

**NOTICE
REQUEST FOR PROPOSALS
FOR MILLER RANCH PUD AMENDMENT**

Eagle, Colorado

December 20, 2018

Eagle County is soliciting proposals for the services of a professional planner to prepare and process an amendment of the Miller Ranch PUD to accommodate the construction and operation of a shared multi-use facility. This Request for Proposals (“RFP”) will be non-exclusive. Eagle County reserves the right to purchase supplies or services from or contract with other professionals or contractors.

Proposals must be submitted via email to adam.palmer@eaglecounty.us by 5 pm, Monday, January 14, 2019. Any proposal received after this time will not be considered.

The complete RFP document is available at www.eaglecounty.us/rfp/.



REQUEST FOR PROPOSALS INSTRUCTIONS TO PROPOSERS

1. Eagle County will be receiving proposals via email to adam.palmer@eaglecounty.us no later than 5:00 p.m., Monday, January 14, 2019. Any proposals received after that time will not be considered.
2. Any question, interpretation or clarification regarding this Request for Proposals (RFP) is required seven (7) calendar days prior to the submittal deadline. Responses, if any, will be issued by addenda posted to www.eaglecounty.us/rfp/. All questions regarding this proposal must be emailed to adam.palmer@eaglecounty.us. No additional questions will be accepted after the date and time referenced above unless good cause is shown as determined by Eagle County in its sole discretion. Oral interpretations shall be of no force and effect.
3. Eagle County reserves the right, in its sole discretion, to reject any and all proposals submitted in response to this RFP, to waive or not waive informalities or irregularities in proposals received or RFP procedures. Eagle County also reserves the right to re-advertise, or to otherwise provide the services or work as determined by Eagle County to be in its best interest, and to accept any portion of the proposal deemed to be in the best interests of Eagle County to do so, or further negotiate cost, terms or conditions of any proposal determined by Eagle County to be in its best interests.
4. Eagle County may, at its sole discretion, modify or amend any and all provisions herein. If it becomes necessary to revise any part of the RFP, addenda will be provided through posting at <http://www.eaglecounty.us/rfp/>. Eagle County reserves the right to extend the RFP submittal date or to postpone the award of an agreement.
5. All proposals will be reviewed by a selection committee and any other review as determined to be necessary by Eagle County. Respondents may be asked to supplement their initial proposals with additional written material. Eagle County may short-list respondents based upon an evaluation of the written submittals. Eagle County may arrange for in-person interviews with the short-listed respondents for a detailed presentation.
6. The selected proposal will be the one considered the most advantageous and will be evaluated for responsiveness to the project, qualifications, similar experience working in Eagle County or similar Colorado mountain region, ability to perform work in a timely manner and any other factors County may identify and consider in its sole discretion. Eagle County may award a contract even if not the lowest priced proposal.
7. Respondents are encouraged to clearly identify any proprietary or confidential data or information submitted with the proposal. Regardless of whether or not so marked, Eagle County will endeavor to keep that information confidential, separate and apart from the proposal. Notwithstanding the foregoing, respondent acknowledges that Eagle County may be required to release the information in accordance with the Colorado Open Records Act or order of the court.

