



**REQUEST FOR PROPOSAL FOR  
OWNER'S REPRESENTATIVE & PROJECT MANAGEMENT  
SERVICES**

**Issued by the Pikes Peak United Way For Planned Construction  
Improvements for the new Family Success Center at 1520 Verde Drive,  
Colorado Springs, Colorado, 80910**

**Proposals Accepted :**

**Until Further Notice  
Pikes Peak United Way**

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## Introduction

Pikes Peak United Way (PPUW) is a nonprofit corporation, established under Section 501(c)(4) of the Internal Revenue Code for the purpose of enhancing youth success and family stability in the Pikes Peak Region by leading and lifting the most vulnerable in our community with mentorship, life resources and real job opportunities. Our signature programs and partner agencies intently focus on connecting youth and their families to resources at the beginning of their life journey to ensure access to fundamental needs of food, shelter and learning resources for all.

PPUW along with community partners is working to establish a Family Success Center in the southeast area of the City of Colorado Springs. A Family Success Center is a place where families can achieve their goals by connecting with the resources, training and support they need to reduce barriers and increase their opportunity for success.

The goal of the Family Success Center is to help families break the cycle of Crisis, Vulnerability and Poverty by offering a path of family stability, self-sufficiency, economic independence and youth success. The best model to accomplishing this goal is to utilize the proven evidence-based anti-poverty strategy called the Integrated Service Delivery (ISD) as outlined through a study completed by the Annie E. Casey Foundation. The study clearly identifies how services and success rates are proven when the appropriate services are “bundled and sequenced”.

Pikes Peak United Way would serve as the backbone of this project viewed as the umbrella organization of this Center. PPUW plans to utilize best practices and proven models as outlined in the Casey study and apply them to the specific needs of our community. The needs are based on an understanding as identified through Pikes Peak United Way’s following programs:

- 2-1-1
- Colorado Springs Promise
- Quality of Life Indicators
- Partner agencies
- Continued local listening session and community surveys

The six core elements of the Family Success Center are

1. Embracing a shared goal
2. Whole family served
3. One-stop shop
4. Place-focused
5. Integrated Services Delivery (ISD)
6. Long-term life coaching

The intent of Pikes Peak United Way is to bring together multiple community partners to provide these “bundled and sequenced” resources and services. This will require a synergistic approach to optimizing dedicated funding streams for each partner and program. While coordination and collaboration still need to occur regarding program details and requirements, this business plan outlines the optimal approach for the success of Pikes Peak United Way’s Family Success Center.

PPUW is working in coordination with Harrison School District 2 (HSD2) to repurpose their Pikes Peak Elementary School located at 1520 Verde Drive, Colorado Springs, Colorado, 80910 into the new Family Success Center.

PPUW issues this request for proposal (“RFP”) for a qualified firm or team (the “Consultant”) to serve as the owner’s representative and provide project management services during the design and construction of the repurposing of the approximately 50,000 square feet school into the Family Success Center (the “Project”). The successful Consultant will serve as the owner’s representative and provide project management services (the “Services”) during the design and construction of the Project.

## **Scope of Services**

### **Project Execution**

The addition of the successful Consultant as project manager (the “PM”) will complete the primary project team, consisting of the Project Owner, Building Owner, architect/engineer (the “A/E”), representative stakeholders and PM. The PM’s first assignment will be to draft a RFP for architect/engineer design services for the Project and manage that process in compliance with Federal Procurement guidelines. The PM will subsequently issue a RFP for Construction Services upon completion of the design services and administer that process in compliance with Federal Procurement guidelines. The PM will establish Project goals and standards to use as checkpoints for all future decisions. The PM will need to ensure all designs are in accordance with Owners’ and Tenant’s requirements and meet all Project goals and standards. The PM will be expected to manage and oversee the services and consultants necessary to coordinate the design of the Project. The PM also will be expected to develop a milestone schedule with information ascertained from the early planning phase. The variables affecting the Project include design, quality, budget, schedule, construction phasing, staging, contractor selection, and federal compliance. The successful Consultant must demonstrate the ability to accommodate the variables identified above as well as the ability to address additional variables on an as needed basis.

### **General Scope of Services**

The PM’s overall tasks include establishing the quality of the Project, ensuring that the Project remains on schedule, and maintaining the budget for the Project. Project Owner expects the PM, at a minimum, to provide budget development advice; to attend all design coordination meetings; to provide input on progress and quality; and to review the design for constructability, adherence to budget, ease of maintenance, and other criteria established at the onset of the Project. The successful Consultant will provide a dedicated principle for the point of contact and meeting representative. This individual will be the primary point of contact between the Project Owner and other Project team members.

