

# Clear Creek School District

Roslin Marshall  
Superintendent

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**CLEAR CREEK SCHOOL DISTRICT RE-1 / REQUEST FOR PROPOSALS (RFP) NO.     1**

# REQUEST FOR PROPOSALS

**COMMUNITY ENGAGEMENT PROJECT**

## IMPORTANT RFP DATES

<b>RFP Issued</b>	January 14, 2019
<b>Requests for Clarification Deadline</b>	January 22, 2019
<b>Proposal Deadline</b>	January 30, 2019
<b>Anticipated Award Date</b>	February 6, 2019

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**CLEAR CREEK SCHOOL DISTRICT RE-1 / REQUEST FOR PROPOSALS (RFP) NO. 1**

## 1.0 INTRODUCTION AND BACKGROUND

### 1.1. Background

The City of Idaho Springs has a rich history as Colorado's first gold rush town, conveniently rooted in a beautiful mountain setting, with a population of 1,782, and just 40 minutes west of lower downtown Denver on Interstate 70. As Denver, and inevitably Idaho Springs, continues to grow, specific sites throughout Idaho Springs have been identified as future opportunities to accommodate much needed mixed-use development. Properties identified include the school district owned 12-acre former Clear Creek High School site located on the south side of Interstate 70 at the intersection of Exit 240 and State Highway 103, as well as the School District owned football field and bus barn sites located at Exit 240 on the north side of Interstate 70.

The 12-acre school site, having been vacant for the last 9 years (except for the ongoing use of approximately 2,000 sq. ft. for School District offices), and having been determined by the Board of Education to be excess property, was listed for sale in 2016. However, the football field and bus barn have not been identified as excess property and are not currently for sale.

Over the years, there have been a number of serious proposals for the 12-acre school site, but nothing ultimately materialized. In the last year, the Board of Education has received growing interest in not only the 12-acre school site, but also the football field and bus barn sites. The Clear Creek School District has also received unsolicited offers for these properties. Due to increased interest in the School District owned properties in the vicinity of Interstate 70 / Exit 240, the Board of Education seeks to conduct a public engagement process to determine the needs of the community in relation to these properties.

### 1.2. Project Description

The Board of Education seeks the professional services of a consultant(s) to initiate, coordinate and facilitate a public engagement process to explore uses of School District owned properties in the vicinity of Interstate 70 / Exit 240. The project should include several methods of outreach, to include a community survey and public meeting(s) that adequately represent the community of Idaho Springs. (The consultant should determine the best methods of data collection to ensure broad representation.) Documents available to the consultant include the Idaho Springs Master Plan, 2018 Clear Creek County Housing Needs Assessment, and the 2016 Exit 240 Study.

The Board of Education seeks competitive proposals and is hereby issuing this Request for Proposals (RFP) NO. 1 to solicit proposals from a qualified consultant(s).

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## 2.0 OFFEROR INSTRUCTIONS

### 2.1 Pre-Contractual Expenses

The Clear Creek School District RE-1 and Board of Education will not be liable for any pre-contractual expenses, which are defined as expenses incurred by a Proposer(s) in preparing its proposal in response to this RFP, negotiating with the Board of Education on any matter related to the proposal, or any other expenses incurred by the Proposer(s) prior to the date of award of the contract resulting from this procurement.

### 2.2. Contract Type

The Board of Education intends to award a Time and Materials (T&M) contract with a not to exceed amount.

### 2.3. Period of Performance

The contract term or period of performance shall be for thirty (30) days beginning on or about February 6, 2019 unless otherwise agreed by both parties.

### 2.4. Informed Proposer

Proposer(s) shall review the terms and conditions included herein. Proposers are expected to be fully aware of the conditions, requirements and specifications before submitting proposals. Failure to do so will be at the Proposer's own risk and the Proposer may not secure relief on the plea of error.

### 2.5. Proposer Representations

By submitting a proposal, each proposer represents that it:

- Has thoroughly examined and become familiar with the work described in this RFP.
- Understands the requirements of the Scope of Services, the nature of the location of the work, and all other matters that can affect the work.
- Will comply with all requirements set forth in this RFP and in the ensuing contract, if awarded.

### 2.6. Addenda

The Clear Creek School District RE-1 and Board of Education reserves the right to revise or amend the RFP documents prior to the stated proposal submittal deadline. Any such revisions will be made by written addenda to this RFP. Such addenda will be posted on the Clear Creek School District's website.

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### **2.7. Requests for Clarification**

All such requests should be in writing and must reference the subject RFP number and title and must be received by email to [roslin.marshall@ccsdre1.org](mailto:roslin.marshall@ccsdre1.org) no later than 2:00 pm on January 22, 2019. The School District will respond to all written questions deemed appropriate within a reasonable time.

### **2.8. Withdrawal of Proposal**

The Proposer(s) may withdraw its proposal before the opening of proposals by submitting a written request signed by an authorized representative of the firm and delivered to [roslin.marshall@ccsdre1.org](mailto:roslin.marshall@ccsdre1.org).

### **2.9. School District Rights**

The Clear Creek School District RE-1 and Board of Education may investigate the qualifications of any Proposer(s) under consideration, require confirmation of information furnished by the Proposer(s), and require additional evidence of qualifications to perform the work described in this RFP. The RFP does not commit the Clear Creek School District RE-1 and Board of Education to implement this procurement.

