

TOWN OF GRAND LAKE, COLORADO



**REQUEST FOR QUALIFICATIONS
FOR PROJECT MANAGEMENT/CONSULTING SERVICES**

For The

**GRAND LAKE, COLORADO
"SPACE TO CREATE" AFFORDABLE HOUSING PROJECT**

January 24 ,2025

RFQ for Project Management Consulting Services
Town of Grand Lake, Colorado "Space to Create" Affordable Housing Project

**REQUEST FOR QUALIFICATIONS
FOR PROJECT MANAGEMENT /CONSULTING SERVICES
TOWN OF GRAND LAKE, COLORADO
“SPACE TO CREATE” AFFORDABLE HOUSING PROJECT**

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**PROJECT MANAGEMENT/CONSULTING SERVICES
REQUEST FOR QUALIFICATIONS
TOWN OF GRAND LAKE, COLORADO
“SPACE TO CREATE” AFFORDABLE HOUSING PROJECT**

I. INTRODUCTION

A. PROJECT DESCRIPTION

The Town of Grand Lake, Colorado has received grants from the Colorado Department of Local Affairs (DOLA) to design and construct and The Space to Create Affordable Housing Project which will consist of approximately eighteen (18) units of affordable rental housing. The resulting units shall provide rental residential units to households of 80% Area Median Income (AMI) and remain affordable as defined in C.R.S. 24-32-133(1)(a) for a minimum of twenty (20) years.

Through this Request for Qualifications the Town of Grand Lake wishes to retain a qualified Project Management team to act as the owner's (Town's) representative. Work includes predevelopment, financial closing, construction administration and lease up/stabilization.

B. SELECTION PROCESS

The selection of a project management/consultant will be conducted in accordance with the Colorado Revised Statutes, 24-30-1401 et. seq. The process may involve two stages: submittals will be screened and scored. A limited number of firms may be short-listed and invited to participate in oral interviews if required. The Town of Grand Lake will attempt to negotiate a contract with the highest ranked firm following the interview segment. The following is additional information relative to the selection process:

1. Project Management/Consultant's Submittals: Specific requirements for submittals and scoring criteria are detailed in II. SUBMITTAL REQUIREMENTS. In order to facilitate review, one digital (1) copy of submittals must be provided. Submittals must be addressed and emailed to:

Steve Kudron, Town Manager
Town of Grand Lake
1026 Park Ave.
Grand Lake, Colorado 80447

e-mail to: skudron@toqlco.com

Deadline for receipt is 5:00 MT PM, February 14, 2025

Late submittals will be rejected without consideration. The Town of Grand Lake assumes no responsibility for costs related to the preparation of submittals.

2. Screening Panel/Short List: Submittals will be evaluated by a panel of individuals selected in accordance with Town policies. The panel will review and score the

submittals. Firms ranked the highest may be invited to an oral interview. In the event of oral interviews, it is anticipated no fewer than two (2) may be interviewed.

3. Oral Interviews. If required, it is anticipated that oral interviews will be conducted during the week of February 24th, 2025. Interviews will be conducted at: Town Hall, 1026 Park Avenue, Grand Lake, CO 80447. The time for interviews is to be determined. Key personnel from the firm and major consultants who will be directly involved with the project should attend the interview. The interview panel will, in particular, be interested in knowing about the project approach proposed and in meeting the individuals who will act as the primary contacts with the Town of Grand Lake.

C. SCHEDULE

Following is a detailed schedule of events for the RFQ process and an outline of the schedule for the balance of the project.

Advertisement	<u>January 24, 2025</u>
Date Email Questions Due	<u>January 31, 2025</u>
Date Email Answers Issued	<u>February 3, 2025</u>
RFQ Submittal Due	<u>February 14, 2025</u>
Interview List Released (If required)	<u>February 17, 2025</u>
Oral Interviews (as scheduled)	<u>Week of February 24th, 2025</u>
Negotiation of PM Contract	<u>March 3, 2025</u>
Contract Approval (projected)	<u>March 10, 2025</u>
Anticipated PM professional Services - Start	<u>March 11, 2025</u>
Anticipated Project Finish	<u>Late 2026</u>

II. SUBMITTAL REQUIREMENTS

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFQ document. **(Note that the primary focus of the prequalification evaluation will be the firm(s) capability and the primary focus of the oral interview will be the proposed Project Management Team members capabilities.)**

Appendix B, Acknowledgement and Attestation Form must be fully completed and certified.

The following are elements that will be used to evaluate each firm's qualifications:

A. PROJECT TEAM

Identify the project principal, the project manager, key staff and subconsultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project.

