



## REQUEST FOR QUALIFICATIONS 250601 FCLWD SNEAD FACILITY IMPROVEMENTS – SITE/CIVIL GC SERVICES

Notice of this Request for Qualifications has been posted on the District's webpage:  
<https://fclwd.com/support/request-for-proposal/>

The Fort Collins-Loveland Water District (District), a quasi-municipal corporation and political subdivision of the State of Colorado is soliciting Requests for Qualifications (RFQ) from qualified Site/Civil General Contractors (GC) to provide design/preconstruction support and construction services for site infrastructure enhancements during our facility improvement project.

**Submission via email is preferred.** Statement of Qualifications (SOQ) shall be submitted in a single PDF file under 20MB and e-mailed to: [jmartin@fclwd.com](mailto:jmartin@fclwd.com). **Submissions must be received no later than the date and time listed in the table below** and referenced as *RFQ: 250601 FCLWD Snead Facility Improvements – Site/Civil GC Services* in the subject line. Late submittals or submittals delivered to the wrong location will not be accepted.

All questions should be submitted at any time, in writing via email, to Jason Martin, at [jmartin@fclwd.com](mailto:jmartin@fclwd.com). **Final questions shall be submitted no later than the date and time listed in the table below.** Please format your email to include *RFQ: 250601 FCLWD Snead Facility Improvements – Site/Civil GC Services* in the subject line. Responses to all questions submitted before the deadline will be addressed in an addendum and emailed to all interested contractors. Respondents are required to email Jason Martin, at [jmartin@fclwd.com](mailto:jmartin@fclwd.com) to be placed on the plan holders list to receive addendums and schedule updates.

The following procurement schedule is tentative and the District reserves the right to adjust this schedule.

SUBMISSION SCHEDULE	DATES/TIMES
Request for Quals Announcement	06/02/2025
Questions/Inquires Closed	06/09/2025 at 1:00PM
Last Addenda Issued	06/10/2025 at 1:00PM
Submission Deadline	06/17/2025 at 1:00PM
Proposal Submittal/Interviews	TBD

The District reserves the right to act in its best interest and may terminate, modify, or suspend the process, reject any or all submittals, modify the terms and conditions of this selection process and/or waive informalities of any submission. The District will not be obligated to any vendor as a result of this RFQ and is not obligated for any cost incurred whatsoever by vendors in the preparation of the submission.

Upon receiving responses to the request for qualifications, the District will shortlist the most qualified, who may be invited to submit a proposal/interview.

Sincerely,  
Jason Martin  
Construction Project Manager



## I. INTRODUCTION AND BACKGROUND

### A. Purpose

The Fort Collins-Loveland Water District (District) is seeking qualifications from Site Civil General Contractors who can provide preconstruction support and construction services for the Snead Facility Improvements Project (Project). Contractors will be required to work collaboratively with the District, its selected Design/Engineering/ Consultants, and its selected Site/Civil General Contractor.

### B. Location

The Project is located at 5150 Snead Drive, Fort Collins, Colorado.



