

**REQUEST FOR DESIGN/BUILD PROPOSALS  
FOR A DORMITORY SPACE and MAINTENANCE SHED REPLACEMENT  
FOR COLBY COMMUNITY COLLEGE**

**COLBY, KANSAS 67701**

**Issue Date: 9/30/2025**

**Amended: 10/7/2025**

**1. PROJECT DESCRIPTION:**

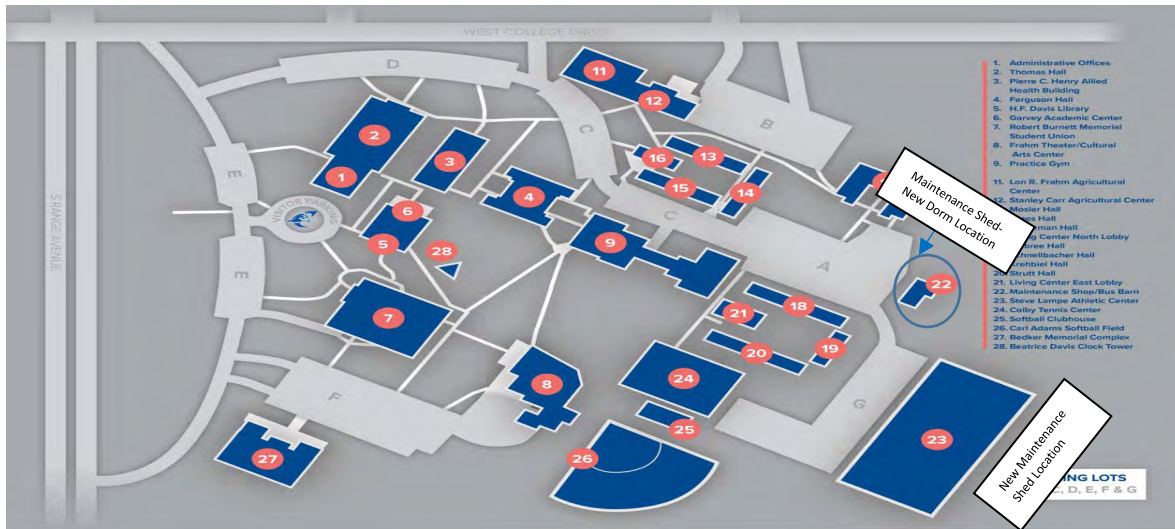
The Colby Community College (the “College”) is requesting proposals (RFP) for **Design/Build** services for an **80-Bed Dormitory** in Colby, Kansas. This project will also include the demolition and creation of a new **Maintenance Shed**.

**Background Description of the Project:**

Colby Community College (the “College”) is located in Colby, Kansas and is requiring a new dormitory. Currently, the College does not have adequate housing to meet student demand. The creation of this new 80-Bed Dormitory will feature a kitchenette section and provide a unique living situation. This new 80-Bed Dormitory will be situated where the College’s previous Maintenance Shed was located. The demolition of the previous Maintenance Shed will result in the College building a new Maintenance Shed east of the Steve Lampe Athletic Center.

**Facility Location:**

The site for this new facility will be located on campus at 1255 South Range Ave. Colby, Kansas, in place of where the Maintenance Shed was. The Maintenance Shed will be placed east of the Steve Lampe Athletic Center. Please see the campus map below for details.



**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 November 17, 2025.

A pre-meeting can be scheduled on or before November 3, 2025. A physical inspection of the site is required.

## **2. SCOPE OF WORK:**

*The College desires Design/Build services to:*

- a. Design a new 80-Bed Dormitory per following attached guidelines that are acceptable to the Kansas State Fire Marshal and to the local Building Code Officials.
- b. **Design and build a new Maintenance Shed (specifications detailed below).**
- c. Construct the new 80-Bed Dormitory and Maintenance Shed replacement within time constraints as listed.

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

- a. A new 80-Bed Dormitory and **Maintenance Shed** 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. The replacement Maintenance Shed is tax-exempt. The 80-Bed Dormitory is not tax-exempt.

## **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 the start of construction. The Performance Bond should be separated into two different amounts (80-Bed Dormitory and the Maintenance Shed). The cost of these performance bonds should be incorporated within the contractor’s proposal.

e. Other Applicable Insurance: The Design/Builder is responsible for all other applicable insurance that is necessary for the completion of this project.