8. Eagle County will not pay for any information requested herein, nor is it liable for any costs incurred by the respondent in connection with its response to this RFP.
9. No work shall commence nor shall any invoices be paid until the successful respondent has entered into a fully executed agreement with Eagle County and provides the requested proof of insurance.
10. As of August 7, 2006, state and local government agencies are prohibited from purchasing services from any contractor that knowingly employs illegal immigrants to help carry out publicly funded work. Pursuant to the provisions of Colorado Revised Statutes, 8-17.5-101, contractors must certify that they are using the E-Verify Program or Department Program to verify the employment eligibility of new employees. If a contractor awarded contract violates the provisions of Colorado Revised Statutes 8-17.5-101(2), the state or local government agency may terminate the contract and the contractor will be liable for damages to such agency.
11. No oral or telephone proposals will be accepted. Only electronic proposals emailed to adam.palmer@eaglecounty.us will be accepted. Proposers will be notified of receipt of proposal. Proposals received after the closing time specified will not be considered. Responsibility for timely submittal of a proposal lies solely with the respondent.
12. Respondent(s) who submit a proposal are responsible for becoming fully informed regarding all circumstances, information, laws and any other matters that might, in any way, affect the respondent's role and responsibilities. Any failure to become fully knowledgeable shall be at the respondent's sole risk. Eagle County assumes no responsibility for any interpretations made by respondents on the basis of information provided in this RFP or through any other source.
13. Eagle County reserves the right to award an agreement to the respondent that demonstrates the best ability to fulfill the requirements of the project based upon our evaluation of the selection criteria.
14. This RFP is not intended to completely define the contractual relationship to be entered into with the successful respondent(s).
15. Upon identification by Eagle County of the successful respondent, Eagle County will give the successful respondent the first right to negotiate an agreement acceptable to Eagle County. In the event that an agreement satisfactory to Eagle County cannot be reached, Eagle County may enter into negotiations with one or more of the remaining respondents. Eagle County may choose to discard all proposals and re-issue another RFP.
16. The successful respondent will perform all of the work or services indicated in the proposal in compliance with the negotiated agreement.
17. All respondents must include a fully executed Proposal Form with their proposal.

18. The successful respondent(s) will be required to provide insurance and indemnify Eagle County as part of any agreement that may be awarded.
19. Contractor will be required to provide and maintain, at Contractor's sole cost and expense, the following insurance coverage with limits of liability not less than those stated below:
 - a) Types of Insurance.
 - i) Workers' Compensation as required by law.
 - ii) Auto coverage with limits of liability not less than \$1,000,000 each accident combined bodily injury and property damage liability insurance, including coverage for owned, hired, and non-owned vehicles.
 - iii) Commercial General Liability coverage to include premises and operations, personal/advertising injury, products/completed operations, broad form property damage with limits of liability not less than \$1,000,000 per occurrence and \$2,000,000 aggregate limits.
 - iv) Professional liability insurance with prior acts coverage for all Services required hereunder, in a form and with an insurer or insurers satisfactory to County, with limits of liability of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate. In the event the professional liability insurance is on a claims-made basis, Consultant warrants that any retroactive date under the policy shall precede the effective date of this Agreement. Continuous coverage will be maintained during any applicable statute of limitations for the Services and Project.
 - v) The automobile and commercial general liability coverage shall be endorsed to include Eagle County, its associated or affiliated entities, its successors and assigns, elected officials, employees, agents and volunteers as additional insureds.
 - vi) Contractor's insurance coverage shall be primary and non-contributory with respect to all other available sources. Contractor's policy shall contain a waiver of subrogation against Eagle County. Consultant's certificates of insurance shall include sub-consultants as additional insureds under its policies or Consultant shall furnish to County separate certificates and endorsements for each sub-consultant. All coverage(s) for sub-consultants shall be subject to the same minimum requirements identified above. Consultant and sub-consultants, if any, shall maintain the foregoing coverage in effect until the Services are completed. In addition, all such policies shall be kept in force by Consultant and its sub-consultants until the applicable statute of limitations for the Project and the Services has expired.
 - vii) All policies must contain an endorsement affording unqualified thirty (30) days' notice of cancellation to County in the event of cancellation of coverage.

- b) Indemnification. To the fullest extent permitted by law, Contractor shall indemnify and hold harmless County, and its officials, agents and employees, from and against all claims, damages, liabilities, losses, and expenses including, but not limited to, attorney's fees and costs arising out of, or resulting from, the performance or non-performance of the Work, and including, but not limited to, claims, damages, liabilities, losses, or expenses attributable to bodily injury, sickness, disease, or death, or injury to or destruction of tangible property including the loss of use resulting therefrom or is caused, in whole or in part, by any negligent act or omission of Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Nothing in the contract shall be interpreted that the County waives its sovereign immunity granted under Colorado Governmental Immunity Act or other applicable law.

