



**REQUEST FOR DESIGN/BUILD PROPOSALS
FOR A NEW ATHLETICS FACILITY
FOR COLBY COMMUNITY COLLEGE
COLBY, KANSAS 67701
Issue Date: 10/1/2018**

1. PROJECT DESCRIPTION

The Colby Community College (the "College") is requesting proposals (RFP) for **Design/Build** services for a new Athletics Facility in Colby, Kansas.

Background Description of the Project:

Colby Community College (the "College") is located in Colby, Kansas and is requiring a dedicated student athletics facility on campus. Currently, the gymnasium on campus is being utilized to accommodate student athletic related needs. The College intends to build a new athletic facility.

Facility Location:

The site for this new athletic facility will be located on campus at 1255 South Range Ave. Colby, KS, where the old Baseball Field was.

Scheduled Project Meeting at the Facility Location:

Potential Design/Build entities are invited to evaluate and ask questions regarding the proposal. Date scheduled for this meeting will be held on or before October 29, 2018.

A pre-meeting can be scheduled on or before Oct. 29, 2018.

2. SCOPE OF WORK

The College desires Design/Build services to:

- a. Design a new Athletics Facility per following attached guidelines that are acceptable to the Kansas State Fire Marshal and to the local Building Code Officials.
- b. Construct the new Athletics Facility within time restraints as listed.

The Final Product to be delivered by the selected Design/Build Consultant:

- a. A new 18,000 square foot Athletics Facility with all accessory spaces as listed below and meeting quality and design guidelines as noted.



3. PAYMENT SCHEDULE

The awarded Design/Builder will provide a payment schedule for all equipment, materials and services.

4. INSURANCE REQUIREMENTS

The successful contractor will provide proof of general liability insurance. The successful contractor will be required to maintain in force at all times during the performance of their work the following policy or policies of insurance covering its operations.

a. Comprehensive General Liability, including contractual liability, products and completed operations and business automobile liability, all of which will include coverage for both bodily injury and property damage with a combined single limit of \$1,000,000.00. The College shall be named as "additional insured" on all policies required to be furnished.

b. Workers Compensation coverage at statutory limits.

c. The contractor shall assume liability for the wrongful or negligent acts, errors and omissions of its officers, employees and subcontractors, and have adequate insurance to cover such negligent acts, errors and omissions with minimum limits of \$500,000.00.

d. Performance bond in the amount of the project will be required prior to start of construction.

5. SITE INSPECTION

a. A mandatory site inspection must be scheduled. Contact:

Colby Community College
Attn: Seth Carter, President
Colby Community College
1255 S. Range Ave.
Colby, Kansas 67701
seth.carter@colbycc.edu
(785) 460-5400

b. Each Design/Builder must visit the site of the work before submitting their proposal and must satisfy themselves by personal examination as to the nature and extent of the work as well as all conditions which might affect the execution of this tender and will make all necessary provisions in their proposal. Proposers



shall make their own estimate of the site and difficulties to be encountered. No claim shall be allowed at any time after submission of the proposal that there was any misunderstanding of the terms and conditions of the contract relating to site conditions.

- c. Failure to make the necessary examinations or investigations shall not be accepted as an excuse for any default on the part of the contractor to fulfill in every detail all the requirements of the said contract or be accepted as a basis for any claims whatsoever for extra compensation or an extension of time.
- d. Site inspection may be made at the time of the Scheduled Project Meeting on or before Oct. 29, 2018, as noted above.
- e. The College will provide Phase 1 environmental site data and a meets and bounds survey.
- f. The Design/Builder will be responsible for obtaining necessary topographical reports as well as any necessary geotechnical borings and reports.
- g. The Design/Builder will be responsible for building site clearance of any remaining buildings and structures.

6. DESIGN/BUILDER'S RESPONSIBILITIES

The successful Design/Builder shall provide proof of contractor's license. Furthermore, all subcontractors must also be licensed as required by the City of Colby. The successful Design/Builder shall be responsible for and shall give adequate attention to the performance and completion of the duties; supervision of employees, equipment and materials all in accordance with the specifications and descriptions of services.