## 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](mailto: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. Design/Builder 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. Unless a change order is issued, the project must be completed within the specified timeframe and at the agreed-upon price at the time the contract is signed.
- 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 November 3, 2025, as noted above.
- e. The Design/Builder is responsible for a **Phase 1 environmental site data and a** Mete 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, as well as necessary earthwork.
- h. The Design/Builder is responsible for obtaining all necessary permits for the completion of this project.

- i. The Design/Builder is responsible for obtaining the *Performance Bond* for the 80-Bed Dormitory and the Maintenance Shed. This cost should be incorporated in the bid submission.

## **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.

Design/Builder must adhere to all Americans with Disabilities Act (ADA) compliance.

Design/Builder must adhere to all state of Kansas code compliance.

Additionally, the selected Design/Builder will be responsible for ensuring all code compliance with Thomas County.

The successful Design/Builder will provide an itemized bid that details the cost of the creation of the 80-Bed Dormitory and the new Maintenance Shed.

## **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. The selected Design/Builder is responsible for all safety and OSHA-related requirements.

## **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.

The selected Design/Builder agrees to strictly adhere to the College's specified timeline for completion.

#### **10. DESIGN/BUILDER 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. Price is not the sole determining factor for the selected Design/Builder, but will heavily influence the final selection. 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 must be submitted in the format specified below. A deviation from this format may result in the proposal being rejected or not reviewed.

#### **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 80-Bed Dormitory and Maintenance Shed shall be 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, 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, fire alarms, sprinkler systems, and storm shelter areas. Site design should include site preparation as necessary and site development suitable for a premier collegial environment.

Colby Community College is not responsible for any costs incurred during the submittal process.

#### **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.
- This should include the owner/operator, foreman, project lead, electrician, etc.

#### **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 the Design/Builder 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 significant** projects (exceeding \$500,000) that the Design/Builder has participated in over the three 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. This time period shall include the last ten years.

#### **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. This should be itemized out on both the 80-Bed Dormitory and the new Maintenance Shed. The fee structure should include the cost of creation and demolition.

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. Again, these should be itemized out between the 80-Bed Dormitory and the Maintenance Shed. The 80-Bed Dormitory will include sales tax, and the Maintenance Shed should reflect being tax-exempt.

#### **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 1, 2025.

### **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](mailto: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 7, 2025**, to:

Colby Community College  
Attn: Seth Carter, President  
Colby Community College  
1255 S. Range Ave.  
Colby, Kansas 67701  
[seth.carter@colbycc.edu](mailto:seth.carter@colbycc.edu)  
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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.

### **Maintenance Shop Description and Requirements:**

The creation of this new facility will require the existing Maintenance Shop to be demolished and reconstructed behind the Steve Lampe Athletic Center. The selected Design/Builder will be responsible for construction of a new maintenance shop located East of the Steve Lampe Athletic Center. The proposed building will be a 60 x 140 x 16' pre-engineered steel frame building, including finished walls. One area of the facility is proposed to be for office space, restroom, mechanical room, with a storage deck above. Colby Community College is open to a slightly altered facility, as long as it can be most cost-effective and efficient for the College.

**The selected Design/Builder is responsible for the following items:**

#### **General:**

- Architectural & Engineering Services
- Geo-Technical Reports

- Permits
- Surveying
- Temporary Facilities and Utilities
- Testing and Inspections

**Site Work:**

- Asphalt Milling Drive from Dorm Parking Lot to Maintenance Shed
- Concrete Approaches and Sidewalks
- Earthwork
- Erosion Control
- Finish Grading
- Site Utilities

**Building Concrete:**

- Concrete Floor 6" Thick
- Concrete Foundation
- Foundation for Service Lifts
- Guards Posts with a Painted Finish
- Wash Pit and Service Pit

**Pre-Engineered Steel Building:**

- 60 x 140 x 16' Pre-Engineered Metal Building
- Gutters and Downspouts
- HM Frames and Doors
- Liner Panel-Partial Height
- Match Finishes of the Steve Lampe Athletic Center (see College for specifics)
- OH Door Openings: 7-14' x 14'
- Partition Walls
- Roof Insulation: R-30
- Roof Pitch 2: 12
- Wall Insulation: R-13

**Wood and Plastics:**

- Finish Carpentry to Finish Out Office Areas
- Rough Carpentry to Build Office Area and Storage Deck, Includes Railing

**Thermal/Moisture:**

- Building Insulation-See Pre-Engineered Building Specifications
- Office Insulation: Walls- R-13 and Ceiling- R-30

**Doors and Windows:**

- HM Frames and Doors: 2- 6' x 7' Double Doors and 14- 3' x 7', Paint Finished
- OH Doors and Operators: 7-14' Insulated Doors with Complete Row of Windows in 3<sup>rd</sup> Section-See Pre-Engineered Building Specifications.

