



REQUEST FOR PROPOSAL

To Provide

Spatial, Architectural Floor Planning, and Economic Analysis Services

For

Vail Civic Area

June 19, 2023

Town of Vail
Community Development Department
Vail, Colorado

SECTION I. Introduction

A. Introduction

The Town of Vail, Colorado (the “Town”) is seeking proposals for spatial and architectural floor planning, and economic analysis services from a team to work with the Town’s owner’s representative to develop a program of where existing Town office uses, and future community uses, can be relocated from the municipal site to other locations in the Civic Hub and the Public Works site. Scope of work will include creation of conceptual floor plans for programming uses in the most advantageous locations from a visibility perspective regarding Town offices, and an economic standpoint for community and commercial uses. The scope of work does not include exterior design or architecture. The Town will utilize the economic, spatial, and market analysis to understand how best to leverage the marketability and monetization of the Municipal Complex site to realize the opportunities on the “Community Hub” site and elsewhere in the Civic Area. Considerations would include operational costs, return on investment (ROI) of specific uses, and staffing needs.

The Study Area for this work includes the ‘*study area*’ defined in the adopted 2018/2019 Town of Vail Civic Area Plan (the “Civic Area Plan”), and the Town’s Public Works site, as illustrated below.

B. Goals and Objectives

- Engage the community to understand their thoughts and opinions as scenarios are developed regarding how to redevelop or relocate Town uses at 75 South Frontage Road to service the Vail community for another 60 years.
- Consider the context of the Civic Area Plan while identifying and evaluating opportunities relative to the potential uses of the Municipal Complex, Civic Hub, and Public Works site.
- Specifically facilitate the identification of community uses based on the Stewardship Vail and Civic Hub plan that should be located on the Charter Bus Lot.
- Prepare recommendations based on scenarios that are viable, economically feasible, reflective of community goals, and responsive to the sites and surrounding community.
- Define strategies for decision making and the implementation of improvements within the Civic Area.
- Recommendations should facilitate implementation. Previous plans and projects have provided ideas for redevelopment of the Town Hall site and the Charter Bus Lot. None have resulted in action. Recommendations from this scope should provide pragmatic recommendations for implementation.

SECTION II. Background

A. Vail, Colorado

The Town of Vail is North America’s Premier International Mountain Resort Community. Vail is located approximately 100 miles west of Denver, CO in the Rocky Mountains. Vail is well known

for its world class skiing, beautiful mountains, bountiful sunshine, and vibrant villages. The community is comprised of a mix of full-time residents, part-time residents, seasonal workers, and a significant number of short-term rental vacation residences. Vail is a major destination in both summer and winter, and there are opportunities to expand the shoulder seasons with group and conferences business.

B. Project Need

To remain at the forefront of mountain resort communities, the Town of Vail is seeking to program its existing town uses and future community uses and facilities in the defined Civic Area, including the existing Lionshead Parking and Transportation Center, Dobson Ice Arena, Charter Bus Lot, Vail Public Library and surrounding Town owned land and rights-of-way. In addition to these properties, the Town of Vail is studying alternatives for renovating/replacing the existing Municipal Buildings at 75 and 111 S. Frontage Road and wishes to study how the municipal building needs could be incorporated into the Study Area, including the Public Works site on Elkhorn Lane.

The existing Lionshead Parking Structure was constructed in the early 1980s. Dobson Ice Arena was constructed in 1983. The Town of Vail Municipal Complex was constructed in 1971. The Vail Police Department expansion was added to the Municipal Building in 1993 and is home to a multi-jurisdictional, regional E-911 and dispatch center.

In 2009 the Town of Vail built the Lionshead Welcome Center onto the existing Lionshead Parking Structure. The streetscape within the Lionshead Village was upgraded in 2005-2006, and the main bus stop at Lionshead was upgraded in 2013. The Vail Library was remodeled and upgraded in 2013. However, portions of E. Lionshead Circle, and portions of W. Meadow Drive near the Dobson Ice Arena and near the Vail Library have not been upgraded and existing uses of these tracts may not be optimal.