**REQUEST FOR PROPOSAL
PROPOSAL FORM
THIS PROPOSAL FORM MUST BE SUBMITTED WITH YOUR PROPOSAL**

TO: Eagle County Government
500 Broadway
Post Office Box 850
Eagle, CO 81631

Re: RFP for Amendment of Miller Ranch PUD

The undersigned, having examined the Instructions to Proposers and any and all documents related to the above referenced RFP:

- (a) Agree to comply with all conditions, requirements, and instructions of the Request for Proposal as stated or implied therein;
- (b) Acknowledges the right of Eagle County, Colorado in its sole discretion to reject any or all proposals submitted, and that an award may be made to a proposer even though not the lowest cost;
- (c) Acknowledges and agrees that the discretion of Eagle County, Colorado in selection of the successful proposers shall be final, not subject to review or attack; and
- (d) Acknowledges that this proposal is made with full knowledge of the foregoing and full agreement thereto.

By submission of this proposal, and signature below, the respondent acknowledges that he has the authority to sign this Proposal Form and bind the company named below. The proposer further acknowledges that Eagle County, Colorado has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information contained in the proposal and related documents, and authorizes release to Eagle County of any and all information sought in such inquiry or investigation.

Company Name: _____

Title of Proposer: _____

Signature of Proposer: _____

REQUEST FOR PROPOSALS

Amendment of Berry Creek / Miller Ranch PUD Edwards, Colorado

Purpose:

This Request for Proposals is seeking the services of a professional planner to prepare and process an amendment of the Berry Creek / Miller Ranch Planned Unit Development to accommodate construction and operation of a multi-use facility in Edwards, Colorado (the “Edwards Shared Use Facility”).

Background Summary:

Eagle County Government has significant office space challenges in the near future, and there is a need for a Family Resource Center to support services for lower income community members. Also, our aging community is anticipated to increase exponentially in the upcoming years and expanded services will be necessary to adequately support older community members in Eagle County. The Clerk and Recorder also has inadequate space in Avon and serves a large number of customers in this space. Consequently, Eagle County, along with community partner stakeholders, desires to provide a high-quality centrally-located facility to increase capacity for integrated primary care (physical, dental, behavioral health), improve primary care for workforce, remove barriers to access for mental health services- provide same-day access for routine visit (depression, anxiety), provide services to our growing uninsured population. Currently Mountain Family Health Center (MFHC) serves approximately 3500 of population under 185% AMI in current facility.

In order to provide these necessary community services, Eagle County is proposing development and construction of the Edwards Shared Use facility in Miller Ranch to serve our local population. In order to move the project forward, an amendment to the current Berry Creek / Miller Ranch PUD Guide is required to clarify allowed uses in Tract C and to support uses proposed for the Edwards Shared Use Facility.

Project Description:

The project consists of two primary phases as described below:

1. PUD Amendment. The amendment(s) to the PUD as it pertains to the proposed structure and uses for the Edwards Shared Use Facility will require the pre-application meetings with Berry Creek Metro District, Edwards Metro District, Eagle County staff; and host and/or attend community stakeholder meetings to discuss the proposal and receive

preliminary feedback on the proposal, prepare and submit the PUD Amendment application, receive and respond to sufficiency and referral comments as necessary; schedule and present the application to the Eagle County Planning Commission, and Board of County Commissioners accordingly.

2. Concurrent with the PUD Amendment above, pursuant to Section B.2 of the existing Berry Creek / Miller Ranch PUD Guide attached hereto, the successful respondent will facilitate and coordinate the review of a site specific development plan, which includes architectural design review considerations with the Design Review Committee pursuant to Section E. Design Guidelines of the existing PUD Guide; presentation and review by the Eagle County Planning Commission; and review by the Board of County Commissioners who will ultimately approve or deny the site-specific development plan accordingly.

Project Timeline:

RFP Close: January 14, 2019

Respondent selection: January 18, 2019

Agreement completion: January 24, 2019

Preliminary Eagle County and community stakeholder meetings: January - April 2019

PUD Amendment application submittal to Eagle County: April 2019

Referral to stakeholder entities and organizations for comments on PUD Amendment proposal: May-June 2019

Schedule Eagle County Planning Commission hearing, 15-day public notification: June-July 2019

Discuss comments and recommendations from Eagle County Planning Commission, incorporate revisions to proposal as necessary: July 2019

Schedule Board of County Commissioner hearing, 15-day public notification: July-August 2019

Record Board of County Commissioner resolution adopting PUD Amendment: September 2019

