Project Description and Scope
The City and County of Broomfield, Colorado (Broomfield) hereby solicits Requests for Qualifications/Proposals (RFQ/P) to select a Construction Manager/General Contractor (CMGC) for the upcoming Broomfield Wastewater Treatment Facility: Laboratory and Administration Building Renovation and Expansion Project for Broomfield. The construction has been funded for 2016 and design is approximately 50 percent complete. The project budget is $3.7 million including contingencies and FFE, and excluding design. Design work will be completed by mid-2016 for a construction start in late 2016. Work will include but is not limited to:

- Site work,
- Interior building demolition,
- Interior building remodeling,
- New building construction, and
- Laboratory construction.

BACKGROUND

The Environmental Services Division in Public Works provides laboratory services to the Water and Wastewater Treatment facilities. The laboratories share staff, space, and equipment between the two facilities to comply with all water and wastewater regulations in an efficient and cost effective manner. The laboratory at the Water Treatment Facility, constructed in 1987, is adequately sized for the staff and workload. The laboratory at the Wastewater Treatment Facility (WWTF), constructed in 1987, has not been expanded to keep up with the additional staff and workload increase experienced over the last 28 years.

The Wastewater Laboratory provides critical support functions to support WWTF operations with sampling and analysis to optimize process control and minimize costs. It provides sampling and analysis daily, weekly, and monthly to insure treated wastewater compliance with the National Pollutant Discharge Elimination System (NPDES) permit requirements issued by the Colorado Department of Health and Environment.

As part of the Environmental Services Division, the Wastewater Laboratory also supports the Water Treatment Plant Laboratory by conducting monthly metals analysis on its Inductively Coupled Plasma Mass Spectrometer to insure treated water compliance with the federal Safe Drinking Water Act. The Industrial Pretreatment, Reuse, and Stormwater programs rely on the Wastewater Laboratory for their routine compliance monitoring. The laboratory also provides critical sampling and analysis for the Big Dry Creek Watershed Association's watershed protection effort.

WASTEWATER TREATMENT PLANT EXPANSIONS

Since the Administration/Laboratory building’s original construction in 1987, the WWTF has undergone multiple expansions, and Broomfield's population has more than doubled without any increase to the size of the administrative offices and laboratory space. The WWTF expansions included:

- 1987 - the treatment facility was converted from a combination of activated sludge and trickling filter treatment trains to 100% activated sludge treatment technology and increased capacity from 2.8 to 5.4 MGD. This improved overall treatment efficiency and compliance.
- 2001 - Due to the reclaimed wastewater initiative and more restrictive permit discharge limits, the treatment facility was converted from a secondary treatment technology to a biological nutrient removal with reclaimed wastewater treatment and pumping facility. The capacity was expanded to 8.0 MGD.
- 2007 - The plant expanded the biological nutrient removal treatment capacity to 12.0 MGD. This improved overall treatment efficiency and compliance.
• Other improvements to the WWTF, without changes to the laboratory and administrative building, include odor control improvements in 1996, 1998, and 2001 and Nutrient Treatment Enhancement in 2015.

The growth experienced within the Wastewater Division in the last 28 years has increased the workload of the laboratory operations. With each WWTF expansion, the NPDES permit requirements also changed. The number of parameters in the permits increased over time, as well as the frequencies of the analyses. In addition to the analytical support for NPDES permits, the laboratory took on analytical support for oil and grease permits, industrial user permits, reuse permits, and the storm water permit. The laboratory staffing increased from two full-time employees (FTE) in 1987 to three FTE in 1990. In 2001, an additional part-time position was added. In 2006, staff had grown to five positions to accommodate the additional workload. The Wastewater Laboratory was originally built with enough work space for two staff members and does not adequately support the current five staff members and instrumentation added since 1987.

**WWTF LABORATORY AND ADMINISTRATIVE BUILDING PROGRAMMING STUDY**

The firm of Burns and McDonnell was retained in late 2014 to complete a programming study for the existing laboratory and administrative facility for the WWTF, located east of Lowell Boulevard on West 124th Avenue. The option of relocating the Wastewater Laboratory to the Norman Smith Service Center (Service Center), located immediately west of the WWTF, was initially considered as an option; however, it was eliminated from the evaluation process because the Service Center is currently overcrowded by more than 30%, and it was more efficient to have the laboratory adjacent to the other WWTF operations. Also, funding for design and construction of the Service Center is not scheduled until 2017 and 2018, respectively. The laboratory needs were determined to be more immediate.