Design/Builder must adhere to all state and federal statutes, particularly any relating to federally-funded construction where applicable. The successful Design/Builder must strictly adhere to all local codes and is expected to develop an immediate and ongoing professional business relationship with the city of Colby staff, particularly the Office of Planning and Codes Administration.

7. TOOLS AND EQUIPMENT

The successful Design/Builder will be required to provide all tools, articles and equipment necessary to complete the work to be performed, including items required for protection of worker or public health and safety.



8. SITE PROTECTION

Due care and attention shall be given to the duties being performed to ensure that the College's grounds and surrounding areas are protected from damage. Any restorations made necessary as a result of damage caused by the Design/Builder are the total responsibility of the Design/Builder. It shall be the responsibility of the selected Design/Builder to advise the College of any property or other damages prior to the start of the project.

9. TERMINATION

a. In the event that:

The selected Design/Builder refuses or fails to supply sufficient properly skilled workers or proper materials at all times, to perform the Work in the manner and to the standards required under this Agreement, or it fails to make prompt payment to subcontractors or for material and labor, or fails to observe and comply with any provisions of the law, including, without limiting the generality of the foregoing, all requirements of all governing authorities, including federal, state and municipal legislative enactments, by-laws and other regulations now or hereinafter in force which pertain to or affect the Work or the conduct of the Design/Builder's business at the site; or

The Design/Builder fails to institute appropriate corrective action forthwith after verbal notification by the City of Colby or the College (which shall be subsequently confirmed in writing) of any failure on the part of the Design/Builder to comply with any of the terms and specifications of this Agreement notwithstanding that such failure as a result of any cause beyond the Design/Builder's control.

The College may, without prejudice to any of its other rights or remedies, terminate this Agreement forthwith upon notice in writing to the Design/Builder, and take possession of the site and of all materials required in connection with the Work and finish the Work by whatever method the College may deem expedient, but without undue delay or expense. In such case, the selected Design/Builder shall not be entitled to receive any further payment until the Work is finished. Any such action taken by the College hereunder shall be without prejudice to the College's rights against the Design/Builder or its legal representatives for breach of contract, set off or otherwise.

No payment under this Agreement is required to be made to the Design/Builder while the Design/Builder is in default under any of its obligations under this Agreement and the College's obligation to make any payment under this Agreement will be subject to the condition precedent that the successful Design/Builder provide to the College whatever evidence the College reasonably requires to satisfy it that



the successful Design/Builder's obligations are not in default under this Agreement.

10. VENDOR SELECTION

The College will review the Proposals and select a Design/Builder who is determined to have submitted the most qualified proposal in the best interest of the College. The evaluation of the proposals may include, but will not be limited to, the qualifications and experience of the Design/Builder, the scope of the RFP facility design in meeting the needs of the College and the estimated total cost of the facility.

The College shall not be liable for any pre-contractual expenses incurred by any potential

Design/Builder. Pre-contractual expenses are defined as incurred by Design/Build participants and the selected Design/Builder, if any, in:

- Preparing and submitting this information in response to this RFP
- Negotiations with the College on any matter related to this procurement
- Costs associated with interviews, meetings, travel or presentations
- Drawings, designs, submittals to any governmental agency in connection with this project
- All other expenses incurred by a proposed Design/Builder prior to the date of award and a formal Notice to Proceed

11. REQUIRED FORMAT FOR RFP SUBMITTAL

The proposals shall not be more than 20 pages in length and shall be submitted in the format specified below:

COVER LETTER:

Provide a brief executive summary of your project understanding, and your qualifications. Include the name and address, telephone number, title and signature of the firm's contact person for this procurement. The signatory shall be a person with the official authority to bind the company. The cover letter shall state that the submittal is valid for 60 days.

