are unsuccessful, TOD reserves the right to negotiate with other Architects.
- Upon successful negotiation, the Architect will be responsible for submitting a final draft agreement to be used for this project. TOD's legal council will review the agreement and negotiate final terms prior to commencement of work.

TOD reserves the right to:

- Issue additional addenda to this RFP
- Reject any and all submittals at any time, including without limitation the right to reject any or all nonconforming, non-responsive, unbalanced, or otherwise incomplete bids.
- Waive any irregularities, informalities, or omissions in submittals at any time;
- Re-advertise when it is in the best interest of TOD;
- Terminate, suspend, or modify the solicitation process or any contract negotiations entered pursuant to the process at any time.

Completed proposals will be due on Tuesday, September 7, 2021. An electronic submission of all information requested shall be submitted to Town of Dolores. Late responses will not be considered.

## 5.0 SUBMITTAL REQUIREMENTS

**By the stated RFP Submittal deadline, deliver Sections 1-6 of the submittal (defined below) as follows:**

**1 electronic copy via email, plus...**  
**3 original print copies to:**  
**Ken Charles, TOD Manager**  
**420 Central Ave., Dolores, CO 81323**  
**([manager@townofdolores.com](mailto:manager@townofdolores.com))**

Organize your RFP response using the following outline. Please separate each section using the appropriate section labels. Submittal responses are to be limited to no more than 10 pages. Organization and brevity will be appreciated.

### **SECTION 1 – EXPERIENCE AND QUALIFICATIONS**

Firms are requested to provide the following information to TOD in response to this RFQ.

- Address and phone number of home and any branch offices.
- Contact person, direct phone and email address.
- Insurance coverage/limits currently in force, policy renewal dates, and agent name and telephone number. Provide a sample certificate of insurance showing the firm's current insurance limits.
- Identify the individual who will be the main point of contact and the team responsible for providing services for the duration of the project.
- Provide resumes for all team members (including key consultants) to include experience, credentials/certifications, background and responsibilities.

### **SECTION 2 – PROJECT APPROACH**

Firm shall provide a narrative describing their project approach in terms of how the Scope of Work (outlined below) will be achieved.

### **SECTION 3 – SCHEDULE / CAPACITY**

Provide a schedule, including milestones, from the notice to proceed date through completion of preliminary design.

## **SECTION 4 - SCOPE OF WORK AND PROPOSAL**

### **SCOPE OF WORK**

Flanders Park Restroom Facility Design Proposal

Proposal to list costs and approach for

1. conceptual / preliminary plan
2. design development / cost estimation / final with bid documents
3. construction documentation (to include engineering)
4. construction management

Flanders Park Restroom Facility Design Program:

Work with town and Master Plan designer to identify best location in Flanders Park. The general area will be limited to the west half of Flanders Park due to the availability of existing plumbing infrastructure.

Bathroom stalls -minimum one room / stall each for men and women I would think that two toilets for each and a urinal in the men's restroom.

Baby changing stations in both men's/women's restroom

Heated

Lighted

Durable fixtures – Handsfree

Air hand dryers

Building should be recognized as a “gathering place” which may include elements like a public outdoor bulletin board, outdoor sheltered space.

A couple of options of materials.

The grant that we expect will cover 75% of the costs related to downtown redevelopment and multimodal transportation, so a bike repair stand will be added to the location.

Building should be visually sensitive to other important pieces of architecture around Flanders Park, and attractive for users.