The purpose of the programming study for the laboratory and administrative facility was to evaluate the present conditions, current and future needs, and to determine if the space and operational needs can be met within the existing facility or if building expansion is necessary. The programming study determined the existing laboratory space is approximately one-half of the size that is typical for the staffing and testing performed at the facility.

With the space needs defined, facility organization and expansion were explored, and conceptual costs were developed for three options for consideration:

• Option 1: expanding and remodeling the existing facility as a single-story project;
• Option 2: expanding and remodeling the existing facility as a two-story project; or
• Option 3: building a separate new facility to the north of the existing building.

The cost estimates were similar for the options. Staff preferred the option to expand and remodel the existing facility as a single-story as it allowed for shared conference rooms, administrative space, and restrooms between the laboratory and Wastewater administrative functions. It also efficiently utilized the existing property to allow for flexibility for possible plant expansion in the future.

**Construction Manager/General Contractor**

It is the intention of Broomfield to add a CMGC to the project team. The CMGC will be selected as soon as possible to provide pre-construction services and participate in the remaining design efforts. After completion of Construction Documents phase, a Guaranteed Maximum Price (GMP) will be agreed upon and the CMGC will enter into a contract with Broomfield for construction services.

The CMGC’s scope shall include at a minimum:
• Providing a GMP,
• Attending meetings with the Owner and/or design team as necessary, throughout the remaining design and construction processes;
• Responsibility for construction scheduling and cost estimating;
• Constructability review of each design/pricing package;
• Construction Document/ Bid package development with the design team;
• Direct value engineering efforts in regards to materials and/or constructability to assure project requirements are within budget;
• Coordination of long lead items;
• Managing submittals and submittal scheduling to address long lead items and packaging of submittals for scopes that need to be coordinated simultaneously;
• Modeling of congested areas and pinch points as needed to assure design parameters are not compromised and/or resolved during submittal processes;
• Qualifying sub-contractors and managing of sub-contract bidding;
• Obtaining all required construction permits;
• Providing a performance bond, payment bond, and insurance for project and sub-contracts;
• Holding and administering sub-contracts for construction;
• Managing the construction including coordination, inspection, supervision, safety and quality control;
• Preparing, managing, and coordinating submittals, RFI’s, changes, and change orders;
• Maintaining construction records and open book accounting; and
• Managing project closeout and warranty.

Contact Information
All communication regarding the project should be directed to the following;

Ronda Jo Ackerman Alford
Capital Improvements Project Manager
City and County of Broomfield
One DesCombes Drive
Broomfield, CO 80020
Email: ralford@broomfield.org
Phone: 303.464.5807

Selection Process
This is a three step process including: (1) Request for Qualifications/Proposals, (2) Interviews, (3) Contract Negotiations.

Estimated Schedule
Issue Request for Qualifications/Proposals .................................................................................... January 27, 2016
Optional site tour ......................................................................................................................... 9:30 a.m. February 3, 2016
Last day for questions .................................................................................................................. 8 a.m. February 11, 2016
Proposals Due Date .................................................................................................................... 9 a.m. February 18, 2016
Interviews with Shortlist ............................................................................................................. March, 2016
Selection ................................................................................................................................. March, 2016

Qualification and Proposal Submission Requirements
Submit three (3) copies of your written qualifications/proposals in a sealed envelope no later than 9 a.m. Thursday, February 18, 2016 to the project manager listed above. Deadline for questions is 8 a.m. Thursday, February 11, 2016.
An optional site tour is scheduled for Wednesday, February 3, 2016 at 9:30 a.m. Attendees can meet at the entrance to the WWTF.

Submission Requirements
Proposers are required to provide responses to the following outline of questions and requirements. Proposals should be in the form of 8-1/2 x 11 reports with optional foldouts and attachments when necessary. The proposal is limited to 10 pages excluding attachments (resumes, additional project example sheets, etc.).

1. Provide a brief description of the firm, and the firm’s experience in similar municipality/remodel/recreation facility. Information about your firm that would indicate your firm’s strengths, bonding capacity, litigation history (past 5 years), Colorado volume (past 5 years), previous CMGC experience, projects of similar size and scope, etc. Include information on the owner, contact information, project size, completion date and design firm. List the primary point of contact. Include contact information (address, phone, email, etc.).