On January 17, 2018, the Town Council identified the following goal: “By November 1, 2023: “Determine a program, budget, and critical path to renovate Dobson Ice Arena so that it will continue to serve Vail for another 40 to 50 years. Determine whether to renovate or relocate Town of Vail offices and if relocated determine best location(s), a budget, and a timeline for relocation or renovation. Council in a subsequent meeting asked that all the civic uses including Town offices be evaluated together and that alternative sites be considered and evaluated for these uses.

The Public Works Master Plan was adopted in April of 2019 and is attached (via link) in Section V of this document. The Plan provides a summary of the immediate needs and the long-term use of the Public Works site and establishes a roadmap to guide future development of the site.

The 2018/2019 Town of Vail Civic Area Plan was adopted in November of 2019 and is attached to this document (via link) in Section V of this document.

Conceptual design, spatial and floor-planning work on the Charter Bus Lot was performed for the Town by Zehren and Associates in October of 2022 and is attached (via link) in Section V of this document.

C. Study Area and Site Description

The Study Area encompasses the properties in the adopted Civic Area Plan, including the east end of Lionshead Parking and Transportation Center, Dobson Ice Arena, Vail Library, Lot 10, W. Meadow Drive, Municipal Buildings at 75 and 111 S. Frontage Road, and the Public Works site on Elkhorn Lane.



(Study Area from the Civic Area Plan, approximately 10 acres)



(Public Works site, approximately 17.3 acres)

- Vail, Colorado
- Lionshead Transportation Center, 350 S. Frontage Road
- Charter Bus Lot, 330 S. Frontage Road

- Dobson Ice Arena, 321 E. Lionshead Circle
- Vail Public Library, 292 W. Meadow Drive
- Lot 10, Vail Village Filing 2, 281 W. Meadow Drive
- Town of Vail Municipal Buildings, Community Development (~6,567 sq ft) and Town Hall (~42,749 sq ft), 75 S. Frontage Road and 111 S. Frontage Road, respectively
- Public Works site, 1289 and 1309 Elkhorn Drive (approximately 17.3 acres)
- No known geologic hazards (i.e., debris flow, snow avalanche, or rock fall)
- Floodplain along Middle Creek parcels
- Properties are developed except for Lot 10.

Prospective Proposers are encouraged to inspect and view the Study Area.

D. Existing Zoning

According to the Official Zoning Map of the Town of Vail the parcels within the Study Area are zoned General Use (GU), except for rights-of-way, and the parcels along Middle Creek zoned Natural Area Preservation (NAP) or Outdoor Recreation (OR). The General Use district is intended to ensure that public buildings and grounds and certain types of quasi-public uses permitted in the district are appropriately located and designed to meet the needs of residents and visitors to Vail, to harmonize with surrounding uses, and, in the case of buildings and other structures, to ensure adequate light, air, open spaces, and other amenities appropriate to the permitted types of uses.

E. Previous Studies

In addition to the two master plan documents and conceptual work referenced above, the Town of Vail performed a planning process in 1999 for a Community Facilities Project in what is referenced in the Civic Area Plan as the Civic Hub. In 2004-2005, the Town of Vail created a master plan for a conference center at the east of the Lionshead Parking Structure.

F. Givens

As part of the proposal process, and during the Public Engagement, Planning and Design process, the following facts and existing conditions should be recognized as given premises underlying the planning process:

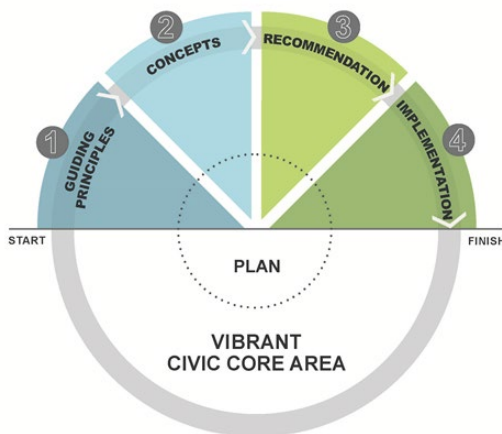
- The Vail Town Council, acting as the Vail Reinvestment Authority and the property owner of the parcels within the Study Area, has final decision-making authority.
- The Study Area is assumed to include those properties delineated within the attached map.
- The Town of Vail, which largely relies upon visitor-based revenues, seeks to be economically diverse and competitive.
- Affordable (deed restricted) housing remains a high priority for the Town of Vail and throughout the community.

