



REQUEST FOR QUALIFICATIONS

To Provide

Professional Design Services

For

**VAIL DOBSON ICE ARENA REMODEL DESIGN AND CONSTRUCTION DOCUMENT  
PROJECT**

November 18, 2022

Town of Vail  
Department of Public Works  
Vail, Colorado

**REQUEST FOR QUALIFICATIONS**  
**by:**  
**TOWN OF VAIL**  
**DEPARTMENT OF PUBLIC WORKS**  
**November 18, 2022**

**ADVERTISEMENT AND NOTICE OF INVITATION**

**REQUESTS FOR QUALIFICATION AVAILABLE:**

Request for Qualification, including response submittal requirements for:

**VAIL DOBSON ICE ARENA REMODEL DESIGN AND CONSTRUCTION DOCUMENT  
PROJECT**

Will be available on the Town of Vail Share File site and at the Town of Vail Public Works Administration Building, 1309 Elkhorn Drive, Vail, CO 81657. Access to the Share File site can be obtained by emailing Greg Hall at [ghall@vailgov.com](mailto:ghall@vailgov.com). All responders who download or pick up the RFQ must register with Greg Hall at [ghall@vailgov.com](mailto:ghall@vailgov.com) to be added to the consultant's list and Share File system to receive future updates. Failure to do so may result in disqualification. All questions shall be directed to Greg Hall at the above e-mail address or at 970-479-2160 by December 12, 2022 by 3:00 pm.

**RESPONSE INFORMATION:**

Proposals are due by **4:00 PM** local time..... **December 19, 2022**

Three (3) printed hard copies and one (1) electronic (PDF) copy shall be delivered to:

Town of Vail  
Department of Public Works  
1309 Elkhorn Drive  
Vail, Colorado 81657  
Attn: Greg Hall

RFQ Questions deadline at **3:00 PM** local time..... **December 12, 2022**

Anticipated Project Start..... **February 7, 2023**



**Invitation for:  
Request for Qualifications  
To Provide Professional Design Services**

**For  
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PROJECT**

*November 18, 2022*

## **Introduction**

The Town of Vail, Colorado is inviting qualification submittals for professional services from experienced design teams for Architectural Design services to complete the design and construction documents for the Remodel of Dobson Ice Arena to include the addition of recreational or other space located in Vail Colorado. The project has currently been studied at a larger masterplan level. This project will provide conceptual design, schematic design, design development, entitlement and construction documents.

## **Background**

The Town of Vail owns and leases on a long-term agreement to the Vail Parks and Recreation District Dobson Ice Arena for operations. The Arena was originally built in the 1979 and has had one addition and some other remodels performed over the years. There has not been a major remodel completed of the entire arena. This facility is well worn and in need of a major update. There is a need in Vail for additional recreational space and other uses. The TOV completed the Civic Area plan in 2019 just prior to the onset of COVID pandemic. Post pandemic lifestyle and the economic climate may have altered some of the outcomes associated with the previous plan assumptions. Dobson Arena is part of the Civic Areal Plan. Dobson arena is approximately 27000 SF fully enclosed ice arena and supporting facilities. The town subsequently contracted for a structural analysis of the arena and determined the building structurally does not have to be replaced and is now seeking a major remodel of the facility. This is considered Option 3 of the Civic Area Plan. Subsequent uses from the Civic area planning process have evolved into ideas presented by a new Cultural Alliance group for the old Charter bus lot or current Children Garden of Learning site and no longer considered for Dobson. Dobson should be complementary to these proposed uses, but first and foremost serve the recreational needs of the community. It is anticipated conceptual scenarios would be provided and sketch plans developed which extensively remodel the existing building and seek to add additional space, most likely to the west and

south of the building. This Civic Area Plan was reviewed by both the Vail Town Council and the Vail Recreation Board and adopted by the Vail Town Council. It is anticipated the Town may use Vail Reinvestment Funds from the Vail Reinvestment Authority to fund all or a portion of the project.

It is the intent of all involved to have the project designed, entitled and construction initiated by the spring of 2024. This project is highly anticipated and resolves long standing issues of an arena facility which no longer is up to the standards expected for public facilities in Vail.

### **Scope of Services (Overview)**

The Town is soliciting qualifications from design teams to develop conceptual remodel plans and prepare final design and construction documents for a remodeled ice arena and the development of new space at Dobson. The Town is seeking qualified teams of architects and engineers to provide a full range of design services, the team will begin with conceptual planning and in the end resulting in a well-coordinated set of construction documents. The selected team will assist with the competitive bidding process and will provide a defined scope of construction administration services.