2. List the project manager and superintendent to be assigned to the project, contact information, specific experience of the person on similar type projects and references. Include the team structure and names and resumes of individuals that are anticipated to have a role in the project.

3. Include information regarding the firm’s workload, capacity and availability to start on the project.

4. Describe the work your firm would be self-performing on this project and the self-performing work your firm can perform.

5. Provide information on your firm’s preconstruction services and experience.

6. Provide information on your firm’s strategies or methods for maintaining schedules and budgets.

7. Provide the following information on all projects your firm has completed for Broomfield (as the owner or within Broomfield).

In a separate sealed envelope (one copy only), please provide the following proposal information:

1. Preconstruction Amount. Provide your firm’s lump sum preconstruction amount for preconstruction services through the acceptance of the GMP. The design team estimates 2-3 months for the preconstruction period (to acceptance of the GMP). Three (3) team meetings are anticipated.

   At the sole discretion of the Owner, and for any reason, the Owner may cancel, postpone or re-bid the project at any time. In the event Broomfield, for whatever reason, cancels the project between now and construction commencement, contractor will be compensated the Preconstruction Amount. Contractor may invoice monthly for preconstruction services through the preconstruction period.

2. Contractor’s Fee. Provide the Contractor’s Fee, which is a percentage to be added to all direct costs including the General Conditions Amount. The Contractor understands that the Contractor’s Fee is established based on incomplete drawings and specifications and the requirements of this RFP. The Contractor’s Fee percentage will not change due to the finalization of the drawings or the subcontractor buyout process.

3. Percent Saving. Provide the Contractor’s requested percent of savings (if any) to the Guaranteed Maximum Price after execution of the GMP. Percent Savings is not intended to be based on Contractor’s initial budget pricing.

By submission of qualifications, it is assumed the contractor is affirming their ability to bond and insure the projects to the limits provided and enter into the proposed agreement provided without alterations.
Selection Process
A review team made up of Broomfield staff members and the project designer will review the submissions. Submissions will be reviewed and based on the submitted material, previous experience with Broomfield and reference check, if necessary and fee proposal, firms will be selected to participate in an interview and asked to provide additional proposal information. The review team may contact any or all of the contractors, references and conduct interviews and/or discussion to obtain sufficient information to render their decisions.

The City & County of Broomfield wants to thank all respondents in advance for their interest.

The City & County of Broomfield reserves the right to reject any or all qualifications / proposals and to waive any formality or irregularity and to make the selection in the best interest of the City & County of Broomfield. All qualifications / proposals will be evaluated and contractors will be made aware of their status within sixty (60) days from the submission.

Proposal Terms and Conditions
Any future contract between the City and future Contractor bid shall not be considered accepted, approved or otherwise effective until approved by Broomfield’s City Council.

ISSUANCE OF THIS RFQ BY THE CITY AND COUNTY OF BROOMFIELD DOES NOT CONSTITUTE AN ORDER OF GOODS OR SERVICES AND DOES NOT CONSTITUTE A COMMITMENT BY THE CITY AND COUNTY OF BROOMFIELD TO AWARD A CONTRACT.

Pursuant to the Colorado Public (Open) Records Act, §24-72-101 et seq. C.R.S., any proposals submitted in response to this RFP may be public records. If the consultant believes that any information submitted in response to this RFP is confidential and is protected from disclosure under the Public Records Act, as confidential trade secret, privileged information, or confidential commercial, financial, geological, or geophysical data, or is protected from disclosure for any other reason, the supplier should clearly indicate in writing which information so provided is protected from disclosure and the reason for that protection.

All costs, terms and conditions contained in Proposals shall remain fixed and valid for 90 days from the date of submittal.

The costs of developing and submitting a RFQ/P is entirely the responsibility of the consultant and no cost shall be reimbursed by the City and County of Broomfield.

The City and County of Broomfield reserves the right to reject any or all proposals or portions thereof received in response to this RFQ/P and to waive minor irregularities and informalities in proposals received or to cancel this RFQ/P if it is in the best interest of the City and County of Broomfield to do so.

Late Proposals or modifications of Proposals will not be accepted or considered.