- ☐ Qualifications and relevant individual experience.
- ☐ Unique knowledge of key team members relating to the project.
- ☐ Experience on projects as a team.
- ☐ Key staff involvement in project management and on-site presence.

- ☐ Time commitment of key staff.
- ☐ Qualifications and relevant subconsultant experience.

B. FIRM/TEAM CAPABILITIES

- ☐ Are the lines of authority and coordination clearly identified?
- ☐ Are essential management functions identified?
- ☐ Are the functions effectively integrated? (e.g., subconsultants' role delineated)?
- ☐ Current and projected workload.

Note: Organization charts and graphs depicting your capacity may be included.

C. PRIOR EXPERIENCE

Use this portion of your submittal to describe relevant experiences with the project type described in this RFQ document and various services to be provided.

- ☐ Experience of the key staff and firm with projects of similar scope and complexity.
- ☐ Demonstrated success on past projects of similar scope and complexity.
- ☐ References.

Note: Include the name and current telephone number of the owner's project manager for every project listed.

D. PROJECT APPROACH

For the project and services outlined in the RFQ document, describe how you plan to accomplish the following project control and management issues:

- ☐ Budget Methodology/Cost Control.
 - Establish and maintain estimates of probable cost within owner's established budget.
 - Control consultant contract costs
 - Coordinate value engineering activities
- ☐ Quality Control Methodology.
 - Ensure compliance with the requirements of the Town of Grand Lake and the Colorado Department of Local Affairs.
 - Ensure the project is designed for durability and maintainability
- ☐ Schedule.
 - Manage the required work to meet the established schedule

E. WORK LOCATION

Describe where the prime and subconsultants will do the key work elements of this project.

- ☐ Proximity of firm's office as it may affect coordination with the State's project manager and the potential project location.
- ☐ Firm's familiarity with the project area.

END OF REQUEST FOR QUALIFICATIONS

Appendix A

PRELIMINARY SELECTION/EVALUATION FORM PROJECT MANAGEMENT/CONSULTANT SERVICES

QUALIFICATION BASED SELECTION (This form is to be used in the first step, i.e. short listing, of an project management/consulting services selection process.)

Evaluator #: _____ Date: _____

Name of Firm: _____

Name of Project: _____

RFQ REFERENCE

MINIMUM REQUIREMENTS

Y ____ N ____

If the minimum requirements have not been met, specify the reason(s):

Acknowledgment and Attestation included:

Y ____ N ____

SCORE (PROJECT SPECIFIC QUALIFICATIONS):

Weight x Rating = Score

1. PROJECT TEAM

- ☐ Qualifications and relevant individual experience.
- ☐ Unique knowledge of key team members relating to the project.
- ☐ Experience on projects as a team.
- ☐ Key staff involvement in project management and on-site presence.
- ☐ Time commitment of key staff.
- ☐ Qualifications and relevant subconsultant experience.

2 ____ x ____ = ____

3 ____ x ____ = ____

2 ____ x ____ = ____

3 ____ x ____ = ____

2 ____ x ____ = ____

2 ____ x ____ = ____

2. FIRM CAPABILITIES

- ☐ Are the lines of authority and coordination clearly identified
- ☐ Are essential management functions identified?
- ☐ Are the functions effectively integrated (e.g., subconsultants' roles delineated?)
- ☐ Current and projected workload.

1 ____ x ____ = ____

1 ____ x ____ = ____

1 ____ x ____ = ____

2 ____ x ____ = ____

3. PRIOR EXPERIENCE

- ☐ Experience of the key staff and firm with projects of similar scope and complexity.
- ☐ Demonstrated success on past projects of similar scope and complexity.
- ☐ References.

2 ____ x ____ = ____

2 ____ x ____ = ____

4 ____ x ____ = ____

4. PROJECT APPROACH

- ☐ Budget methodology/cost control.
- ☐ Quality control methodology.
- ☐ Schedule maintenance methodology.

$$\begin{array}{r} 2 \times = \\ 1 \times = \\ 2 \times = \end{array}$$

5. WORK LOCATION

- ☐ Proximity of firm's office as it may affect coordination with
The Town's architect/engineer and the potential project location.
- ☐ Firm's familiarity with the project area.
- ☐ Knowledge of the local labor and material markets.

$$\begin{array}{r} 4 \times = \\ 3 \times = \\ 3 \times = \end{array}$$

TOTAL SCORE: _____

NOTES:

1. **Ratings:** Evaluator to assess the strength of each firm's qualifications and assign a numerical rating of 1 to 5 with 5 being the highest rating 0 is missing information. (Use whole numbers)
2. **Total Score:** Includes the sum of all criteria. Note: a passing score (as a percentage of the total points available) is optional and should be assigned by the agency/institution prior to evaluation.