The selected team will work cooperatively with other consultants, engaged directly with the town; such as an owner's representative, and either a general contractor providing pre-construction services or a cost estimator. At this time the town is seeking qualifications with teams possessing extensive working knowledge and design experience with similar sized and programmed ice arena facilities including all aspects of the mechanical systems required with an ice arena including experience of arenas used for other activities besides ice from musical and entertainment productions to use as a large exhibition venue. The firm should possess experience working with municipalities and special district boards. Teams with knowledge of the local entitlement process as well as the challenges of difficult construction environments are added qualifications. Teams are encouraged to submit examples of successful projects that they have implemented that have similar challenges, solutions and necessary coordination.

The Town prides itself in providing designs which utilize innovative, efficient green design initiatives. The design team should provide design components which minimize or offset greenhouse gas emissions. The Owner will provide survey and soils information as may be customary for the design team.

At this time the town has not determined if a General Contractor will be selected early in the process or if the project will be competitively bid to multiple general contractors when CD's are complete. The town may hire a general contractor/ or estimating firm to provide pre-construction services and to assist the town and the selected design team, which will include construction cost estimating.

The consultant team is expected to demonstrate qualifications to successfully complete the scope of work attached as Exhibit A.

### **Required Submittal**

The consultant must provide the following information with respect to the RFQ submittal.. **Three** printed hard copies and one (1) electronic copy (Format: PDF) are required to be submitted by **4:00 PM December 19, 2022.**

**Your qualification submittal should include the following information:**

- A. Background information about your firm. Specific information regarding the dynamics over the last 5 years regarding ownership, size and growth, office and staffing locality.
- B. Description of 5 recent within the last 5 years past projects and experience regarding specifically ice arena design as well as projects for municipal or special districts. For Each Project please provide the following:
  - a. Project Name
  - b. Project Owner in addition to reference name and contact information
  - c. Brief Project Description
  - d. Project Location
  - e. Project Budget
  - f. Date of Completion
- C. Description of the firms approach to similar projects, noting project understanding, unique challenges, assessments and project interpretation.
- D. Provide your firm's design philosophy in successfully bringing a project from conceptual design to a completed project.
- E. Other comments or features concerning your firm that differentiates it form other firms qualified for this projet.
- F. Specify qualified personnel of the firm by name, position, specific office location, and commitment of time to the project of both the architects but sub consultants as well. Attach resumes of qualified personnel.
- G. Overall current and upcoming workload of the firm and personnel identified who may work on the ice arena project.
- H. Estimated calendar time to complete each major study work element. State whether the preferred schedule outlined can be met and if not are there are any efficiencies or issues which owner should be aware of.
- I. Any reservations, conditions or constraints related to the request for qualification
- J. Any past, existing or pending litigation related to design or work the firm has undertaken in the last 5 years.
- K. The structural engineering firm/s that you would propose in include as your sub-consultant on this project. Please include the resume(s) and hourly billing rates of the individual(s) who would be assigned by them to this project. Please note that the Owner prefers to use "local" resources whenever possible.

- L. The mechanical engineering firm/s that you would propose in include as your sub-consultant on this project. Please include the resume(s) and hourly billing rates of the individual(s) who would be assigned to this project. Please note that the Owner prefers to use “local” resources whenever possible.
- M. The electrical engineering firm/s that you would propose in include as your sub-consultant on this project. Please include the resume(s) and hourly billing rates of the individual(s) who would be assigned to this project. Please note that the Owner prefers to use “local” resources whenever possible.
- N. The civil engineering firm/s that you would propose in include as your sub-consultant on this project. Please include the resume(s) and hourly billing rates of the individual(s) who would be assigned to this project. Please note that the Owner prefers to use “local” resources whenever possible.
- O. The landscape architectural firm/s that you would propose in include as your sub-consultant on this project. Please include the resume(s) and hourly billing rates of the individual(s) who would be assigned to this project. Please note that the Owner prefers to use “local” resources whenever possible.
- P. Any specialty design firm/s that you would propose in include as your sub-consultant on this project. Specifically, ice systems, arena sound and lighting, environmental/energy specialties. Please include the resume(s) and hourly billing rates of the individual(s) who would be assigned to this project. Please note that the Owner prefers to use “local” resources whenever possible.
- Q. The name of a Code Consultant if you intend to use one.
- R. Include the form of Agreement that you would propose to use for this project. Attached is the Town of Vail Standard Professional Services agreement.

## **General Information**

### Limitations and Award

This RFQ does not commit the Town of Vail to award or contract, nor to pay any costs incurred, in the preparation and submission of qualifications in anticipation of a contract. The Town of Vail reserves the right to shortlist or select one firm from qualified submitters to pursue design services. The town may reject all or any submittal received as a result of this request, to negotiate with all qualified sources, or to cancel all or part of the RFQ. A priority listing of the shortlisted firms maybe established, and a subsequent formal proposal may be requested, the Town of Vail may negotiate a contract with the first priority firm. If negotiations cannot be successfully completed with the first priority firm, negotiations will be formally terminated and may be initiated with the second most qualified firm and, likewise, with the remaining firms.