SECTION 1: FACILITY DESIGN

A Conceptual Floor Plan Design of the new athletic facility is included in this packet. Time is of the essence and proposals **MUST** indicate when Construction Documents and Specifications can be prepared to be submitted to Kansas State Fire Marshal's Office and local Building Code officials for review and permitting pending approval of the College Board of Trustees. See attached Facility Description, and Proposed Space Needs Estimates, and Timeframe Estimates for additional design parameters.



Facility design should include Design/Builder's own preliminary conceptual floor plan and preliminary site plan designs, and a detailed description and quality of building structure, components, fixtures and finishes. Site design should include site preparation as necessary and site development suitable for a premiere collegial environment. The Facility design should be flexible to allow for facility changes as the College needs change, as well provide for future expansion of both the facility and parking.

SECTION 2: KEY PERSONNEL AND RESUMES

Provide a list of key person(s) that will conduct the Design/Build services and construction management.

Provide resumes of key personnel.

SECTION 3: RELEVANT EXPERIENCE AND REFERENCES

Provide a minimum of 3 or a maximum of 5 references for similar projects.

SECTION 4: FIRM'S QUALIFICATIONS AND EXPERIENCE

Provide a summary of firm's service capabilities, qualifications and experience.

Provide the names and qualifications of the primary design consultants and contractors with whom the Design/Builder proposes to subcontract. The building Design/Builder shall not replace an identified subcontractor or sub-consultant without the written permission of the College.

Provide a complete list of all projects nationwide that in the last 5 years:

Have past or pending lawsuits or litigation regarding a design/build or other construction project and list reasons; or if the above does not apply, provide an acknowledgment letter stating that it does not apply, signed by an officer of the respondent company (Please include title of company officer). Failure to provide accurate and complete information as requested is grounds for disqualification.

SECTION 5: TIMEFRAME AND FEES:

Provide a schedule of planned commencement and completion of the building Design/Build contract.

Provide fee structure for General Conditions and Overhead & Profit margins as a percentage of the overall project cost.



Provide an estimated total cost for the facility based upon submittal. Final project budget will be developed with the College after the successful Design/Builder is selected.

12. FINALIST SELECTION

It is anticipated the College will select several Design/Builder finalists based upon information submitted in the proposals. The College may, during the course of the evaluation process, request additional information to supplement and/or clarify the information provided by any Design/Builder.

Finalists will be notified upon the completion of the evaluation process. Finalists will be asked to make presentations regarding their proposals at a date and time to be specified after selection. The selected Design/Builder for the project will be notified on or before December 21, 2018.

13. QUESTIONS REGARDING THIS REQUEST

All inquiries and responses to this RFP must be submitted in writing to:

Colby Community College
Attn: Seth Carter, President
Colby Community College
1255 S. Range Ave.
Colby, Kansas 67701
seth.carter@colbycc.edu
(785)-460-5400

14. PROPOSAL SUBMISSION

In order to be considered in the selection process, interested parties shall submit a copy of their Statement of Qualifications and Design/Build proposals no later than **4:00 PM, Friday, November 9, 2018** to:

Colby Community College
Attn: Seth Carter, President
Colby Community College
1255 S. Range Ave.
Colby, Kansas 67701
seth.carter@colbycc.edu
(785)-460-5400

The College reserves the right to reject any and all responses resulting from this



RFP. Late responses will not be accepted and will be returned to the submitting company unopened. **The College is not liable for any cost incurred by any person or firm responding to this RFP.**

Additionally, the College reserves the right to reject as non-responsive any proposals, which are not organized and formatted as described in this RFP.

Facility Description and Requirements:

Design and construct a new athletics facility of approximately 18,000 square feet that can be divided into three separate sections, each with their own distinct uses: one area a wrestling area (that holds two wrestling mats, that have the ability to retract to the roof via an electronic lift); the second area, a large sized weight room, with both a female and male locker room with a laundry area; lastly a turf area that that will accommodate hitting nets. The entire perimeter of the building will have an eight foot track around each area that spans the length of the building. Each section needs to have the ability to have a double door opening that can be closed or opened.

Facility structure, components, fixtures and finishes should be consistent with the mission and purposes of the College.

22 foot high, metal, pitched roof.