Pursuant to this RFP, the Services shall include, and the PM shall provide, at a minimum, the following general scope of work:

1. Review the comprehensive facility project and program components for the Project.
2. Organize and lead the team as Owner's representative.
3. Establish communication protocol for Project team.
4. Maintain the schedule and budget, exclusive of Owner's direction.
  1. 4.1 The PM will be responsible for keeping all parties on task to achieve the desired goal as established at the onset of the Project.
  2. 4.2 The PM must forge ahead to keep communication lines open for timely decisions and ensure Project milestones are completed.
  3. 4.3 The PM must manage each stage of the Project to ensure orderly progression in accordance with the Owner's input and direction.
  4. 4.4 The PM will not be allowed to make any decisions with monetary implications, without prior written approval from Owner.
  5. 4.5 The PM shall present any unresolved issues to the Owner with a recommendation of possible solutions.
5. Organize and distribute an "Open Items" list, identifying all parties involved with the Project along with all items currently required from each party. The "Open Items" list must be updated periodically, but no less than bi-monthly.
6. Assist the Owner to develop a detailed program of requirements, master budget, contract status log, milestone schedule, and party directory.
7. Develop and maintain an organization chart for the Project.

### **Specific Scope of Services**

Pursuant to this RFP, the Services shall include, and the PM shall provide, at a minimum, the following specific scope of work:

#### **1. Pre-Design:**

1. 1.1 Develop and implement organization and communication procedures for the Project.
2. 1.2 Draft a RFP for architecture/engineering Design services.
3. 1.3 Manage RFP process for Design services.
4. 1.4 Review proposed agreement between the A/E and Project Owner.
5. 1.5 Review and provide recommendations on the agreement between A/E and Project Owner.
6. 1.6 Lead coordination between Project Owner and Design services to ensure appropriate design is achieved and accomplishes all project and programmatic goals.
7. 1.7 Review and comment on planning objectives for the Project.
8. 1.8 Draft a RFP for Construction services for the Project.
9. 1.9 Manage RFP process for Construction services.
10. 1.10 Develop a contract, in conjunction with Project Owner's attorney, based upon the selected vendor.

11. 1.11 Review proposed agreement between the Construction vendor and Project Owner and provide recommendations on the agreement.
12. 1.12 Represent best interests of Project Owner through coordination with Construction vendor.
13. 1.13 Organize and develop a milestone schedule, including the planning phase, the design phase, project completion, building shell completion, design durations, permitting, governmental approvals, third-party contractors, and all critical items.
14. 1.14 Provide counsel on issues including, but not limited to: construction feasibility, local labor conditions, material shortages, long lead items, and building industry standards.
15. 1.15 Identify the contracting options available, including the benefits and detriments of each (i.e., negotiated, “GMP”, construction management, lump sum bid, etc.).

- A/E will produce a detailed design schedule, and a construction manager will produce a detailed construction schedule.

16. 1.16 Coordinate with Project Owner to refine detailed budget for the Project.
17. 1.17 Monitor budgets by category (i.e., design, construction, equipment, project management, “FF&E”, etc.).

## 2. Design Development:

1. 2.1 Assist the design team to develop, create, and value-engineer the design and construction documents that reflect the Project Owner’s requirements.
2. 2.2 Monitor the overall design process for the Project.
3. 2.3 Advise the Project Owner on design, construction, and occupancy sequencing, phasing these activities to ensure maximum efficiency.
5. 2.4 Monitor the design of the Project for constructability.
6. 2.5 Establish a budget pricing mechanism to verify Project objectives are accomplished.
7. 2.6 Evaluate opportunities to reduce costs within alternative system and material items identified by A/E. As applicable, recommend other cost reduction items that may be incorporated into the Project.

## 3. Construction:

### 3.1 Selection Process:

- i. Develop in conjunction with Project Owner, a detailed RFP for qualified contractors to bid on and comply with all Federal Procurement guidelines.
- ii. Manage the bid process to ensure equal and fair treatment and compliance with Federal guidelines.
- iii. Develop, in conjunction with Project Owner’s attorney, a custom form contract for the general construction contractor.

- iv. Receive and evaluate bids, in conjunction with Project Owner. Recommend lowest responsible and responsive bidder to Project Owner.
- v. Conduct a pre-award meeting with the selected bidder to confirm scope and logistics.
- vi. Finalize, in conjunction with Project Owner's attorney, a contract with the selected bidder.
- vii. Review the contractor's proposed project manager and superintendent for relevant experience related to the Project.

