

**CITY OF DELTA, COLORADO  
REQUEST FOR PROPOSALS TO DESIGN A  
NEW INTERIOR FOR CITY HALL FOR THE PURPOSES  
OF MEETING CURRENT STANDARDS AND  
HISTORICAL RENOVATION**

**Purpose of Request for Proposal:** The City of Delta is requesting proposals from qualified firms to create an architectural design for a new interior of City Hall that will help both the functional capacity of the building as well as to make it aesthetically reflective of its recognition as a historically important building (State Register number 5DT.423).

The Director of Community Development, Glen Black, will be the lead contact on this project. As part of the design, the consultant will be required to provide contract documents and construction drawings for the purpose of making the design *construction and building permit ready*.

Reference documents will include the current building blueprints, historical information on the building, a recent energy audit, and plans for the addition of an elevator. These documents may be picked up at City Hall.

**Project Scope:** The City of Delta is seeking several major improvements to the interior of City Hall, a build that is approximately 6,000 square feet per floor. The remodel will include a new HVAC system, a new groundwater drain system, making the building ADA compliant (including the addition of an elevator), new security entrances for the courtroom, and making the interior reflect its historical roots as a bank built in 1910. The City of Delta is also looking to build an expansion into an adjacent pocket park. This will require an evaluation of office space requirements for existing office personnel as well as relocating the Police Department to City Hall with a need for a secure entrance and exit. The expansion will also provide public restrooms. The space available for the expansion is approximately 1,800 feet per floor (two floors). In addition to the architectural design, the City of Delta is looking for additional services including a foundation review, structural evaluation for floor loads, and a geotechnical investigation.

**Submittal Information:** Consulting firms interested in being considered for this project should send the following information to the City of Delta, 360 Main Street, Delta, Colorado, 81416, attention Glen Black, Director of Community Development. Please include in the proposal the following:

1. Scope of work with description and breakdown of tasks, deliverables, and timeline.
2. Contact information: Name of contact person, address, and phone number of the consulting firm.
3. Form of organization: Whether the firm is a partnership, corporation, or sole proprietorship, where the firm is organized, and the names of principles, officers, and directors of the firm.
4. Key personnel: Names of key personnel, their respective titles, experience, and qualifications.
5. Statement of Qualifications: Proposals should include a concise statement of

- philosophy and approach to the project. The consultant should summarize his/her ability to provide the requested services.
6. Availability: A brief statement of the availability of key personnel of the firm to undertake the proposed project.
  7. Project list: List of similar projects completed by firm.
  8. An estimate of costs and a breakdown of hourly rates. The City requires a contract based upon time and expenses with a stated maximum for proper completion of the work. Please submit cost proposals in a separate envelope, only one copy of the cost proposals is needed.
  9. References: Names and telephone numbers of persons whom the City can call for references regarding the firm's past performance, preferably on similar projects.

**Selection:** The following criteria will be used in the selection of a Consultant. These are guidelines and are not meant to be all inclusive. Demonstrated insight, practical experience, technical knowledge, and the ability to perform in a timely manner are the basis for selection. Interviews may be performed if needed to better assess each firm's ability to perform the tasks as written. There should be two copies of all materials, with the exception of one copy for the cost proposals provided in a separate envelope. Cost will be a factor, but qualifications will weigh heavily in our decision.

This Request for Proposal does not commit the City of Delta to award a contract, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract. The City of Delta reserves the right to accept or reject any or all proposals received as a result of the request, to negotiate with all qualified firms, and to cancel or change the Request for Proposal. **A copy of the City of Delta's standard contract for professional services is available, should be reviewed prior to submittal of proposal, and will be required as part of the submittal. Any changes requested to the form should be specified in the proposal and will be a factor in the selection.**

**Deadline:** Two copies of all material must be received by Glen Black, Director of Community Development, 360 Main Street, Delta, Colorado, 81416 no later than **October 16, 5:00PM**.

**Schedule of Events:**

Mandatory Pre-Bid Walkthrough	October 8 <sup>th</sup> , 2:00PM
Deadline for written questions	October 9 <sup>th</sup> , 5:00PM
Issuance of Addendum (if any)	October 13 <sup>th</sup> , 4:30PM
Proposals due at City of Delta	October 16 <sup>th</sup> , 5:00PM
Proposal Screening Complete	October 23 <sup>rd</sup>
Contract Approval (projected)	November 3 <sup>rd</sup>
Issuance of Notice-to-Proceed (est. date)	November 17 <sup>th</sup>

**Inquiries:** Any questions regarding this request for proposal please contact:

Glen Black, Director of Community Development  
City of Delta, 360 Main Street, Delta, CO 81416  
970-874-7566  
E-mail, [glen@cityofdelta.net](mailto:glen@cityofdelta.net)