### Selection

Initial evaluation will be based upon the qualifications of the submitters. The Town of Vail reserves the right to waive interviews, and to make its final shortlist selection based solely upon the qualification statements.

#### Equal Employment Opportunity

The selected consultant team will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

#### Insurance Requirements

The submitting firms if selected as the design Contractor shall obtain and maintain in force for the term of this Agreement the following insurance coverage's. Certificates of insurance evidencing such coverages shall be furnished to the Town at the time of signing this Agreement. Prior to cancellation of, or material change in, any requisite policy, thirty (30) days written notice shall be given to the Town through its risk manager. All automobile liability and general liability policies shall include the Town as an additional named insured by policy endorsement. In order for a firm to be qualified, it must acknowledge the ability to secure the following:

1. Automobile Liability (including owned, non-owned, and hired) in an amount not less than one million dollars (\$1,000,000) each occurrence and not less than two million dollars (\$2,000,000) general aggregate.
2. Worker's compensation and employer liability in accordance with the Worker's Compensation Act of the State of Colorado for employees doing work in Colorado in accordance with this Agreement and with limits in an amount not less than five hundred thousand dollars (\$500,000) each accident and not less than one million dollars disease-policy limit and not less than one million dollars disease- each employee.
3. Comprehensive General Liability (including personal injury) in an amount not less than one million dollars (\$1,000,000) per each occurrence and not less than two million dollars (\$2,000,000) in the aggregate.
4. Professional errors and admission liability insurance in an amount not less than one million dollars (\$1,000,000) each claim and not less than two million dollars (\$2,000,000) in the aggregate.

## Exhibit A

The general scope of work for the project shall include the following key elements:

### ***Phase I - Sketch Plan Review and Conceptual Design***

1. Review and confirm or modify any design assumptions, Master plan sketch plan program as previously presented to the various boards. Review and understand the necessary community goals and needs and develop criteria for design program elements. Review and comment on the constructability of possible expanded space by addition provided to date.
2. Once developed review and confirm the technical feasibility of the proposed sketch plan space options and adjacent site plan improvements.
3. Once feasibility of potential additional space is determined, work with the boards, staff and community in developing and prioritizing programs which are compatible to the arena.
4. Assist in developing an overall budget for the project.
5. Provide creative conceptual design alternatives for the ice arena remodel and addition within the context of the agreed upon sketch plan program and budget.
6. Assist the owner in continue to verify an overall project budget for the project based on initial project programming and feasibility analysis. The project budget should include all costs both hard and soft that the owner will expend over the duration of project
7. Review and recommend the ice arena remodel enhancements or other specific improvements, which may improve the plan as needed.
8. Review applicable zoning and make any recommended land use/zoning conflicts that may need to be addressed in order to implement the project.

### ***Phase II - Schematic Designs***

1. Refine concept alternative(s) to those that appear most feasible.
2. Provide a minimum of two (2) developed schematic designs for the ice arena and site enhancements. These shall include all the necessary related improvements. Provide:
  - a. Site plans (site circulation , site constraints and site enhancements)
  - b. Architectural elevations and floor plans
  - c. Transit, traffic, pedestrian, and arena event operation plans;
3. Analyze the developed schematic alternative solutions.
  - a. Provide pros and cons, site impacts, number of anticipated uses that can fit on the site
  - b. Provide an operations analysis, including; ice programs, event venue, exhibition space as well as enhanced recreational space opportunities and support services, transit, loading and delivery and trash, snow removal, and venue use staging.
  - c. Coordinate ice arena operations staff on understanding additional improvements required to complete the plan.
  - d. Assist the estimators or general contractor as needed with developing the preliminary cost estimates for each alternative.
  - e. Provide an implementation phasing plan for each alternative.
4. Assess the environmental impact of each alternative in context of the TOV's climate action goals and planning and environmental review criteria.



5. Assess compatibility with Civic Area Plan, Civic Hub plans as they progress and the surrounding neighborhood, including any anticipated future needs associated with the Civic Area Plan as may be identified by the town and VRD.
6. Rank alternatives per criteria established by the Town in Phase I.