- Emerging technologies should be employed when and where opportunities arise.
- Proposed development shall be consistent with the Town’s commitment to environmental sustainability.
- Community engagement tools shall continue to be utilized to foster strong public outreach and citizen participation.
- The Lionshead Tax Increment Financing (TIF) District expires June 6, 2030, and revenues from TIF need to be expended by that time.
- These future TIF revenues could be used, as they have in the past, to secure a bond issuance that would enable the financing of some or all the Plan outcomes.

SECTION III: Scope of Professional Services

The Town of Vail is seeking proposals for professional services from qualified design teams (the “Proposer(s)”) to assist the Town of Vail with Spatial, Architectural Floor Planning, and Economic Analysis services to determine scenarios for the future development and redevelopment of the Study Area. The analysis work will include identifying community needs and desires for public facilities that can be incorporated into the Study Area, determine what uses fit best in which locations within the Study Area, and how the uses will positively impact and benefit the Vail community.

The analysis will involve four steps, commencing with the development of the guiding principles, followed by formulation of design concepts. From the conceptual outcomes will come a recommended course of action(s), which will be implemented subject to funding, additional design work, and applicable zoning and land use changes. The process is simplified in the following graphic:



The Civic Area Plan offers guidance for successful implementation, including the following key recommendations:

- *As a part of evaluating the Charter Bus Lot, determine the feasibility and desirability of re-locating municipal functions to the Charter Bus Lot.*
 - *Complete schematic design studies to understand the development potential of this site and review and confirm previous programmatic square footages for a new Town Hall.*
 - *Determine the preferred use of any development parcel that may be created at this site.*
- (p. 30, VCAP)

The scope of the services will, in general terms, be predicated upon assistance with the successful implementation of the Civic Area Plan. Specifically, the selected Proposer will be responsible for the following:

Phase 1

Determine the optimal plan for the Town Office at 75 S. Frontage Rd.: Evaluate existing and future spatial needs of the uses at 75 South Frontage Road and develop a spatial program for existing office uses that will accommodate a reasonable amount of future growth. Develop recommendations of “either/or” scenarios for locating specific TOV uses to another location (Charter Bus lot), south side of the Lionshead Parking Structure, Public Works) and/or redevelop the municipal site in partnership with a private partner. Complete programmatic plans sufficient for understanding the potential of the subject redevelopment sites. This design work will be necessary to determine the desired land uses at the Municipal Building Site, evaluating the potential for public/private partnerships and generally understanding the potential opportunities of re-locating municipal services. Potential alternative locations include the South side of the Lionshead Parking Structure, Public Works Facility, and potentially other privately owned properties. Explore P3 (public private partnership) opportunities for the redevelopment of the Municipal Building Site. This programmatic plan work should be accompanied by a fiscal analysis to help determine opportunities for public private partnership and an optimal fiscal scenario for relocating or redeveloping the offices at 75 South Frontage Rd.

Phase 2

Determine a recommended program and future use of the Charter Bus Lot: Fundamental to making decisions on specific improvement plans for the Charter Bus Lot and Dobson Ice Arena is defining how to address the Civic Hub goals most effectively for a multi-purpose community facility. The consultant will work with the community to identify the highest priority civic uses that consider long term utilization by the community, financial viability, land use/spatial compatibility. Through public and stakeholder engagement conducted thus far, it appears clear that creating a space for community uses that meet the following goals is desirable:

- Establish a sense of permanence in a uniquely special place that welcomes multigenerational and diverse users to engage with each other, have fun, and thrive. The recommended uses should collectively create a vibrant civic hub that will be a natural gathering space for our community.

- Provide community spaces that may include a small theater for performing arts and community gatherings, offices for non-profit organizations, business incubator space, and community uses.
- Develop engaging outdoor public spaces within the Civic Hub capable of accommodating everything from small intimate gatherings to larger scale community events.
- Incorporate mixed-uses within the Civic Hub that promote interaction and create vibrancy.