- Windows: Five-Sliding Windows

**Finishes:**

- Drywall to Finish Office Area
- Liner Panel-See Pre-Engineered Building Specifications
- Paint Drywall at Office Area- the College utilizes Benjamin Moore-*1611 Gray tint paint*, with the following color combination:

**W637-1X**  
*Y3 Ox 2.5000*  
*S1 Ox 9.500*  
*R1 Ox 2.000*

**Specialties:**

- Service Lifts
- Service Pit
- Wash Pit

**Furnishings:**

- RR Accessories

**Mechanical and Plumbing**

- HVAC System at Office Area
- Plumbing
- Radiant Heaters at Shop Area

**Electrical**

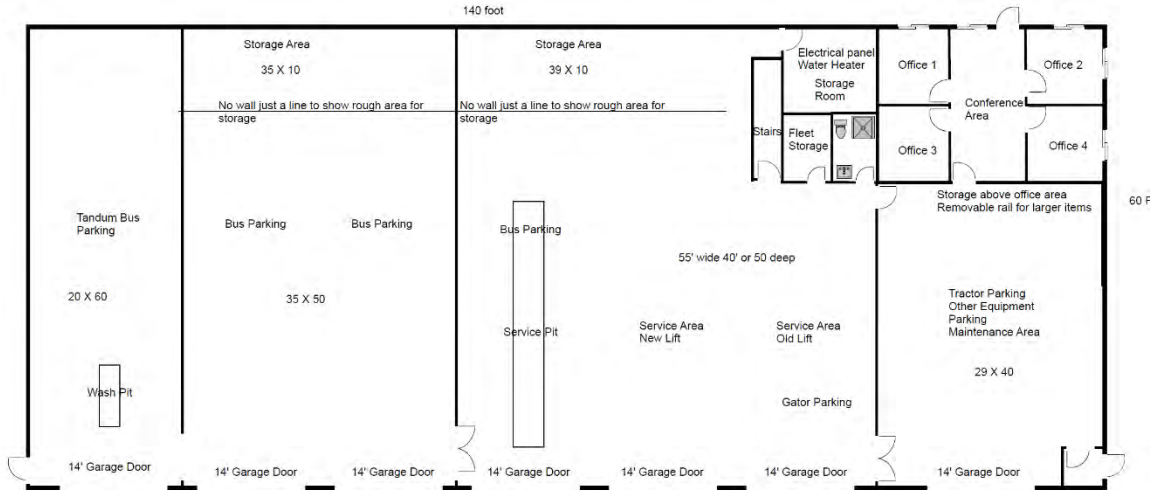
- Electrical
- Fire Alarm

**Information Technology (IT)**

- Dedicated Networking Closet
- Design/Builder Completes Cable Pull/Runs

**Maintenance Shed Potential Rendering:**

This rendering is provided as reference and does not represent the technical or final scope of the project. The rendering is provided for reference to any interested Design/Builders. The College is open to a different layout and a design that materially accomplishes our request but one that might be more effective or cost-efficient. This portion of the project is tax-exempt.



**Dormitory Description and Requirements:**

Design and construct a new 80-Bed Dormitory that materially accomplishes the following items. Again, this is not an all-inclusive or exhaustive list, but it should provide interested Design/Builders an opportunity to understand the scale and scope of the project.

**Project Overview:**

Construct a single-story dormitory located at current location of the Maintenance Shed. This Maintenance Shed shall be demolished and removed as part of the project. A new dormitory shall include housing for 80 students which consist of 20 pods. Each pod will include four-bedroom areas with closets, two-bathrooms, one-open kitchen/living room. The building will include common spaces as follows: public restrooms, laundry rooms, a computer lab, a TV area, and storm shelters. Adequate parking to service the new dormitory to be included (50-stall parking lot).