Roofing to carry a minimum 40 year warranty. Also a delineation of materials and labor.

Facility spaces to be provided as listed on the attached Proposed Space Needs Estimates schedule.

Space needs are estimates only. Exact specifications will be determined by the College in conjunction with the Design/Builder.

Structure to consist of structural framing per current Building Codes. Insulation requirements shall be R-19 exterior walls and R-38 roof. Structure may be pre-engineered if vendor is pre-approved by the College.

Facility to be fire-sprinkled per NFPA requirements, to include: service entrance, excavation, riser, monitoring, and all-other associated costs.

Exterior finish to be maintenance-free materials over the entire exterior, with appropriate façade design consistent with a Colby Community College facility.

Exterior windows to be thermally broken aluminum "storefront" framing with tinted and low "E" insulating glass.



Exterior doors to be thermally broken and anodized aluminum with tinted, low "E" insulating glass at main entrances; painted steel doors and frames at other openings.

All entrances (not emergency-exits only) to be double-doored "air-lock" configuration.

All concrete to be 3,500 psf design with 1-1/2" rigid insulation board on the inside face of footings.

20 PSF

Design loads: Roof Live Load:

Snow Load: 20 PSF

Floor Live Load: 50 PSF

Wind Load: 100 mph; exposure C

All Design Loads and construction requirements shall comply with current International Building Code. Adopted by the AHJ.

Each section should have an individual HVAC system that can be controlled and operated independently from the rest of the building.

Provide maximum room lighting switch locations and lighting level options with motion detector room light switches.

Incorporate WiFi access locations and infrastructure.

Contractor will also install nets. Net specifications will be determined at a later date and mutually agreed upon by the selected contractor and the Board of Trustees.

The wrestling area will have a rubberized, sport floor.

The wrestling area will also have to automatic basketball goals that can be raised and lowered to the ceiling.

Three automated lifts must be installed that will retract two wrestling mats and one cheerleading mat to a secured position overhead.

The weight room and locker room area will have stained concrete floors. The locker room area must have incorporate a storage area above the facility.

The third area will be a turf flooring.

An overhead garage door must be installed on each end of the facility.

The entire perimeter of the facility will have an 8 foot track around the exterior. This



track will run the entire length of the exterior of the facility.

The interior track doors must be metal, with a glass panel, dimensions must be a minimum of 4 feet wide, with an 8 foot clearance.

The selected contractor must be willing to work with Roofmasters to install the metal roof on the facility. Roofmasters is doing this as a part of a donation for Colby Community College.

The interior area must have padding that surrounds the entire track area and wrestling area at a minimum height of 6 foot.

Must incorporate ability to place security cameras in several areas around the facility.

Anticipated costs for the facility is \$1,200,000-\$1,300,000.

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Proposed Space Needs Estimates
Approximately 18,000 sq ft

Qty.	Description	SqFt	Total
1	Multi-purpose area with turf	6000	6000
1	Wrestling area with rubberized floor	6000	6000
1	Weight Room Area	2500	2500
1	Entrance Area	500	500
1	Locker Room (separated into male and female with showers and restrooms)	3000	3000
	Total (space needs approximate – 18,000 square feet)		18,000

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Timeframe Estimates:

These are estimated time frames that Colby Community College reserves the right to change.

Activity	Date
RFP announced and published	10/01/2018
Scheduled Project Meeting	On or Before Oct. 29, 2018
RFP's due	11/9/2018
Selection of Finalists	11/16/2018
Finalist presentations	11/26/2018
Selection of Design/Builder by the College	12/17/2018
Design/Builder, College finalize design/build contract	01/21/2019
Design/Build contract approved	01/21/2019
Facility design and site plan work begins	03/01/2019
Preliminary site plan filed with city of Colby	02/15/2019
Facility design finalized and filed with city of Colby	03/01/2019
Site work begins	03/15/2019
Construction begins	03/15/2019
Substantial Completion of Project	08/20/2019
Building occupancy	08/21/2019

Proposed Layout:





