

**REQUEST FOR PROPOSAL  
PROFESSIONAL DUE DILIGENCE SERVICES  
FOR THE LAKE COUNTY JUSTICE CENTER PROJECT**

**INTRODUCTION**

LAKE COUNTY (the “County”) seeks proposals from qualified professional consultants or firms to coordinate and/or conduct limited due diligence activities at up to three (3) real property sites owned by the County or third parties for the purpose of determining their feasibility for a proposed future justice center (i.e., jail and courthouse) facility.

Interested and qualified consultants or firms are requested to submit statements of experience and qualifications to the County in regard to providing services for the Lake County Justice Center Project (hereinafter the “Project”).

**PROJECT DESCRIPTION**

The Project entails planning, design, and construction of a jail/courthouse complex also referred to as a justice center. The County has undertaken the early stages of due diligence to identify potential feasible and appropriate sites for a such justice center, and requires limited due diligence for up to three of such sites, which are described as follows:

Site A – Privately owned ~12 acres vacant land situated along a major thoroughfare within the City of Leadville.

Site B – Privately owned ~6-8 acres vacant land situated along a major thoroughfare within the City of Leadville.

Site C – County-owned ~20 acres vacant land situated along a minor road within ¼ mile of the City of Leadville.

Further, a conceptual master plan, which is available for review, was developed in 2016. The basic conceptual drawings of the justice center in such master plan should form the basis for any due diligence services performed under this RFP.

**SCOPE OF WORK**

Those items that will be necessary and included, as well as those that may only be needed optionally, but all of which are included as part of this proposed scope of work, are stated below. While the services described presume the direct performance by the chosen consultant or firm (hereinafter together the “firm”), they may also be performed by a subcontractor to the firm, in which case the proposal should state so, along with the subcontractor(s)’ supporting qualifications to provide such services. In the event that the work is performed by a subcontractor to the firm, then the firm shall be responsible for subcontracting with them via a

competitive bidding process, as well as for reviewing the work product of such subcontractor(s) for quality and completeness. All services must be performed in compliance with the County's decrees and recording and reporting requirements of the State of Colorado.

The services below are necessary for up to three (3) sites, and must be included in the scope of work of any submitted proposal:

1. Evaluate sites for suitability in terms infrastructure availability (including all necessary utilities and roadways) and cost to provide all necessary infrastructure.  
*Deliverable: written report, describing and comparing sites in terms of the above stated measures.*
2. Conduct preliminary traffic study and ingress/egress and accessibility analysis of sites.  
*Deliverable: written report, describing and comparing sites in terms of the above stated measures.*
3. Evaluate sites for potential siting of justice center structure.  
*Deliverable: basic illustration of proposed site location(s).*
4. In person (in Leadville) presentation of the above findings.

#### **Exclusions**

The services below will either not be required of the consultant; or, if necessary, they will be provided by the County.

1. Procuring title work for the sites.
2. Providing opinions as to regulatory, zoning, or other necessary governmental approvals.
3. Gathering available data from local agencies, including but not limited to, Parkville Water, Leadville Sanitation, City of Leadville, Lake County. Note that consultant will be expected to provide specific requests for such data, and the County will procure responses on the consultant's behalf.
4. Obtaining agreements to access privately owned sites. The County will be responsible for obtaining such access.

The consultant will not be responsible for failing to meet any deadlines where delays are caused by the County (including delays in obtaining necessary information or access for the consultant or consultant's sub-contractors).

#### **SUBMITTAL INSTRUCTIONS**

**All proposals must include the following information in the order stated below:**

1. **Corporate Profile:** Describe on one page the background of your company and why it is qualified to provide the requested services.
2. **Understanding of the Project:** Describe in two pages or less your understanding of the project including a brief overview of your plan for accomplishing the services being requested.

3. **Project Team:** Describe the qualifications of the key person(s) who will be responsible for providing the requested services. Resumes for key person(s) are required. (Limit resumes to two pages for each key person listed.)

4. **Experience:** Provide evidence of similar, past experience that demonstrates your ability to successfully provide the services being requested in this RFP. Include names and contact information from at least one past project for reference purposes.

5. **Cost:** Break down of costs for each major project task area and a list of standard billing rates along with an estimate of the time involved in creating the design and other documents as requested.

6. **Contract for Services:** A copy of your firm's standard agreement for provision of the type of services requested.

### **SCHEDULE**

<i>Date</i>	<i>Activity</i>
February 6, 2020	Release RFP for Due Diligence Services
February 18, 2020	Deadline for Questions Regarding RFP
February 21, 2020	Proposal Due Date
February 28, 2020	Selection of Contractor(s) – Notice to Proceed
March 27, 2020	Project Completion

### **RANKING AND SELECTION**

Firms will be ranked based upon demonstrated evidence of the following qualifications-based selection criteria:

- Professional qualifications of the firm and the individuals assigned to perform the work;
- Specialized experience and technical competence of the firm and individuals in the type of work described in the solicitation or invitation to tender;
- Capacity and capability of the firm to perform the services;
- Method of approach demonstrating the firm's understanding of the project, risks, challenges and strategy that will be employed to complete the project on time and under budget;
- Demonstrated success on similar projects;
- Past performance on contracts in terms of cost control, quality and schedule; and
- Cost.