### ***Phase III - Preferred Alternative Design Development including entitlement***

1. Develop the preferred alternative from Phase II, to the Design Development level. The plans must comply with planning and zoning regulations, and applicable codes. The plans shall include all the necessary related improvements. Provide:
  - a. Site, roadway and landscape plans (Transit site, access road) with the necessary details regarding drainage, lighting, signage, landscaping and roadway structural sections in a detail necessary to meet the submittal requirements of the Town boards and approving agencies if necessary
  - b. Architectural plans that include fully dimensioned floor plans and elevations and sections depicting the architectural character for Design Review Board approval.
  - c. Provide customary structural, mechanical and electrical plans, depicting chosen systems, layout and quantities.
  - d. Provide other information related to architectural, structural, mechanical, plumbing and electrical in terms of suggested materials and details.
  - e. Site plans depicting transit, traffic and pedestrian circulation strategies.
2. Obtain approval and continued buy-in of the preferred alternative from the Town, Town staff, VRD staff, Town boards, Town Council, and community.
3. Assist the estimator or general contractor as needed in providing detailed cost estimates of all the various components of the project to determine the overall project and any cost / scope adjustments as necessary to remain on budget.
4. Assist the preconstruction services consultant in providing a constructability review and phasing plans of the construction activities.
5. Assist the town staff and its consultants in providing a detailed analysis of the remainder of the process and specific coordination steps to achieve project completion of the approved design solution.

### ***Phase IV - Final Design and Construction Documents***

1. Complete final design drawings for review and approval by the Owner.
2. Obtain approval and continued buy-in of the preferred alternative from the Town, Town staff, Town boards, Town Council, and neighborhood.
3. Prepare a comprehensive set of construction documents (to include all the necessary plans, details, specifications, general /supplemental conditions and contract). This phase includes the necessary permit applications, response to plan check comments and, ultimately, the approval from the Town of Vail permitting agencies.

### ***Phase V – Bid and Award the Town may select a CMGC prior to General Contactor bidding to sub-contractor community***

1. Provide a bid set package, based on the construction documents and specifications.

2. Attend pre-bid conference and bid opening.
3. Prepare addenda as necessary and answer questions regarding bid set as needed.
4. Prepare bid tabulation to assist in the recommended bid award, and bid analysis.

***Phase VI – Early Construction and long lead Procurement Packages***

1. Assist the contractor with preparation of early construction packages as necessary to regarding sub-contractor selection for critical trades.
2. Review any early shop drawings packages authorized by the Town to ensure schedule adherence
3. Provide specific plan and specification packages for long lead orders.

***Phase VII - Construction Administration Services***

1. Provide limited construction administration services to the Town as needed. This shall include at a minimum.
  - a. Attend pre-construction meeting and weekly OAC construction meetings/progress walk thru inspections to address design and field construction questions and concerns. *(Daily inspections and documentation will be provided by the Town)*
  - b. Respond to all RFI’s and CCD’S promptly.
  - c. Prepare any needed required additional construction documents as customary of construction progression.
  - d. Review and certify pay applications and change orders.
  - e. Attend final walk thru and prepare recommended punch list for the Town.

**Schedule**

The team will likely need the following blocks of time to complete each task:

<b>Phase I - Sketch Plan Review and Conceptual Design</b>	<b>2 months</b>
<b>Phase II - Schematic Designs</b>	<b>2 months</b>
<b>Phase III- Design Development of Preferred Alternative incl. entitlement</b>	<b>2 months</b>
<b>Phase IV - Final Design and Construction Documents</b>	<b>3 months</b>
<b>Phase V – Construction Procurement and Award</b>	<b>1 month</b>
<b>Phase VI – Early and long lead item procurement</b>	<b>2 months</b>
<b>Phase VII - Construction Administration Services and project closeout</b>	<b>15 months</b>

Construction is anticipated to begin in mid- March of 2024.

**Meetings**

The consultant shall include within their work schedule regular meetings progress submittals.

- A. A kick-off and subsequent bi-weekly team and owner Meetings as needed (some may be by online meeting services which can include interactive participation and technology).

- B. Community input sessions assume 2 on the refining conceptual input. Web based engagement site to allow input and presentation of the project as it moves through project evolution.
- C. Vail Recreation Board/Town of Vail Council Subcommittee meetings for each phase.
- D. Presentations to the Vail Recreation Board and Vail Town Council (3 each).
- E. Community Development pre-application meeting to review permit set with the Town of Vail.
- F. Required entitlement meetings with PEC and DRB.
- G. Building permit code review meeting to review the design and code requirements with the Town of Vail.
- H. Building permit pre-application meeting to review permit set with the Town of Vail.
- I. Other meetings as may be required

### **Data/ Services Provided**

The Town of Vail has the following data that may be used for the purposes of this design effort:

- 1. Project progress to date, including studies, presentations, and memos.
- 2. Background documents in pdf format. Available on-line on November 28<sup>th</sup>, 2022

### **Deliverables**

The consultant shall submit the following as required;

- A. All submittals shall be submitted in PDF format as well as hard copy.
- B. 2 hard copy of each work phase and each work in progress submittal (50 %, 70%, 95%)
- C. 6 copies of Final Construction Documents for Building Permit Application. Depending on comments may require an additional revised set(s).
- D. 2 copies of the bid set, Contractor package to be posted to web site.
- E. Final construction documents in AutoCAD, Word and Excel formats.