Furthermore, the Clear Creek School District and Board of Education reserves the right to:

- Accept or reject any and all proposals, or any item or part thereof, at its discretion.
- Make an award for a portion of the Scope of Services.
- Award a contract to one or more consultants.
- Cancel or withdraw the entire RFP, or any part thereof, at any time, without prior notice.
- Issue a subsequent or concurrent RFP.
- Waive any minor errors or irregularities in any proposal, to the extent permitted by law.
- Obtain information from any source that has the potential to improve the understanding and evaluation of the RFP.
- Postpone RFP openings for its own convenience.
- Remedy or overlook any technical errors in the RFP process.
- Appoint an evaluation committee to review RFPs.
- Seek the assistance of outside technical experts.
- Approve or disapprove the use of particular sub-consultant(s).

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- Establish a short list of offers eligible for interview after review of written RFPs.
- Negotiate with any, all, or none of the respondents to the RFP.
- Solicit best and final offers from all or some of the Proposers.
- Accept other than the lowest monetary offer.
- Award a contract based upon initial offers.

### **2.10. Compliance**

The selected Proposer(s) are required to comply with all relevant local, state, and federal laws, codes and ordinances.

### **2.11. Public Records Act**

All records, documents, drawings, plans, specifications and other materials submitted by consultant(s) in its proposal and during the course of any work awarded shall become the exclusive property of the Clear Creek School District RE-1 and may be deemed public record and be subject to provisions of the Colorado Open Records Act ([https://www.sos.state.co.us/pubs/info\\_center/laws/Title24/Title24Article72Part2.html](https://www.sos.state.co.us/pubs/info_center/laws/Title24/Title24Article72Part2.html)).

If litigation is brought under the Public Records Act concerning documents submitted in response to this RFP, the consultant(s) shall indemnify, defend and hold harmless the Clear Creek County School District RE-1 and Board of Education.

### **2.12. Prohibited Communications**

No proposer, or anyone representing a proposer, is to discuss this RFP with any official or employee of the Clear Creek County School District RE-1 and Board of Education, other than the Procurement Officer, Roslin Marshall, named in this RFP. Neither proposers, nor anyone representing a proposer, is to discuss this RFP with any consultant engaged by the Clear Creek School District RE-1 and Board of Education for assistance in preparing the RFP documents or any cost estimate associated with this procurement. Violation of this prohibition may result in disqualification of the Proposer(s) even if the contract has already been awarded.

## **3.0 INSURANCE REQUIREMENTS**

### **3.1.**

All Consultants doing business with the Clear Creek County School District RE-1 and Board of Education are required to obtain appropriate insurance coverage within prescribed minimum limits. The required insurance certificates must comply with all requirements of the standards as shown in the contract and must be provided within

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ten (10) days of issuance of the Notice of Award and prior to the commencement of any work under the terms of the contract.

## 4.0. SCOPE OF SERVICES

### 4.1. Objectives

- To receive data-driven public feedback regarding the future use of the Clear Creek School District's football field and bus barn properties.

### 4.2. Goals

- To directly engage a minimum of 250 residents of the total population of Idaho Springs. All members of the Clear Creek Community should be encouraged to participate.
- To obtain feedback on community needs, such as housing (unit size, # of rooms, price), office facilities, community amenities, parking, architectural styles of new buildings, etc.
- To collect information on desirable or undesirable development attributes of the property in order of preference / importance or emphasis, such as preservation of view corridor, green space etc.
- To collect data and receive community input concerning the highest and best use of the redevelopment of the football field and bus barn is appropriate for the community. Information collected will then be submitted to the Clear Creek School District.

### 4.3. Deliverables

- Several methods of outreach that must include at least one public meeting. (The consultant should determine the best methods of data collection to ensure broad community representation.
- A final report detailing survey results and community comments.
- Based on the collected data, provide data and information for the future use, if any, of the bus barn and football field properties.

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## 5.0. PROCUREMENT SCHEDULE

### 5.1.

Note: This is intended to be a timely process, as the Board of Education plans to have public discussion related to the aforementioned properties at their March 19, 2019, business meeting.

### 5.2. Proposal Deadline

Four (4) hard copy submittals must be received by 2PM on January 30, 2019, at the following location:

Via physical address:

Roslin Marshall  
Clear Creek School District  
320 Hwy. 103  
Idaho Springs, CO 80452

Or, via mailing address:

Roslin Marshall  
Clear Creek School District  
PO Box 3399  
Idaho Springs, CO 80452

## 6.0. SUBMITTAL REQUIREMENTS

### 6.1. Format

Proposals shall be formatted for 8½ x 11 inch paper. Proposals shall not exceed twenty (20) pages in length.

### 6.2. Content

#### Cover Letter

#### Qualifications of Firm

Provide a summary of projects completed that are similar in nature and/or related to the work described in the Scope of Services.

#### Approach and Understanding of the Community

Describe the services and activities that your firm proposes to provide.

Must include a minimum of a community survey and one (1) public meeting.

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## **Organizational Chart**

Include a project organizations chart that clearly delineates communication/reporting relationships among the proposed personnel.

## **Qualifications of Personnel**

Include resumes for all consultants expected to work on this project.

## **References**

Include a minimum of three (3) references.

## **7.0. DEBRIEFINGS**

### **7.1.**

Proposer(s) shall be notified via email the result of the Evaluation Committee's recommendation for award.