Appendix A1

ORAL INTERVIEW SELECTION/EVALUATION FORM (IF REQUIRED) ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES

QUALIFICATION BASED SELECTION (This form is to be used in the second step, i.e. oral interview, of an architectural/engineering/consulting services selection process.)

Evaluator #: _____ Date: _____
Name of Firm: _____
Name of Project: _____

SCORE (OVERALL QUALIFICATIONS):

Weight x Rating = Score

1.	PROJECT TEAM	<u> 2 </u> x <u> </u> = <u> </u>
2.	TEAM CAPABILITIES	<u> 2 </u> x <u> </u> = <u> </u>
3.	PRIOR EXPERIENCE	<u> 2 </u> x <u> </u> = <u> </u>
4.	PROJECT APPROACH	<u> 2 </u> x <u> </u> = <u> </u>
5.	WORK LOCATION	<u> 4 </u> x <u> </u> = <u> </u>
	TOTAL SCORE:	<u> </u>

NOTES:

- 1. Ratings:** Evaluator to assess the strength of each firms qualifications and assign a numerical rating of 0 to 5 with 5 being the highest rating. (Use whole numbers), 0 is missing information.
- 2. Total Score:** Includes the sum of all criteria. Note: a passing score (as a percentage of the total points available) is optional and should be assigned by the agency/institution prior to evaluation.

Appendix A2

FINAL RANKING MATRIX

QUALIFICATION BASED SELECTION

(Use this form to rank and determine the most qualified project management/consulting services firm for both the preliminary and interview evaluations.)

FIRM	QUALIFICATIONS SCORE ¹						CUMULATIVE ² TOTAL SCORE	RANK ³
	EVAL #1	EVAL #2	EVAL #3	EVAL #4	EVAL #5	EVAL #6		

NOTES:

1. Insert total score from each evaluator's PRELIMINARY SELECTION or INTERVIEW SELECTION/EVALUATION FORMS. The scores from the Preliminary Selection process are not used to determine the final score or ranking unless there is a tie score during Phase 2.
2. Add all evaluators' total scores to determine the cumulative score. NOTE: Each firm's cumulative total score should be as a percentage of the total points available.
3. Rank all firms with the highest scoring firm being the most qualified.

Appendix B

ACKNOWLEDGEMENT AND ATTESTATION FORM

By responding to these guidelines, the respondent(s) certify that he/she has reviewed the RFQ and its Exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

I certify and declare that the foregoing is true and correct.

Subscribed on _____ at _____,
Date City
_____, State of _____,
County State

Applicant or Corporate Officer Signature _____ Date _____

 Witness Date

NOTE: Use full corporate name and affix corporate seal (if available).

(Seal)

Appendix C

SCOPE OF WORK

The services for this project will include, but not limited to:

1. Predevelopment
 - Identify potential funding sources
 - Capital stack review and coordination of requirements
 - Budget restrictions/requirements
 - Affordability rent/income
 - Pro forma construction and operation modeling
 - Financing
 - Soft costs
 - Transaction costs
 - Reserves
 - Income/expense modeling
 - Operating cash flows
 - Design team coordination
 - Review contract documents
 - Plan review and recommendations
 - OAC coordination
 - Plan development and revision review and recommendations
 - Entitlements
 - Cost review
 - Value engineering
 - Cost reduction review and recommendations
 - General Contractor
 - RFP coordination
 - Review and recommendation of proposal(s)
 - Review contract documents
 - Cost review and recommendations
2. Financial Closing
 - Coordination with Funder team(s)
 - Title and Legal team coordination
 - Due Diligence assembly and review
3. Construction Administration
 - Attend regular OAC meetings
 - Monitor construction progress and schedule impacts
 - Review Change Requests/Change Orders
 - Maintain and update construction budget and draw requests
4. Lease-up/Stabilization
 - Assist in selection of Management Agent
 - Review management agreement and related documents
 - Inform and advise on lease-up schedule, coordination, and operating assumptions
 - Provide framework for creative preference in leasing if/as applicable
 - Manage funding closeout and completion process in coordination with the Town

Project delivery (Construction) will be performed by a qualified General Contractor to be selected by the Town of Grand Lake in a separate process at the completion of the Schematic Design phase.