



REQUEST FOR STATEMENTS OF QUALIFICATIONS

The City of Durango Colorado, by and through its Purchasing Agent, is accepting Statements of Qualifications (SOQ) from qualified design firms to provide a **Recycling Center and Resource Recovery Park Design** in accordance with the terms, conditions, and specifications contained in these documents.

The City plans to award a contract for facility design services for a **Recycling Center and Resource Recovery Park**, to expand upon the existing facility.

Firms wishing to participate should ensure they have all addenda prior to submission of their SOQ. Failure to acknowledge receipt of any addenda applicable to this project could result in the rejection of your submittal.

This request for SOQ and any subsequent addenda will be posted to the Rocky Mountain E-Purchasing System website www.rockymountainbidsystem.com, then click on Vendor Login (or Vendor Registration if you have not already registered). Firms are encouraged to register with RMEPS for all City bid opportunities.

Questions

Each firm, before submitting its Statement of Qualifications, shall become fully informed as to the extent and character of work required. All questions must be submitted in writing to the Purchasing Division at the address below, or faxed to 888.303.6720, or via e-mail (preferred method) to hermanka@ci.durango.co.us.

Question Deadline: August 17, 2010 Time: 4:30 p.m.
(Questions received after the deadline may not be accepted.)

Submittal Instructions (Reference: Section V.)

Submittal requirements are outlined in the Submittals Section of the Request for Statements of Qualifications Documents. Place all required copies in a sealed envelope bearing the name of the firm and mark as follows:

Project Title: **Recycling Center and Resource Recovery Park Design**

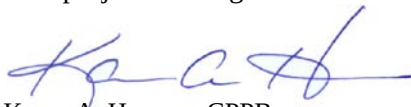
Due Date and Time: August 26, 2010 @ 3:00 p.m. (local time)

Deliver Bid To: City of Durango, Purchasing Division, 949 E 2nd Ave, Durango, CO 81301

NOTE: THE PURCHASING DIVISION HAS MOVED. PLEASE ENSURE THAT YOUR PROPOSAL IS DELIVERED TO THE CORRECT ADDRESS!

It is the sole responsibility of the respondent to see that the SOQ is received before the submission deadline. The respondent shall bear all risks associated with delays in the U.S. mail or delivery service. Note that guaranteed overnight delivery to Durango may not be available from overnight carriers. Late submittals will not be considered.

This project is being bid in accordance with the City of Durango Purchasing Policy.


Karen A. Herman, CPPB
Purchasing Agent

Date: July 29, 2010

949 E 2nd Ave · Durango CO 81301 · 970.375.4994 · FAX 888.303.6720

I. INTENT

The City of Durango, Colorado (City), owner and operator of the Durango Regional Recycling Center, is requesting Statements of Qualifications (SOQ) from firms ("Team") qualified and experienced in the field of recycling center and resource recovery design.

The City plans to award a contract for the design of an expanded and updated recycling center ("Center") with materials recovery and materials reuse integrated into the facility.

The Stage One SOQ and the Stage Two RFP shall not be open for public inspection until a binding contractual agreement is executed with a selected Design Team and all other firms have been notified, or when the City rejects all Stage Two Proposals.

The City reserves the right to use any ideas or information contained in the submittals in connection with any contract awarded for the project, or in connection with a subsequent procurement, without any obligations to pay any compensation to the unsuccessful Respondents.

II. TWO-STAGE PROCESS

The City will use a two-stage, qualifications-based, design services process to meet the objective of selecting the most qualified Team for this project. Stage One will be the Statement of Qualifications process as described herein, which will result in a short list of approximately three to five Teams who will be eligible to participate in the second stage.

Stage Two will be a Request for Proposals, in which the short-listed Teams will present project cost, schedule, and overall approach proposals. Stage Two will result in an evaluation of the proposals, and the City will proceed to negotiate a contract with the highest ranked proposer.

A. Stage One - Request for Statement of Qualifications (SOQ) Requirements

Design Firms are invited to submit information relative to their qualifications, experience, project delivery approach, and ability to meet the project's goals and objectives. Submittals must be clear and concise, and follow the outline of the Statement of Qualifications (SOQ) for Design Teams.

Respondents shall use the following SOQ outline to describe the proposed Design Team which will provide comprehensive design services for the project. The composition of this Team shall not be changed without presentation of sufficient cause and subsequent written approval by the City of Durango.

The SOQ shall be concise and fully self-contained, shall display clearly and accurately the capability, knowledge, experience and capacity of the Respondents

to meet the requirements of this SOQ and must address the following specific criteria in the order and format indicated.