**General:**

- Architectural & Engineering Services
- Geo-Technical Reports
- Permits
- Surveying
- Temporary Facilities and Utilities
- Testing and Inspections

**Site Work:**

- Bid to Include All Utilities Necessary to Service the Facilities Including Utility Connection Fee and Services.
- Demolition
- Earthwork
- Erosion Control
- Finish Grading
- Landscaping
- Pavement Markings and Parking Signs
- Site Concrete

- Site Utilities
- Termite Pre-Treatment

**Building Concrete:**

- Concrete Foundation and Floor

**Masonry:**

- Brick Fascia (does not have to be a fully brick construction)
- Storm Shelter

**Wood & Plastics:**

- Finish Carpentry
- Millwork
- Rough Carpentry

**Thermal/Moisture:**

- Asphalt Shingle Roofing
- Insulation
- Metal Fascia, Soffit, Gutters, and Downspouts

**Doors and Windows:**

- Exterior Entry Doors and Windows
- Interior Doors and Windows
- Metal Front Doors and Storefront Windows

**Finishes:**

- Drywall
- Flooring: Carpet Squares and LVT
- Stucco Accents
- Tile
- Paint-the College utilizes Benjamin Moore-1611 *Gray tint paint*, with the following color combination: **W637-1X**

*Y3 Ox 2.5000*

*S1 Ox 9.500*

*R1 Ox 2.000*

**Specialties:**

- Storm Shelter (should include cinder block construction)

**Furnishings:**

- Appliances
- Blinds
- RR accessories

**Mechanical & Plumbing:**

- Fire Sprinklers
- HVAC
- Plumbing
- Should include a Centralized Water Softener and Boiler System (a cost-effective solution will also be reviewed)

**Electrical:**

- Electrical
- Each living space area needs to be outfitted with a 60-volt electrical receptacle.
- Fire Alarm
- LED Lighting

**Information Technology (IT)**

- Dedicated Networking Closet
- Design/Builder Completes Cable Pull/Runs

***Exclusions:***

- Communication/Data
- Fiber Run
- Furniture
- Information Technology (IT) Equipment
- Security Cameras

**Potential Dorm Rendering:**

This rendering is provided as reference and does not represent the technical or final scope of the project. The rendering is provided for reference to any interested Design/Builders. The College is open to a different layout and a design that materially accomplishes our request but one that

might be more effective or cost-efficient.



\*This portion of the project is not tax-exempt.

#### **Additional Items:**

- Anticipated costs for the 80-bed dormitory and maintenance shed are estimated at \$6,500,000. While the College will review and evaluate all bids, including those exceeding this threshold, preference will be given to Design/Builders whose proposals remain within the \$6,500,000 budget and fully align with the project's objectives.
- Each pod should have an individual HVAC system that can be controlled and operated independently from the rest of the building. These units should be structured in a manner that allows the College to regulate the temperature within a certain threshold.
- Incorporate Wi-Fi access locations and infrastructure.

- Must incorporate ability to place security cameras in several areas around the facility.
- Please detail any exclusions within this project.
- The submitted cost by the Design/Builder will be the final price paid by Colby Community College, unless both parties mutually agree to Change Order.

**Liquidated Damages Clause:**

Time is of the essence in the performance of this Agreement. The Design/Builder acknowledges that failure to complete the work by the Substantial Completion Date specified in this Agreement will result in significant damages to Colby Community College (“Owner”), including but not limited to increased administrative costs, loss of use of the dormitory facilities, disruption to student housing schedules, and potential lost revenue.

Accordingly, if the Design/Builder fails to achieve Substantial Completion by the agreed-upon date, as may be adjusted by approved Change Orders, the Design/Builder shall pay the Owner liquidated damages in the amount of one percent (1%) of the total Contract Price per calendar day of delay until Substantial Completion (5/31/2027) is achieved.

This amount is agreed upon by both parties as a reasonable estimate of actual damages that would be incurred due to delay, and not as a penalty. The parties acknowledge that actual damages would be difficult to precisely ascertain at the time of contract formation.

**No Waiver of Other Rights:**

Payment of liquidated damages shall not release the Design/Builder from its obligation to complete the work or from any other contractual duties, warranties, or liabilities.

**Timeframe Estimates:**

<b>Activity</b>	<b>Anticipated Date</b>
RFP Announced and Published	09/30/2025
Scheduled Project Meeting	On or Before Nov. 3, 2025
RFP's Due	11/7/2025
Selection of Finalists	11/17/2025
Finalist Presentations	12/1/2025
Selection of Design/Builder by the College	12/15/2025
Design/Builder, College finalizes Design/Build Contract	01/19/2026
Design/Build Contract Approved	01/19/2026
Schematic Design Completion-Phase I	02/16/2026
Design Development Completion-Phase II	03/16/2026
Construction Documents Completion-Phase III	04/20/2026
Building Permit	04/20/2026
Site Work/Construction Begins	04/20/2026
Substantial Completion of the Project	05/31/2027
Building Occupancy	06/01/2027

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