Site Specific Development Plan Review

Develop architectural renderings, elevations, materials, and site plan: January - March 2019

Submit Site Specific Development Plan (SSDP) to Design Review Committee: March 2019

Incorporate recommendations / amendments to revised SSDP: April - May 2019

Submit revised SSDP to Eagle County for Eagle County Planning Commission review:
June-July 2019

Schedule Eagle County Planning Commission hearing, 15-day public notification: July - August 2019

Discuss comments and recommendations from Eagle County Planning Commission, incorporate revisions to SSDP as necessary: March-April 2020

Schedule Board of County Commissioner hearing, 15-day public notification: April 2020

Record Board of County Commissioner resolution adopting PUD Amendment: May 2020

Applicable Standards and Specifications:

Successful respondent must demonstrate proficiency and relevant experience in land use planning, facilitating land use applications through public sector consideration and vesting, coordinating meetings and associated presentations and supporting documents, site plans, and participation in architectural design (to be provided by other design professional selected by County). AICP certification and relevant experience is preferred.

Required Information:

Respondents should prepare a proposal for the County which addresses their approach to the scope of work, a timeline for completion, and the deliverables that would be received by the County. A detailed budget of costs associated with each of the items in the scope of work must accompany the proposal.

Respondents must include the following information in their submittal. Please limit the written response to concise relevant information. Relevant backup material can be attached but voluminous or elaborate proposals are discouraged.

1. Proposal Form must be signed and submitted with response.
2. Please include the name, address, phone number and email of the company or firm, and primary contact person on the cover page of the proposal.
3. Include the name(s) and qualifications of the individuals that will perform the work. Attached resumes are acceptable in addition to a summary in the written proposal. Sub-contractors that may be utilized for other professional services must be included.
4. Include a list of similar or related projects completed. Include reference names, their phone numbers and the year that the work was performed.

5. Include any relevant work experience performed in Eagle County.
6. Cost to provide the scope of work which includes completion of a PUD Amendment and Site Specific Develop Plan review.
7. Statement of Availability to perform the requested services within the timeline described by the applicant.
8. Are there any lawsuits, federal, state or local tax liens, or any potential claims or liabilities against you, your company or the officers of the company at this time or within the last three years? If so, please explain.

I. SELECTION CRITERIA

Respondents should address each of the evaluation criteria listed below and provide up to 5 specific examples of projects they have undertaken that demonstrate their qualifications:

A. General Approach to the Project: Provide a narrative or other form to explain you intended approach to the overall project.

B. Experience: Each firm will be evaluated based on its overall experience providing professional services for planning projects, experience with mountain resort communities and experience with local government projects and regulations. Evaluation of experience will include the following.

1. Resumes of the proposed members of the planning team who will be committed to the project. Resumes must include a description of the person's qualifications, professional licensing and past experience with similar projects.
2. The firm's experience in the planning of similar projects. Provide specific examples of similar or larger projects and all applicable contact information, including owner, contractor, and other parties.

C. Budget and Schedule Constraints: Identify the proposed budget to complete all tasks and processes identified above and your ability to undertake and complete the projects in a timely manner. Provide staffing capabilities for dedication to various projects. Ability to readily be on-site at the Eagle County Building within a short period of time to meet with staff without unreasonable cost impacts.

D. Familiarity with Eagle County: Provide a narrative describing familiarity with Eagle County government offices and people in this region, familiarity with local, codes and practices including Eagle County Government PUD Amendment processes.

Proposal Timeline and Selection:

The deadline for receipt of proposals is **5pm Monday, January 14, 2019**. Eagle County reserves the right to extend the proposal submittal date. Applicants will be notified within two weeks of the submittal deadline if a selection has been made, or if additional steps/questions are necessary before a selection can be made.

The selected proposal will be the one considered the most advantageous and will be evaluated for responsiveness to the project, qualifications, similar experience working in Eagle County or similar Colorado mountain region, ability to perform work in a timely manner and any other factors County may identify and consider in its sole discretion. Eagle County may award a contract even if not the lowest priced proposal.

*In our commitment to reduce paper and associated proposal costs, **proposals will only be accepted via email**. Please send all proposals to adam.palmer@eaglecounty.us prior to the submittal deadline.*