Phase 3

Develop Alternative Site Scenarios to achieve the four goals in Phase 2: This scope of work shall include alternative scenarios for locating the uses enumerated below and an analysis of how each use meets the criteria outlined below. With feedback from the community and input from a public task force, the consulting group shall use the following criteria to evaluate each scenario and provide a recommended scenario.

All recommendations should be evaluated with the following criteria:

- How the location of each recommended use increases operational effectiveness
- There is a viable revenue source for the capital cost of the use
- There is a viable revenue source to pay for the operational cost of the use.
- The recommended location of a use provides opportunities to leverage public private partnerships and reduce the cost to the Vail taxpayer.
- There is a clearly demonstrated need for the use – particularly as it relates to uses proposed for the Charter Bus Lot.

To thoroughly evaluate and analyze strategic financing methods, and the best programmatic location of uses, including town offices and future community-oriented uses contemplated in the plan, staff recommends the considerations summarized below:

1. Category	2. Uses to be redeveloped, moved, created	3. Potential Locations for use
Town Municipal Offices:	Police Dept / Dispatch Center	Current: 75 S. Frontage Rd Future: Public Works (Small front of house presence in hub)
	Human Resources	Current: 75 S. Frontage Rd Future: Public Works (Small front of house presence in hub)
	Finance	Current: 75 S. Frontage Rd Future: Public Works (Small front of house presence in hub)

	Town Manager / Clerk's Office	Current: 75 S. Frontage Rd Future: Public Works (Small front of house presence in hub)
	Com Dev	Current: 111 S. Frontage Rd Future: Civic Hub
	Econ Dev	Current: 111 S. Frontage Rd Future: Public Works (and hub?)
	Environmental Sustainability	Current: 111 S. Frontage Rd Future: Public Works (and hub?)
Charter Bus Lot, LH Parking Structure, Dobson, Library	Children's Garden of Learning	Need to determine alternative location*
	Potential Civic Uses that need to be defined	Community Hub/Civic Hub use types
	Dobson Ice Rink	No change of location proposed
	Vail Public Library	No change of location is proposed but there is an opportunity to add uses in and on top of the existing library

*(The Town has been exploring alternative sites for the successful relocation of the Children's Garden of Learning and ideas for potential sites/locations are encouraged in the programmatic plans submitted by bidders.)

The basic outcome of this scope of work is to create alternative scenarios and propose a recommended scenario for locating the uses identified in column 2. It is also acknowledged that although a variety of uses were identified in the Civic Area Master Plan for the Charter Bus Lot, a refined set of recommended uses needs to be defined and approved.

In addition, the Consulting team should provide recommendations on financing proposed projects and identify revenue sources for the financing of civic uses.

All the sites included in the plan must function together synergistically to achieve the overall vision and goals of the plan, and the future of the Charter Bus Lot site is directly connected to what happens on the municipal site. Included in the recommendations from the Civic Area Plan for the municipal site is the idea of relocating some public-facing town offices to the new Civic Hub and determining highest and best use of the municipal site.

SECTION IV: Selection and Evaluation Criteria

The ideal Proposers will possess and demonstrate the following skills and abilities:

- Extensive knowledge and experience managing municipal planning projects with demonstrated success working with municipalities and/or special districts and how previous successes are transferable or otherwise adaptable to the Town of Vail's need for this process.
- Demonstrated ability to excel in the public engagement process, and the ability to manage and organize multiple stakeholders with varying ideas and priorities. Specific experience is needed in helping communities make tough decisions on programming where needs vs wants must be determined to create a prioritized list of desired uses for a public project.
- Successful completion of similar studies in a comparable mountain environment with relatable site challenges, space constraints, and solutions.
- Demonstrated ability to complete projects on time and within budget with a commitment to the successful implementation of the Civic Area Plan in accordance with the plan goals and objectives.
- Exceptional ability to develop and maintain professional relationships through effective communication, coordination, team building and integrity.
- Proven track record of successfully delivering projects in a collaborative process with multiple stakeholders and multi-disciplinary teams.
- Ability to develop recommendations for public uses that integrate land use, spatial, and financial considerations.
- Demonstrated ability to make progress on multiple tasks in a dynamic and ever-changing process and resolve conflicts in communication, coordination, schedule, etc.
- Professional fee is competitive and based upon the scope and quality of the work to be provided and the ability to bring the project in on budget and on time.