*Figure 1: Parcels Shown at Snead Site*

### C. Background & Project Goals

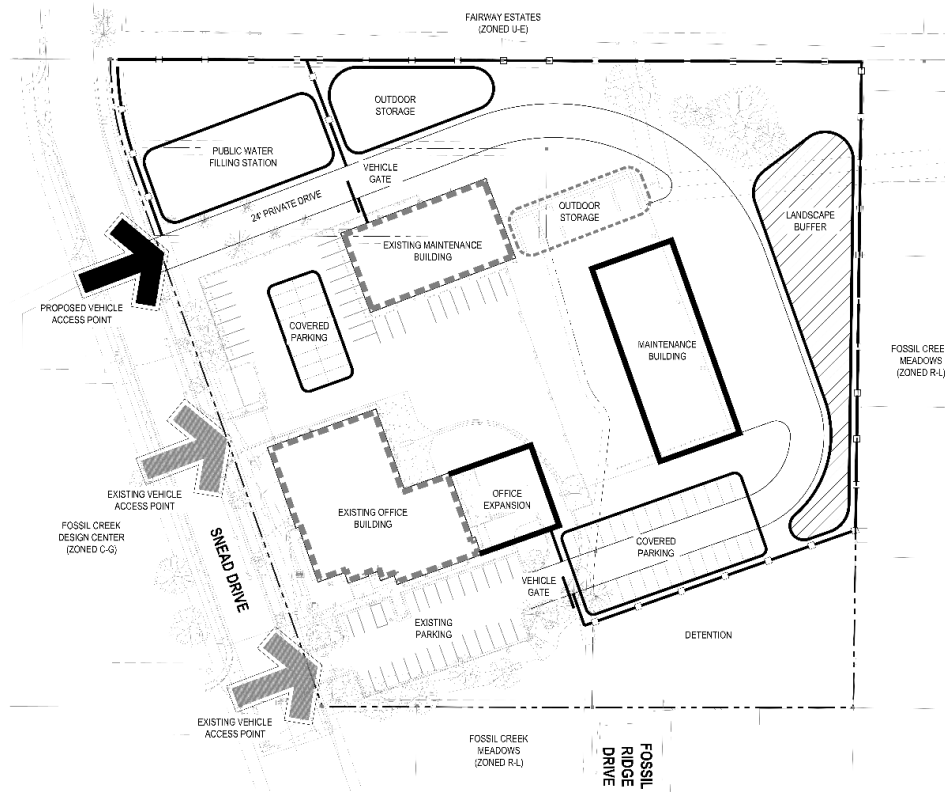
#### Background

The District, a quasi-municipal entity, has been delivering water services to this region since 1961. The District currently serves over 67,000 customers. Their mission is to provide Northern Colorado communities with high-quality, secure, reliable, cost-effective, and sustainable water. Since moving to this location in 2000, the District expanded its office building once in 2008 but has since outgrown the space.

Currently the District spans four parcels: one zoned for General Commercial (GC) use, where the office building is located, and three zoned for Low Density Residential (RL) for a total of 4.86 Acres. In 2021, the District received approval from the City of Fort Collins for an Overall Development Plan (ODP



210001) to permit additional uses on the three RL parcels which has allowed this project to proceed through development review with the City of Fort Collins.



*Figure 2: City Approved ODP Concept (Site Scope is Conceptual)*

Following the approval of the Overall Development Plan (ODP) by the City of Fort Collins, the District conducted an evaluation of its services and programming through 2044. This evaluation provided the District with the necessary insights to understand its future space requirements. Utilizing the findings from the evaluation, staff assessed whether the District could expand at its current location or would need to relocate to a larger site.

## Goals

The goal is to facilitate the completion of the Project to fulfill the District's anticipated needs for staffing, parking, equipment, and storage.

- a.) A design that allows future operations to continue at its current location with the flexibility to grow.
- b.) Provide a collaborative/efficient space that allows for a work environment that can grow with the District.
- c.) Review potential options to phase building and site improvements as the District grows.

## D. Funding

Early estimates project construction costs for the building and site/civil work is at \$10.5 Million.



## II. STATEMENT OF WORK

### A. Guiding Principles

The Contractor will engage early to influence efficient design and avoid unforeseen changes, delays, and risks. Their effort will consist of two phases: preconstruction and construction.

#### Phase 1 - Design / Preconstruction.

- a) The Contractor will actively participate in design milestones, attend meetings, and provide expertise in planning, scheduling, materials selection, and cost estimating. Pricing will be reviewed with a third-party independent cost estimate (ICE) firm, and consensus on execution, schedule, and cost will be reached by the Project team.

#### Phase 2 – Construction

- a) The Contractor will serve as the Site/Civil General Contractor, providing construction services for Site/Civil construction and coordinating with the Building Contractor during construction of the building expansion, remodel, and equipment storage facility.