Preference shall be given to Lake County resident proposers, in cases where the proposals are competitive in price and quality.

Additionally, Lake County reserves the right to waive informalities in bids, reject all bids, and accept the proposal deemed most advantageous to the best interest of the County.

### **PROPOSAL CRITERIA**

**All proposals must include the following information in the order stated below:**

1. **Corporate Profile:** Describe on one page the background of your company and why it is qualified to provide the requested services.
2. **Understanding of the Project:** Describe in two pages or less your understanding of the project including a brief overview of your plan on accomplishing the services being requested.
3. **Project Team:** Describe the qualifications of the key person(s) who will be responsible for providing the requested services. Resumes for key person(s) are required. (Limit resumes to two pages for each key person listed.)
4. **Experience:** Provide evidence of similar, past experience that demonstrates your ability to successfully provide the services being requested in this RFP. Include names and contact information from at least one past project for reference purposes.
5. **Cost:** Break down of costs for each major project task area and a list of standard billing rates along with an estimate of the time involved in creating the design and other documents as requested.

### **SUBMITTAL INSTRUCTIONS**

Proposers shall submit four (4) original copies of their proposal in a sealed envelope clearly marked with the name and the address of the proposer. The proposal package must be received by the Lake County Purchasing Agent at the address listed below by 5:00 p.m. Mountain Standard Time on January 31, 2020.

**Proposal packages must be mailed to the following address:**

Kristol Hewlett  
Attention: Purchasing Agent  
P.O. Box 964  
Leadville, CO 80461

Electronic copies alone will not be accepted. Electronic copies of the proposal may be sent to the Lake County Purchasing Agent at [khewlett@co.lake.co.us](mailto:khewlett@co.lake.co.us) along with a statement in the body of the email waiving the proposer's right to a sealed bid.

Any packages received after this date and time will be deemed unresponsive. Lake County reserves the right to accept or reject any and all proposals, to re-solicit proposals, to waive any irregularities, to negotiate pricing and to select the proposal deemed to be in the best interests of Lake County. Issuance of this RFP does not obligate Lake County to award a contractor nor is Lake County liable for any costs incurred by the proposer of the preparation and submittal of the proposal.

**Questions regarding this RFP**

Any questions relative to the scope of services must be submitted by email by 5:00 pm Mountain Standard Time on January 24, 2020. Questions about the RFP or this process can be directed to:

Katy Welter  
Rocky Mountain General Counsel  
P.O. Box 926  
Leadville, CO 80461  
(719) 581-2009  
katy@rmgclaw.com

**FEE NEGOTIATIONS**

At the time of awarding the contract to the successful firm, a not-to-exceed fee for required services will be established. If the County and the successful firm cannot agree on cost, then Lake County will solicit a fee from the next highest scored firm. Billing will be accepted on a monthly basis for any services provided.

**INSURANCE REQUIREMENTS**

The successful firm shall not begin any work under any contract awarded until it has obtained the required insurance, and Lake County has approved such insurance. The successful firm shall not allow any sub-contractor to commence work under an awarded contract until all similar insurance required of the sub-contractor has been so obtained and approved.

Such insurance requirements include:

1. Workers Compensation Insurance including Employers Liability Coverage in accordance with all applicable statutes of the State of Colorado.
2. Commercial General Liability Insurance on an "occurrence basis" with limits of liability not less than One Million Dollars (\$1,000,000.00) per occurrence and/or aggregate combined single limit, personal injury, bodily injury, and property damage.
3. Professional Liability insurance with limits of not less than \$1,000,000 per claim and \$1,000,000 aggregate, subject to a maximum deductible \$10,000 per claim.
4. Auto Insurance at state minimum requirements or more.

### **CONTRACTUAL TERMS AND CONDITIONS**

The Consultant will provide an agreement for services to be evaluated by Lake County legal counsel and signed by the Lake County BOCC.

### **INDEMNIFICATION**

To the fullest extent permitted by law, the successful respondent, its subcontractors, agents, officers, and/or employees shall indemnify and hold harmless Lake County, Colorado, including, but not limited to, its respective elected and appointed officials, officers, employees, and agents, from and with respect to any claim resulting, arising, or alleged to have arisen from the negligent, and/or willful, wanton or reckless acts, errors, or omissions of the respondent, its subcontractors, agents, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damages, costs, and reasonable attorney's fees. This indemnification shall not be affected by any other portions of an agreement relating to insurance requirements.