If only one (1) proposal is received in response to this RFP, the Town of Vail may require assistance from the single responsive and responsible Proposer in the preparation of a proposal price analysis in order to determine whether the single proposal received by the Town of Vail is fair and reasonable.

The Town of Vail maintains the right, but shall be under no obligation, to award a contract to the responsive and responsible Proposer whose proposal is deemed by the Town of Vail to be most advantageous to the Town as determined by capability, qualifications and other factors set forth above.

SECTION V. Information Provided

The Town of Vail has the following information that may be used by prospective Proposers for the purposes of responding to this RFP:

- Development progress to date, including studies, reports, drawings, presentations, consultants, program information and memos.
- Background documents and previous plans, including the Civic Area Plan, Public Works Master Plan, and conceptual design work on the hub site, are available in PDF format via the following links:

2018/2019 Town of Vail Civic Area Plan
Public Works Master Plan
Conceptual design, spatial and floor-planning work for Charter Bus Lot ('Vail Cultural Hub')
Study Area Map(s)

In the event of a conflict or inconsistency between the RFP, attachments, and information provided including drawings, specifications, reports, etc. thereto, the Town of Vail will work to resolve such conflict or inconsistency and provide written notice of the single interpretation to all known proposers by written addendum.

SECTION VI. General Information

Limitations and Award

This RFP does not commit the Town of Vail to award or contract, nor to pay any costs incurred, in the preparation and submission of proposals in anticipation of a contract. The Town of Vail reserves the right to 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 RFP. After a priority listing of the final firms or teams is established, the Town of Vail will 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 will 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 Proposer. The Town of Vail reserves the right to waive interviews, and to make its final selection based solely upon the qualification statements and evaluation criteria.

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.

Contract Phasing

Proposed tasks within this RFP may be eliminated or expanded by the Town of Vail at any time due to the progression and sequencing of the scope of work. The contract for professional services will be adjusted accordingly.

WORKERS WITHOUT AUTHORIZATION:

- A. *Certification.* Contractor hereby certifies that it does not knowingly employ or contract with a worker without authorization who will perform work under this Agreement and that Contractor will participate in either the E-Verify Program administered by the U.S. Department of Homeland Security and Social Security Administration or the Department Program administered by the Colorado Department of Labor and Employment to confirm the employment eligibility of all employees who are newly hired to perform work under this Agreement.

- B. *Prohibited Acts.* Contractor shall not knowingly employ or contract with a worker without authorization to perform work under this Agreement or enter into a contract with a subcontractor that fails to certify to Contractor that the subcontractor shall not knowingly employ or contract with a worker without authorization to perform work under this Agreement.
- C. *Verification.*
1. If Contractor has employees, Contractor has confirmed the employment eligibility of all employees who are newly hired to perform work under this Agreement through participation in either the E-Verify Program or the Department Program.
 2. Contractor shall not use the E-Verify Program or Department Program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.
 3. If Contractor obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with a worker without authorization who is performing work under this Agreement, Contractor shall: notify the subcontractor and the Town within 3 days that Contractor has actual knowledge that the subcontractor is employing or contracting with a worker without authorization who is performing work under this Agreement; and terminate the subcontract with the subcontractor if within 3 days of receiving the notice required pursuant to subsection 1 hereof, the subcontractor does not stop employing or contracting with the worker without authorization who is performing work under this Agreement; except that Contractor shall not terminate the subcontract if during such 3 days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with a worker without authorization who is performing work under this Agreement.
- D. *Duty to Comply with Investigations.* Contractor shall comply with any reasonable request by the Colorado Department of Labor and Employment made in the course of an investigation conducted pursuant to C.R.S. § 8-17.5-102(5)(a) to ensure that Contractor is complying with the terms of this Agreement.
- E. *Affidavits.* If Contractor does not have employees, Contractor shall sign the "No Employee Affidavit" attached hereto. If Contractor wishes to verify the lawful presence of newly hired employees who perform work under the Agreement via the Department Program, Contractor shall sign the "Department Program Affidavit" attached hereto.

