



Request for Qualifications and Quotes

**Statement of Qualifications Due:** Friday, December 1, 2023

## **INTRODUCTION & BACKGROUND**

The Town of Mountain Village is seeking qualifications from firms or teams of professionals to conceptually design a remodel and AV upgrade of the Town's Council Chambers and public meeting space, executive chambers and public restrooms located at 455 Mountain Village Blvd. Ste A. The schematic design and preliminary cost estimating will advance to full design. Conceptual drawings and engineering analysis to be completed by **Friday, January 19, 2024**. The design will include the following elements:

1. Understand the existing conditions of both the space and the AV equipment needs based upon town provided documentation listed below, and any other document necessary to perform the task.
2. Provide schematic designs and programmatic outline of space planning and allocations based upon the Town's Community Development Code (CDC) and 2018 adopted building codes.
3. Design analysis of conditions that informs foundational design and understanding known site constraints for the purposes of construction cost estimating.
4. A design charrette with town staff/committee to provide specifics, view the space and answer questions.
5. A clear AV scope with expectations outlined below to meet the Town's meeting and executive session needs.
6. A proposal of services per the RFQ for cost estimate of conceptional design to be provided and negotiated upon selection.

**The Town will provide the awarded firm the following information in order to complete the task:**

- Original building plans and drawings for conference room
- Any other necessary document on file

**With the following understandings:**

- TMV would like to commission a team to develop architectural design plans with interior specifications for the remodel of the Council Chambers, the Council Executive Session room and the public restrooms. The product is to be consistent with existing facilities incorporating today's building technologies and systems as it relates to building code requirements. The design team is challenged to advance a design that is efficient, cost economical, meeting or exceeding minimal building standards, and harmonious with the community. After successful completion of this schematic and cost estimating phase, the town would move into design documents.
- The Council Chambers design should include a raised dais with seating for 12, including a public speaking area that satisfies ADA requirements.
  - New AV equipment that is capable of streaming to the internet or a 3<sup>rd</sup> party service in both rooms either independently or in unison



- Infrastructure upgrades include conduit, AV wiring, cat6e, and any other necessary wiring ensuring a reliable streaming service. The design and implementation must allow for future cable replacement.
  - A minimum of 4k or greater cameras are required for both rooms and the public speaking area.
  - All microphones must work reliably within a reasonable distance of the speaker. Microphone, screens and/or monitor locations to be discussed during the design charrette.
  - AV equipment that can be secured from public tampering.
  - A narrative on how the overall system can be managed in a streamlined capacity and user friendly for staff.
  - The AV equipment must have multiple streaming switching capabilities of devices.
  - Council Chambers must be acoustically pleasant and controllable per speaker or presentation. The sound output must be excellent in both Zoom and in-room
  - A review and recommendation of existing display monitors. Split output to the display monitors is desired for Emergency Operations.
  - A review and recommendation of lighting.
- The executive session room design should include AV capabilities and a design that satisfies ADA requirements.
  - Install, configure, and train staff on new AV equipment that is capable of streaming to the internet or a 3<sup>rd</sup> party service in both rooms either independently or in unison
  - Infrastructure upgrades include conduit, AV wiring, cat6e, and any other necessary wiring ensuring a reliable streaming service. The design and implementation must allow for future cable replacement.
  - All microphones must work reliably within a reasonable distance of the speaker.
  - The executive session room must be acoustically sound proofed so that confidential meetings can occur.
  - An expectation that the resulting equipment can be user friendly for staff and does not require expert assistance to use.
  - A review and recommendation of lighting.
- The public restrooms design should be durable and of a quality that embodies the community. Commercial grade stainless steel durable materials, low flow fixtures and toilets, zero waste facilities and energy efficient but warm lighting is preferred. Motion sensitive devices with lighting to have adjustable kelvin rating.

#### **STATEMENTS OF QUALIFICATIONS AND QUOTE**

Interested and qualified firms or consultant teams are invited to submit a Statement of Qualifications and Quote for this design. Qualifications and Quotes shall be submitted with an original pdf labeled "TMV AV & Council Chambers/Public Restrooms Remodel Design" to the town contact specified below. The



selection of firms to receive the award will be based on the information provided in the Statement. The Statements should be organized with the following sections:

1. Executive Summary
2. General Experience Statement: This statement should emphasize the firm's or teams experience in designing, cost estimating and constructing large conference rooms.
3. Project References: References should include contact name, address, phone number and email address and provide evidence of similar work.
4. Project Team: Provide resumes for personnel that will be assigned to the project, verification that they will be available to complete the project, and partnership relationships if teamed with other firms.
5. General Information: This section can be used to provide alternatives or additional information the firm feels would be beneficial for the town to use during the review process.
6. Fee for Services to complete the design.

## **SELECTION PROCESS**

A selection committee will evaluate the qualifications of the responding firms. The town may elect to utilize the services of an outside consultant(s) to assist in the evaluation. In evaluating the responding firms, the town will use a criteria evaluation process. All statements will be evaluated using the same criteria and weighting.

Selection criteria will include:

1. Quality of previous experience with similar projects
2. Quality of experience and expertise in collaborative processes
3. Appropriateness of organization and key personnel
4. Quality of references
5. Experience in working with similar projects and/or experience working regionally.
6. Address completing similar contracts on time and on budget
7. Cost Estimate to complete the conceptional design

The committee will base the final selection and ranking upon the evaluation of the proposal. The committee will reserve the right to request a more comprehensive proposal from the top two finalists as needed. The committee will begin to negotiate an agreement for the project with the top-ranked firm. If an agreement cannot be reached with the top ranked firm, the committee may elect to negotiate with the next highest ranked firm(s).

## **TOWN CONTACT**

Please address questions to Susan Johnston, Town Clerk, [sjohnston@mtnvillage.org](mailto:sjohnston@mtnvillage.org). The statement of Qualifications must be submitted no later than **4:30pm, Friday, December 1, 2023**.

Susan Johnston



Town Clerk  
Town of Mountain Village  
455 Mountain Village Blvd, Ste A, Second Floor  
Mountain Village, CO 81435  
PHONE: 970-729-3440  
[sjohnston@mtnvillage.org](mailto:sjohnston@mtnvillage.org)

Timeline:

- Statement of Qualifications due **Friday, December 1, 2023, by 4:30 p.m.**
- Mandatory site walk and meeting at Town Hall, 455 Mountain Village Blvd, 2<sup>nd</sup> Floor at **11:00 a.m., Wednesday, December 6, 2023**
- Questions are due **by Monday, December 11, 2023 by 5:00 p.m.**-answers posted within one week of receipt.
- Quote due **Friday, January 19, 2024 by 4:30 p.m.**
- Town selection by **Wednesday, January 24, 2024**
- Contract negotiations and contract award by **Wednesday, January 31, 2024**
- Deliverables due date is negotiable based on the scope of work.

Deliverables:

1. Provide final designs and programmatic outline of space planning and allocations based upon the Town's Community Development Code (CDC) regulations and general understanding of commercial building codes for:
  - a. Council Chambers
  - b. Executive Session break out room
  - c. Public restrooms
2. Final design should include a comprehensive statement of assumptions and qualifications to the estimate.
3. A design charrette with town staff/committee
  - a. The Design Charrette will include discussions of expectations, interior finishes, smart building design, and ADA compliancy.
4. Presentation of design and cost to staff team.