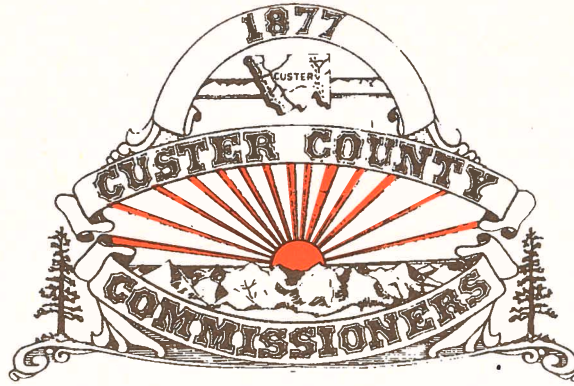


WILLIAM R. CANDA
TOM FLOWER
JAY D. PRINTZ

CUSTER COUNTY COURTHOUSE
205 SOUTH 6th STREET
P. O. BOX 150
WESTCLIFFE, COLORADO 81252
(719) 783-2552
FAX (719) 783-2885



March 5, 2020

SUBJECT: Request for Proposal for New Custer County Justice Center

Attached you will find a Request for Proposal (RFP) to Inform and Assess Public Response for Funding the Construction of a New Justice Center. We hope you will consider responding to the request as your company appears to have significant experience with this type of project.

This RFP is also available on the Custer County website: www.custercountygov.com under the Finance/Human Resources tab. All questions and responses will be posted on this page. Please be sure to check this site often for updates.

Cara Evans, BOCC Administrative Assistant, is the point of contact for this project. If you have any questions or need additional information, please do not hesitate to contact her at boccadmin@custercountygov.com.

If there are any questions regarding the contents of this correspondence, please give the Commissioner's office a call at 719-783-2552 or contact a Board member at the following email addresses.

Thank you for considering this project and we hope to receive your response and bid.

Sincerely,

Tommy G. Flower

Chairman

tom@custercountygov.com

William R. Canada

Vice-Chair

bill@custercountygov.com

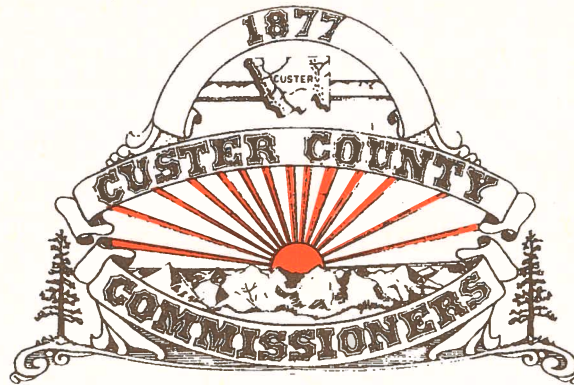
Jay D. Printz

Commissioner

jay@custercountygov.com

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Request for Proposal

(RFP) to Inform and Assess Public Response for Funding the Construction of a Justice Center

Overview and Background of this RFP

In Custer County the buildings that host the court system, the sheriff's department and the detention facility badly need updating and replacement. This has been recognized on a state level with the prospect of grants to help with the project. This is also the consensus of the county commissioners, county and court officials and citizens who have studied the matter and met to discuss what needs to be done.

So far, the efforts have produced a detailed updated needs assessment and, based on that assessment, a set of architect prepared drawings with estimates of the cost of construction and of related maintenance. Land has been acquired. The possibility of completing the project in phases has been considered but has been regarded as less desirable than doing the whole project at one time.

In response to a request to show how the Project could be completed in stages, the architect's report suggested three "Options" (upon request Reilly Johnson Architect Report is available):

- (1) The complete project required by the needs assessment and shown in the architect's drawings (est. \$21 million)
- (2) A plan without one of the two courtrooms and some other spaces; (est. \$17 million)
- (3) A plan with certain items removed from Option (2) (est. \$12 million)

Scope of Work

Attention must be directed to the question of how to finance the Project through taxation (property and/or sales) since grants would cover only a part of the cost. To address that question the county submits this request for a proposal to those who offer professional expertise in determining how go about informing the public and taxpayers about the project and, importantly, producing a reliable estimate of what level of tax increases would likely be approved when submitted to a vote.

In the final analysis, what the county wants and needs as the outcome of this RFP is a reliable estimate of the relative probability of voter approval for each of the proposed "Options".

Project Description

The proposal should contain a general description of the methods and procedures that the proponent will use inform and also survey public opinion regarding the Project; the cost (not to exceed \$30,000); and a schedule for communicating with the representatives of the county regarding the progress of the proposal as it is carried out. The proposal should state that at the time stated for the completion of the proposed services, there will be a written and oral report to the county of the results of the survey; and a written estimate of the relative probability of voter approval of funding measures relative to each of the "Options" **by June 1, 2020**

The proposal should identify the individuals who will be carrying the proposal and their qualifications; and should list examples of where the proponent has, in the past, completed similar proposals.

RFP Proposal Evaluation Factors

1. Previous Experience and 3 references with contact information.
2. Past Similar Projects;
3. Ability to meet timeline; and
4. Cost.

Timeline

2 week posting March 13 and March 27, 2020

2 weeks from posting – deadline for response April 10, 2020

1 week from response – deadline for review April 17, 2020

Request for possible presentation by April 20, 2020

Approximately 1 week for decision April 27, 2020

Final Decision announced May 1 or sooner.

Submission of Responses

Responses shall be submitted in a package clearly identified as follows:

**RESPONSE to REQUEST FOR PROPOSAL
NEW CUSTER COUNTY JUSTICE CENTER**

The firm shall submit 6 hard copies and one electronic copy of the RFP.

Firms may not contact any team members, staff or employees of Custer County or other parties involved in this Project. All communication regarding this Project should be directed by email to Cara Evans at boccadmin@custercountygov.com

Please deliver your responses (in person, UPS or Fed Ex) to: Custer County Board of County Commissioners, 205 South 6th Street, Westcliffe, CO 81252.

(If sent by US Mail) to: Custer County Board of County Commissioners, P.O. Box 150, Westcliffe, CO 81252.

The deadline for submitting a Response is 4:00 PM local time on **April 10, 2020**

Responses will be time-stamped and logged upon receipt. Responses received after the deadline will NOT be considered and will be returned un-opened. All timely and properly prepared Responses will be considered for evaluation.

Reservations: Custer County reserves the right to reject any and all responses and to waive any informality, technical defects or clerical errors in any Response as the best interest of Custer County may require. Selection procedures will be conducted in conformance with all applicable qualifications-based selection requirements.

Questions & Inquiries: Prior to the Deadline for Submission of Questions, applicants may submit written questions to Cara Evans at boccadmin@custercountygov.com Questions will be compiled, and every effort will be made to answer the questions prior to the Deadline for Response to Submitted Questions.

Addenda

Custer County reserves the right to issue addenda to the RFP at any time as a result of questions, change in schedule or other matters. Such information will be transmitted to all firms and posted on the Custer County website. Custer County also reserves the right to cancel or reissue the RFP.