SECTION VII: Form of Response

This Section contains detailed instructions to which Proposers must adhere in the preparation and submittal of proposals to the Town of Vail. For purposes of evaluation, Proposers are advised that the proposal content, completeness of information, clarity, ease of reference and effectiveness in demonstrating the qualifications of the Proposer is most important.

One (1) electronic copy (PDF) shall be submitted to the Town of Vail Share File site by 12:00 noon, (MDT), Monday, July 31, 2023. **All proposals shall be submitted electronically through the Share File Site** and shall be clearly marked with the following information:

Proposals must include the following information to be considered:

- A. Cover letter describing the interest the Proposer has in working on the project and what uniquely sets them apart from other equally qualified Proposers.
- B. Professional background information about the Proposer including an indication of who is the project lead and the firm or entity responsible for execution on behalf of the team.
- C. A minimum of three (3) references from past clients on relevant or similar projects.
- D. Description of relevant experience. Specifically civic and municipal area planning, design of meeting facilities, experience planning and/or designing parking structures, urban design in highly pedestrianized areas, design of ice arenas, developments for municipalities or special districts of similar size and magnitude in mountain resort communities similar to Vail, Colorado. Please provide at least three reference contacts including name, contact information, project date, brief project description, original project budget and final project cost. Please provide an explanation of any variation from the original budget and final project cost.
- E. Description of the development approach to the project, noting project understanding, unique challenges, assessments and project interpretation, and strengths that the individual, firm or team bring to this project. Please be clear and concise when describing the development approach.
- F. Specify personnel to be assigned by name, position, specific office location, and commitment of time to the project. Attach resumes of assigned personnel. Please note the local preference for this project.
- G. Provide a brief vision statement of the individual, firm or team's goals and objectives for the public engagement and conceptual design process and describe what a successful relationship with the Town of Vail would look like. The Town of Vail is most interested in evaluating how the selected Proposer intends to engage the input of the community to identify a vision for the Study Area.
- H. Provide a draft public engagement, planning and design process and schedule that reflect an ability to successfully complete the process within one year of the start of the contract and within the contracted budget. If changes to the schedule are needed or if the planned one (1) year schedule is not realistic, provide a revised schedule and an explanation for the schedule change. The development schedule shall include, but shall not be limited to, public engagement, review of existing plans and documents, visioning, SWOT analysis of existing facilities and lands in the study area, conceptual designs, and plan approval. Proposed should describe the process that will be used for the public engagement, and

any creative or innovative ideas, methods or tools that will be used to obtain input from a diverse spectrum of the community.

- I. Provide a fee proposal for the scope of services of the project, with a breakdown of that fee into the following phases: background research, public engagement process, design options, plan implementation steps, and plan approval. The fee proposal breakdown shall include a complete line-item budget for the work with explanations as necessary.
- J. The Proposer shall obtain and maintain in force for the term of an agreement the following insurance coverages. Certificates of insurance evidencing such coverage's shall be furnished to the Town of Vail at the time of signing of an agreement. Prior to cancellation of, or material change in, any requisite policy, thirty (30) days written notice shall be given to the Town of Vail through its risk manager. All automobile liability and general liability policies shall include the Town of Vail as an additional named insured by policy endorsement.
 - 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.
- K. A written statement identifying any reservations, conditions or constraints related to the request for proposals.
- L. Upon selection, the selected Proposer shall execute an agreement with the Town of Vail acknowledging that all design work, including but not limited to plans, photographs, documents, reports, engineered drawings and Project work shall be completed in a professional and workmanship-like manner and that the Project work shall fully comply with all applicable Town of Vail regulations and ordinances and State and Federal laws and requirements.
- M. A completed proposal bid form (attached)
- N. Upon selection, the selected Proposer shall execute an agreement with the Town of Vail acknowledging that all design work, including but not limited to plans, photographs, documents, reports, engineered drawings and other work produced for the Project shall become property of the Town of Vail, and may be used or reproduced by the Town of Vail without approval from or additional compensation to the Proposer.

