



Request for Qualifications (RFQ)

Stanley Park Skate Park Construction for the Estes Valley Recreation and Park District

Date of Issue: September 15, 2023
Statement of Qualifications due: September 29, 2023 1:00 P.M. (MST)

Physical Address: EVRPD 660 Community Drive, Estes Park, CO 80517
Mailing address: EVRPD P.O. Box 1379, Estes Park, CO 80517
Contact: Tom Carosello, tomc@evrpd.com, 970-480-1354

Electronic copies of 90% drawings may be requested by e-mailing tomc@evrpd.com

Project Summary: The Estes Valley Recreation and Park District is seeking Statement of Qualifications ("SOQ") from firms with relevant construction experience. The selected firm will construct a new, concrete/shotcrete skate park of approximately 10,500 square feet in size within the boundary of Stanley Park, 380 Community Drive, Estes Park, Colorado.

EVRPD hired Chandler-based Pillar Design Studios last fall to initiate the design of the new park, and preliminary surveying and geotechnical testing has been completed by Trail Ridge Consulting Engineers.

Scope of Work: The District has approved a concept for a skate park of approximately 10,500 square feet, non-supervised, reinforced concrete skatepark which is one of the remaining components in "Phase One" of the Stanley Park Master Plan. EVRPD will use a combination of its Conservation Trust funds and unrestricted general fund reserves to finance the project. This is step one of a two-step bid process. Only pre-qualified firms will be eligible to offer a priced bid under step two of this process. The contractor selected will be required to:

- Review and submit comments on 90% design with District and skatepark designer
- Negotiate scope, cost, schedule and construction site layout
- Construct skatepark as designed

RFQ Response

Submit one (1) copy (electronic via email or hard copy) of your Qualifications Statement **on or before 1:00 P.M.(MST) on September 29th, 2023** to Tom Carosello, Executive Director, tomc@evrpd.com

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Mailing address: EVRPD P.O. Box 1379, Estes Park, CO 80517

Reference your submittals as: **"Statement of Qualifications for Stanley Park Skate Park Construction for the Estes Valley Recreation and Park District."**

The Statements of Qualifications shall not exceed twenty-five (25) pages, double sided (printed on both sides) or fifty (50) pages, single sided (printed on one side). Sectional dividers may be used; they will not be counted towards the maximum number of pages allowed. A one-page cover letter may also be included which will not be counted towards the maximum number of pages allowed. The proposal shall include a clear table of contents addressing all the requirements of the RFQ.

The Estes Valley Recreation & Park District (hereinafter called EVRPD) reserves the right to reject any or all the Statements of Qualifications. This invitation does not commit EVRPD to accept any Statements of Qualifications and does not obligate EVRPD for any costs associated with the preparation of the same.

If you have questions regarding this RFQ, please call Tom Carosello at 970-480-1354.

Evaluation Criteria

The Estes Valley Recreation and Park District's Executive Director, along with associates from Pillar Design Studios, will evaluate all the Statements of Qualifications to select a firm. The Qualifications will be comparatively evaluated based upon the requirements stated in the body of this RFQ. Phone interviews with short listed firms may be requested.

ALL QUALIFICATION STATEMENTS WILL BE CRITICALLY REVIEWED. THE ESTES VALLEY RECREATION AND PARK DISTRICT MAY DEEM A SUBMITTAL AS NON-RESPONSIVE IF A SUBMITTER FAILS TO INCLUDE ALL REQUIREMENTS LISTED HEREIN OR DOES NOT FULLY COMPLY WITH ALL GUIDELINES HEREIN STATED.

The selected contractor will be invited by EVRPD to enter into a Professional Services Agreement. It should be noted that the contractor will be selected based on a minimum of the following:

1. Clarity, creativity and thoroughness of the response.
2. Availability of firm for full-time design and construction services, and able to complete construction in a timely manner.
3. Experience in preparing and designing construction specifications.
4. Experience in working with client on cost saving In-Kind contributions.
5. Proven record of successful completion of similar projects.
6. Example(s) of concrete skatepark(s) you have designed and built of the same approximate size.
7. Warranty on the project.
8. The contractor should have a complete understanding of the Estes Valley Recreation and Park District construction standards and State and Federal environmental regulations.
9. Prior experience working with Pillar Design Studios is preferred.

Services

The following is a general framework of services that could be provided by the selected contractor. Yet, this framework shall not limit services. The contractor shall clearly specify which of the following services they are capable of providing.

- Design and construct a concrete skatepark within the desired location.
- Work with District staff to obtain approval of designed project.
- Scheduling all inspections associated with the project
- Coordinate all work associated with subcontractors.

Contact Information

Please provide the following information:

- Name of Firm
- Contact Person (Name and Title)
- Address
- Telephone Number
- Email Address

References

The Candidates are required to provide three (3) references based on relevant past experience. Please state the following information for every reference listed.

- Firm/Client Name
- Description of Project
- Contact Person (Name and Title)
- Address
- Telephone Number
- Email Address

Selected Firm / Contractor

The District will rank submittals based on the Evaluation Criteria. The District will begin negotiating scope and cost with the highest-ranking contractor. If unable to negotiate a satisfactory contract or agreement, the District will terminate negotiations and undertake negotiations with the next highest ranked contractor.

Anticipated Schedule

October 2, 2023	SOQ ranking and selection
October 3, 2023	Notice of Award/Qualification, Invitation to bid
October 3-6 2023	Review 90% design with District staff
October 16, 2023	Final scope and cost due to District
October 17, 2023	District Board to award Letter of Intent
Early 2024 (or TBD)	District Board to award contract (pending successful negotiations)