B. Stage Two – Request for Proposals (RFP) Requirements

The Design Teams short-listed by the Selection Committee through the Stage One process will be provided with an RFP and invited to participate in the second stage. Only those Design Teams selected by the Selection Committee are eligible to submit proposals in Stage Two of the selection process.

Generally, the RFP will include the following information:

- Project Budget
- Scope of Work Statement
- Written Narrative of Conceptual Approach
- Project Schedule
- Public Outreach and Involvement
- Proposal Submittal Instructions
- Proposal Evaluation Criteria

Following the submittal of the Formal Proposals, the Selection Committee will evaluate the Proposals submitted in response to the RFP, and determine their ranking in order of preference. The City may schedule interviews with the top proposers to allow the Selection Committee to more fully understand the scope and nature of the submitted Proposals. It is anticipated that Respondents presentations will be limited to approximately 30 minutes in duration, with an additional thirty minutes for questions and answers. Respondents will be given at least two weeks advance notice of the specific date and time for their presentation.

The City will then select the top proposer and then proceed to negotiate a contract with the highest ranked Team. If the City is unable to negotiate a satisfactory contract with the highest ranked Team, with terms and conditions the City determines to be fair and reasonable, negotiations with that Team will be formally terminated. The City will then undertake negotiations with the next most qualified Team in sequence, until an agreement is reached or a determination is made to reject all Proposals.

III. BACKGROUND

The Durango Regional Recycling Center is located in southwest Colorado in Durango, 710 Tech Center Drive. The facility utilizes just over one acre of a 4.3 acre lot. The current recycling center, which is managed by the Department of Sustainable Services, has a footprint of 5,500 square feet of enclosed space and houses sorting and baling equipment and office space on the second floor. There are two covered but unenclosed storage areas totaling 1,950 square feet. There is also a glass pulverizer and uncovered

storage for glass, aluminum and recycling containers. The balance of the site is used for parking and vehicular access and residential recycling drop off. The City owns an adjacent 15.2 acre lot, a portion of which will be used for the center's expansion.

The City operates an electronics collection event at the recycling center twice every year in the spring and fall. Recycling center staff must temporarily relocate many stored items for this event.

The amount of materials collected and processed by the City has been growing steadily since the inception of the recycling program in 1993. That first year the recycling center processed 389 tons of material, then 2,629 tons in 2000 and 3,804 tons by 2009. The amount of material processed at the center has strained by facility to its limit.

The City is involved in a number of planning efforts that will result in higher diversion rates and a new facility is essential for this happen. Upon completion of the new facility the City will adopt single stream curbside recycling, which will result in a significant increase in the amount of materials being recycled. The City is also embarking on a process to make Durango a zero waste community, meaning Durango must be able to provide more recycling capacity, collect more types of materials and promote reduction and reuse as a part of its zero waste initiative.

IV. SCOPE OF WORK:

The City requests the Submittal of Qualifications from interested Design Entities to design a new Recycling Center and Materials Recovery Facility. The new Center will retain and expand upon the existing recycling program, but with a significant broadening of focus and capabilities. The thread of sustainability is a theme that should be woven into every aspect of the new facility's design, from the operational functionality, the design and materials, the environment the occupants and visitor's will find themselves in, the way the facility uses energy, water and all resources, and overall site design.

The new facility will provide an efficient, effective, highly sustainable and attractive facility that supports waste reduction, reuse, recycling, climate protection and pollution prevention goals for the City. The Center will support the City's curbside recycling operations, community drop-off of other recyclables, support reuse of various items and support the City's zero waste initiative. The Center will also handle increased materials from the Four Corners area as it increases its regional role. At a minimum the new facility should be able to process and store four to five times the current volume. The design of the new recycling reuse facility is to address the following:

- A. The following criteria shall be incorporated into the design and submittal:
 - 1. The Center shall be built to no less than LEED-NC 2.1 Gold Standards and shall address the following:

- a. Renewable energy-systems will provide a significant amount of the facilities energy needs, either when the facility becomes operational or at a later date. Provide a brief explanation of how solar and wind power will be integrated.
 - b. Sustainable Water Use. The Center shall use as little water as possible and minimize site runoff. A conceptual explanation of water issues should be included in the SOQ submittal.
 - c. Incorporate a view of the operational floor from a conditioned space allowing operators to remain safe from equipment and separate from vehicle fumes, dust, and other contaminants.
 - d. All interior materials including paints, flooring, millwork and adhesives are low VOC emitting materials. Creative reuse of materials in the interior of the building and products sources in the most environmentally friendly manner that is practical are important for the overall feel of the facility.
 - e. The Resource Recovery Park design and operation will encourage waste reduction, resource reuse, recycling and public educational opportunities. Educational components of the project include an information kiosk, displays, and solar energy collectors designed to inform and educate all visitors, about the ways we can reduce impacts on the natural environment. The building design and arrangement is indicative of its function of reducing impacts on the environment through the use of daylighting, solar panels, and educational components.
2. The successful contractor shall have experience in designing recycling facilities. Proposals shall include at least three (3) examples of buildings completed by the Project Lead within the last 10 years which demonstrate successful experience in the design and execution of projects similar in size, type and complexity to the City's Recycling Center.
 3. Each of the other team participants shall submit examples of relevant project experience, and the information will identify the relevance of each project as applicable to the Center.
 4. A design allowing for phased expansion to the project may be required as demand grows and more processing and storage is required.
- B. The selected Team shall provide the following (Deliverables):
1. Conceptual, schematic and construction documents for the Center site, including architectural and engineering documents.

2. A realistic schedule for the implementation of the development proposed in the plan, accounting for the work to be done by the Team and all agency reviews.
3. A presentation of the plan to the public and media, in conjunction with the Department of Sustainable Services, which adequately portrays the new facility.
4. Maximum processing volumes that can be handled by the facility.
5. Assurance that the final design will be adaptable to a variety of equipment configurations and upgrades to ensure the facility's usefulness for a lifespan of at least 25 years.
6. Planner shall submit all graphical CAD information in AutoCAD format to the City.

V. CONTENTS OF STATEMENT OF QUALIFICATIONS:

A. General Requirements

This is the first stage of a Two-Stage Statement of Qualifications / Request for Proposals, qualifications-based competitive selection process for procuring the services of a Design Team for this project. Only those Teams short-listed in the first stage of the process are eligible to participate in the second stage.

Responses to this request for SOQ will be in the form outlined herein. Submittals must be organized as indicated, with all identified sections included. If in the judgment of the City of Durango any section is absent or significantly incomplete, the City reserves the right to reject the submittal.

The following sections establish the submittal requirements. The City reserves the right to reject any submittal that, in its judgment, does not comply with these instructions.

B. Submittal Format

Submittals shall be printed on 8-1/2" x 11" pages (with limited foldout pages up to 11" x 17" in size if needed). Combinations of text and graphic material may be used at the Respondent's discretion. If there are questions regarding appropriate submittal material, please contact the City's Purchasing Agent.

The SOQ shall not exceed 30 pages of text and images. Each side of each page containing text or images counts as one page. The minimum font size is 12. The

City desires Statements of Qualifications that are clear, concise, specific to the needs and conditions of this project, and organized as outlined herein.

The respondent shall provide **two (2) paper copies and one (1) electronic copy (CD or Flash Drive)** of the Statement of Qualifications for review by the Selection Committee. All proposals shall be delivered to the Purchasing Division, 949 E 2nd Avenue, Durango CO 81301 **(NOTE NEW ADDRESS)**.

Note that all solicited bids and reports submitted to the City must be produced on recyclable paper that, where possible, meets the 30% post-consumer recycled material standard.

Submittals shall be bound by staple or binder clip and shall consist of paper only. All binders, plastic separators, non-recyclable materials, etc. are prohibited. Submittals will not be evaluated on the aesthetic of the package.

Required Format:

1. Title Page

Title page, including the name of the company, and the name, title, business address and telephone number of the person authorized to obligate the company. Identify the lead Designer and introduce the proposed Design Team members. Briefly summarize the Team's background and any distinguishing qualities or capabilities that uniquely qualify the Team for this project.

2. Design Team Organization, Qualifications, and Experience

The City will select only those consulting firms that have a clear track record in recycling and resource recovery facilities for municipalities or local governments. If your firm does not have the requisite experience, we recommend you not waste your time responding to this SOQ, as team qualifications and experience will be paramount in our search for qualified responders.

3. Key Individual Qualifications and Experience

List the individuals to be assigned to the project together with their job descriptions, qualifications and experience. Specifically describe the role each person will play in this project, and the percentage of their time which will be dedicated to this project. Their experience must include projects relevant to the proposed project.

This list must include the following roles:

- For the Project Lead - the individual who will be responsible for overseeing the project for its entire duration
- For the Project Manager - the individual who will be in responsible for the day-to-day management of the project and coordination of the Design Team for the project's entire duration
- For each listed member of the Design Team - the individual(s) who will be responsible for completing specific tasks for the project's entire duration

Indicate the specific role each has played in projects relevant to the new recycling center or comparable projects, which the Respondent has identified in the SOQ.