The Town of Vail reserves all rights to investigate the qualifications of any and all individuals and firms under consideration, to perform a financial audit of one or more firms, to confirm any part of the information furnished in a proposal, and to require further evidence of managerial, financial or professional capabilities which are considered necessary for the successful performance of work described in this RFP. The Town of Vail reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.

All proposals and supporting documents, except such information that discloses proprietary or financial information submitted in response to qualification statements, becomes public information held in custody of the Town of Vail after the proposal submittal date given in this RFP. The Town of Vail assumes no liability for the use or disclosure of technical or cost data submitted by any Proposer.

Nevertheless, if a proposal contains information that the Proposer does not want disclosed to the public, or used for any purpose other than the evaluation of this offer, all such information must be indicated with the following or similar statement:

"The information contained on pages _____ shall not be duplicated, used in whole or in part for any purpose other than to evaluate the proposal provided; that if a contract is awarded to this firm as a result of the submission of such information, the Town of Vail shall have the right to duplicate, use or disclose this information to the extent provided in the contract. This restriction does not limit the right of the Town of Vail to use the information contained herein if obtained from another source."

All such nondisclosure items specified in the proposal shall be subject to disclosure as provided in Part 2 of Article 72 of Title 24, C.R.S. ("The Colorado Public Records Act") or as otherwise provided by law.

SECTION VIII: TERMS AND CONDITIONS

A. Invitation

Qualified design teams (herein the "Proposer(s)") are invited to submit a sealed proposal to the Town of Vail, Colorado, to provide Spatial, Architectural Floor Planning, and Economic Analysis services for the Town of Vail Civic Area and Public Works site.

The purpose of this solicitation is to bind a qualified, competent, and experienced Proposer into a formal written agreement with the Town of Vail to perform the scope of work described in this Request for Proposals. The complete Request for Proposals document can be obtained at the Town of Vail, Community Development Department, located at 75 South Frontage Road, Vail, Colorado, or online at vailgov.com. Additional instructions for obtaining the Request for Proposals can be found in Section VIII (B) of this document.

This invitation is not to be construed as a commitment of any kind on the part of the Town of Vail, nor does it commit the Town of Vail to pay or otherwise reimburse any costs incurred in the submission of a proposal package, nor for any costs incurred prior to the mutual execution of a formal written agreement.

B. Advertisement and Notice of Invitation

Requests for Proposal (herein “RFP”), including response submittal requirements for:

**Vail Civic Area
Spatial, Architectural Floor Planning, and Economic Analysis**

is available on the Town of Vail website on the RFP page, and at the Town of Vail Community Development Department Building, 111 South Frontage Road, Vail, CO. All questions shall be directed to Greg Roy at groy@vailgov.com or 970-479-2146 by 12:00 pm, July 24, 2018.

C. Schedule

To be considered, the following schedule shall be strictly adhered to:

One (1) electronic (PDF) copy must be received by the Town of Vail Share File Site by no later than 12:00 noon (MDT), Monday, July 31, 2023 (the “Deadline”). Any proposal received after the Deadline will not be considered.

Letter of Interest with firms’ contact information by 12:00PM MDT	July 13, 2023
Questions for Town by 12:00PM MDT	July 19, 2023
Written Responses to Questions by 5:00 PM	July 26, 2023
Proposal Deadline – Received by 12:00 noon MD.....	July 31, 2023
Finalist Candidates Notified	August 4, 2023
Candidate Selection Interviews.....	Week of August 14, 2023
Kickoff Meeting / Project Start.....	Week of September 4, 2023

The Town of Vail is under no obligation to comply with the schedule shown above, provided that all prospective Proposers or other interested parties known to the Town of Vail shall be notified equally of changes made to the schedule by the Town of Vail within a reasonable time after any such changes are made. In no event shall any proposer or other interested parties have any redress to the Town of Vail, be it financial or otherwise, in the event the Town of Vail changes this schedule in any way. Responsibility for submitting the proposal to the Town of Vail on or before the Deadline shall remain solely and strictly that of the proposer.

All Proposers are encouraged to review this RFP carefully and to investigate all conditions involved in the execution of work requested. The selected Proposer shall not be allowed additional compensation for items on which it has failed to inform itself prior to the opening of proposals.