### 3.2 Construction Oversight:

- i. Prior to construction commencement, establish a construction schedule and a construction draw schedule anticipating Project phases and timing of construction invoices and provide to Project Owner.
- ii. Conduct site visits to observe and document progress of work and quality of construction on the Project.
- iii. Attend weekly site "OAC" coordination meetings, and review meeting notes prepared by construction manager.
- iv. Coordinate with architect, engineers, construction manager, and subcontractors to resolve design and coordination issues, in order to avoid negative impacts to the budget and schedule.
- v. Monitor the general contractor, in conjunction with Project Owner, to ensure compliance with contractual terms.
- vi. Provide the Project Owner with progress reports detailing the status of construction, and address issues requiring attention as necessary.
- vii. Review construction contractor's applications for payment, verifying amount requested is consistent with the work in place (including any subcontractors). Provide Project update detailing invoiced activities.
- viii. Manage the construction schedule and report deviations.
- ix. Be available as needed during the construction phase to address any scheduling, coordination, or design conflicts.
- x. Review and track all requests for information, pay requests, and change orders, confirming appropriateness, accuracy, and competitiveness of cost. Prepare analysis and recommendations for the Project Owner as necessary and/or requested.
- xi. In conjunction with the A/E, conduct a Punchlist inspection of the Project. After the A/E produces a list of items to remedy, conduct a follow-up inspection to ensure completion.

#### 4. Peripheral Buy-Outs:

4.1 Upon Project Owner's request, assist in the scope development and acquisition/enhancement of the following:

- i. Security systems
- ii. Telecommunications systems
- iii. Wi-Fi
- iv. Furniture
- v. Miscellaneous equipment, as required for the Project

#### 5. Post Construction:

5.1 Coordinate delivery and assure completeness of all operations and maintenance manuals, warranties, guarantees, and extra stock materials. Schedule instruction and project turn-over meetings as required.

### **Proposal Content**

Proposals must include, at a minimum, the following information:

1. Experience/Qualifications of Firm/Individual. Provide a detailed description of the firm's/individual's experience in providing similar services. Include the size, scope, and nature of the services involved. Provide examples of any prior relevant projects.
2. Experience/Qualifications of Assigned Professional(s) within a Firm. Provide the qualifications for each individual who may be assigned to provide the Services and designate the individual who would have primary responsibility for oversight of the Services.
3. Availability. Provide an estimate of the general time frame the firm is available to provide the Services.
4. Proposed Fees/Expenses. Clearly state all fees and expenses to be charged in the performance of the Services:
  1. Provide an explanation on the basis for which fees shall be charged. Itemize the type of expenses (other than fees) for which your firm would seek reimbursement.
  2. If based on an hourly rate, provide the hourly rates to be charged for each individual who would be assigned to this engagement and a general description of how billable hours will be allocated among key personnel.
  3. It is anticipated that a maximum not to exceed amount will be established for the Services.

## Selection Criteria

Proposals will be reviewed for completeness and qualifications. Final selection of a firm or individual for contract negotiations will be made on the basis of the following criteria:

1. Qualifications, expertise, and experience of the firm/individual in providing similar services, including, but not limited to, the following:
  1. The Consultant's experience in performing substantially similar projects and in providing similar services; and
  2. The Consultant's professional credentials in civil engineering, cost estimating, and construction management;
2. Qualifications, expertise, and experience of the individuals assigned from the firm;
3. Availability to provide the Services;
4. Cost
5. Responsiveness of the Consultant to the RFP categories.

Pikes Peak United Way actively encourages submission of proposals from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. PPUW does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, age, ancestry, national origin, disability, or veteran status in consideration of this award. Equal Opportunity Employer.

## Terms and Conditions

The following terms and conditions apply to all proposals:

1. PPUW reserves the right to reject any and all proposals submitted; to select one or more responding parties; to void this RFP and the review process and/or terminate negotiations at any time; to select separate responding parties for various components of the scope of services; and to select a final party/parties from among the proposals received in response to this RFP. Additionally, any and all RFP project elements, requirements and schedules are subject to change and modification. PPUW also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFP or any responses by any party.
2. This RFP does not commit PPUW to award a contract, defray any costs incurred in the preparation of a response to this RFP, or contract for any services. All submitted responses to this RFP become the property of PPUW.
3. By accepting this RFP and/or submitting a proposal in response thereto, each responding party agrees for itself, its successors and assigns, to hold Pikes Peak United Way and its affiliated entities and all of their various agents, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this



RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding party/parties or negotiating or executing an agreement incorporating the commitments of the selected responding party.

3. By submitting responses, each responding party acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.
4. Responses shall be open and valid for a period of ninety (60) days from the due date of this RFP.

### **Additional Information & Questions**

Interested parties should request a copy of the schematic plans for the Project. Interested parties may also submit questions in writing prior to Thursday, June 23, 2022. The Project Owner will review all timely submitted questions and provide written responses, as appropriate. Please note that any additional information shall be provided to all interested parties.

Requests for schematic plans and questions should be sent by email to D'Wanna Powell at [dwanna@ppunitedway.org](mailto:dwanna@ppunitedway.org)

### **Submission of Responses**

**Proposals will be accepted until filled.**

Electronic proposals should be in PDF format and sent by email to [dwanna@ppunitedway.org](mailto:dwanna@ppunitedway.org).

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