4. Budget and Schedule Compliance Experience

Demonstrate the ability of each of the listed Team members to complete projects within established budgets. Identify the originally established budgets, and the final actual cost, for each of the relevant projects which the Design Team has identified in the SOQ.

Demonstrate the ability of each of the listed Team members to complete projects within established schedules. Identify the originally established schedules in your experience, and the final actual timeframes needed to complete each of the relevant projects which the Team has identified in the SOQ.

5. Ability / Capacity of Team to Service the Project

The City of Durango does not require the successful Respondent to have or establish an office in Durango or Colorado. However, the City expects the successful Respondent and all members of the Design Team to make a significant commitment to servicing the project and the City, regardless of their geographic proximity to or distance from the City.

Describe specifically the procedures each of the listed Team members will employ to ensure that the project and the City are thoroughly supported from the earliest planning stages through the completion of project. Include examples of how these procedures have been successfully employed on previous similar projects, and the names and telephone numbers of client user group and project management contacts with first-hand personal knowledge of the success of those previous efforts.

Describe the current workload and availability of adequate staff to handle the project, for the Lead Designer and each of the other listed Team members. Include project schedules and staffing for current and pending

projects, as well as the anticipated impact of this project on those schedules and staffing plans.

6. Client References and Other Information

Identify the names and telephone numbers of clients and project manager contacts with first-hand personal knowledge of the success or failure of each of the projects which the Respondent has identified in the SOQ. Include a brief description of each contact's specific role in the referenced project.

The Respondent may list additional client reference contacts for comparable projects which establish the Lead Designer and the Teams qualifications and experience.

The Respondent may also provide other information as deemed appropriate for this SOQ.

All information must be provided as requested for all Team members and their key personnel to be assigned to this project. All Team members listed will be expected to be retained throughout the project unless otherwise approved by the City of Durango.

7. Evaluation Process Overview

SOQ submittals that are responsive to the requirements will be evaluated by the Selection Committee on the basis of the following qualifications evaluation criteria:

- Design Team Organization & Qualifications
- Design Project Experience & Approach
- Budget and Schedule Compliance
- Ability/Capacity of Team to Service the Project

Direct contact with city elected officials or city staff, other than the Purchasing Agent, during the selection process, may render the submittal as non-compliant. Violation of this requirement is grounds for disqualification from the process.

The Selection Committee will evaluate and recommend the most highly ranked Design teams to be eligible to submit proposals for Stage Two. The names of the finalists will be provided to all respondents upon selection.

V. SELECTION PROCESS SCHEDULE

Following is the sequence of events and schedule anticipated for this two-stage Code Revision process:

STAGE ONE – PREQUALIFICATION

Proposed Scheduled Activity Dates

Release Request for SOQ	July 30, 2010
Publish Advertisement for SOQ	August 4 & 8, 2010
Due date for written questions	August 17, 2010
City response to written questions via addendum	August 20, 2010
Due date for SOQ responses	August 26, 2010
Short list selection and notification	early-mid September 2010

STAGE TWO – PROPOSALS

Proposed Scheduled Activity Dates

Issue RFP estimated	September 2010
Due date for RFP responses estimated	September-October 2010
Anticipated Interviews, as needed	October 2010
Selection	October-November 2010
Contract Execution & Project Start Up	estimated November 2010

VI. ILLEGAL ALIEN CERTIFICATION

Note: The following policy and procedures apply to the Selected Contractor, only.

Per State Statute, all City of Durango contracts for services are now required to include certification that the contractor does not knowingly contract with illegal aliens. HB 1343 requires certification from the contractor that the contractor has registered with, or certified that they are in compliance with, the E-Verify Program, formerly known as the Basic Pilot Program. While this program is not new, it is unknown to most people doing business with municipalities in the State of Colorado. The E-Verify Program is a free program run by the Federal Government within the Department of Homeland Security. The program requires an employer to apply for entry into the program and make certain agreements with the Department of Homeland Security and Social Security programs.

An employer must apply to participate in the E-Verify Program over the internet. Following is the website: <https://www.vis-dhs.com/employerregistration> A set of instructions will appear and the applicant should follow those instructions to apply.

Therefore, effective immediately, every Successful Contractor shall be required to:

- 1) Fill out the Certification Statement Regarding Illegal Aliens form and return it to the City of Durango Purchasing Agent, and**
- 2) Apply to participate in the E-Verify Program with the Division of Homeland Security.**

The City will not make payments on any contract until the proper form is on file in the office of the Purchasing Agent.