### B. Deliverables

The Contractor's team is expected to bring experience and expertise in site/civil construction projects, with a history of delivering projects using early contractor involvement methods. During the contract period, the Contractor's team may be requested to inform decisions on or perform some or all the following services for the Project:

- Safety and security
- Material & constructability analysis & methods, sequencing, schedule, and pre-construction pricing and estimates (30%, 60%, 90%)
- Value engineering
- Evaluating project risks and developing a Risk Register and Risk Management Plan
- Long lead material procurement
- Prepare construction permit applications as required
- Project management, onsite supervision, and coordination, partnering
- Labor, materials, and equipment
- Temporary facilities, site access, layout, and development
- Subcontractor management
- Ground water management during construction
- Interaction with involved agencies / key stakeholders / local community
- Construction under high pedestrian/vehicular traffic or sensitive areas
- Additional services, as needed

## III. SCHEDULE

The construction schedule for the Project is primarily influenced by the development review timeline established by the City of Fort Collins. The District anticipates awarding a Master Services Agreement for Site/Civil General Contractor (GC) services in Summer 2025. Completion of planning, entitlement,



design, and permitting is projected for the first half of calendar year 2026, with construction expected to begin immediately upon receiving the necessary approvals.

The following section outlines the preliminary project milestones. These proposed timelines are based on an optimal review period through the City of Fort Collins development process and are intended to support efficient project delivery. ***Please note that these dates are subject to change as the project progresses through the formal review and approval stages.***

MILESTONES	STATUS
Site Master Plan	Complete
Onboarding Planning, Design, & Engineering	Complete
Onboarding Building Contractor & Site/Civil Contractor	In Progress
Site Conceptual Plan / Building Schematic Design	Q2 - Q3 2025
Site Project Development Plan (PDP) / Building Design Development	Q2 - Q4 2025
Site Final Development Plan (FDP) / Construction Documents	Q4 2025 – Q1 2026
Site & Building Phasing / Construction	Q2 2026
Commissioning / Closeout / City Approvals	Q4 2026
Furniture, Fixtures, & Equipment (FF&E) / Move-In	Q1 2027

#### IV. QUALIFICATION SUBMITTAL REQUIREMENTS

Respondents shall submit a Statement of Qualifications (SOQ) package tailored specifically to the project. Submissions which shall be **limited to four (4) single-sided letter size pages and with a minimum of 10-point font for all text**. Cover page, table of contents, tabs (if used), and items listed under section(s) "C" will not be counted toward this page limit. Submissions shall follow the format presented below.

Contractors are required to provide detailed written responses to the following items in the order outlined below. It is suggested that Contractors include each of the District's questions with their response immediately after the question. A submission that does not include all the information required may be deemed non-responsive and subject to rejection.

##### A. Firm Summary

Provide an outline describing the respondents firm, including:

1. Company Name, Local/Regional Office, Website
2. Time in business
3. Size of business: Employees, Annual revenue, Number of projects, etc...
4. Type of services available, with specializations indicated, indicate if your firm provides in-house site-civil services (utility, dirt work, and paving services)
5. Project Capacity/Availability, Current backlog, 2026/2027 backlog
6. Licenses held, registrations, and credentials
7. Have you, or your firm, ever defaulted on a contract? If so, where, and why?





8. Are any lawsuits pending against you, your firm, or employees of your firm in their employment capacity, currently? If yes, provide a summary of the matter and status of the lawsuit.

## **B. Experience & Capability**

Provide an experience narrative of two (2) (required) to three (3) projects of similar construction work performed by the firm in the last eight (8) years. The experience highlighted should reflect projects using an alternative delivery model with early contractor involvement during design.

1. Provide evidence that the entity or its members have the experience, competency, capability, and financial capacity to complete similar projects.
2. Provide projects that the company has completed under an Integrated Project Delivery approach.

## **C. Contractor Statement**

A Contractor statement form is attached as Section VI. Complete the form indicating the Contractor hereby acknowledges receipt of the District's Request for Qualification and acknowledges that the Contractor has read and agrees to be fully bound by all the terms, conditions and other provisions set forth in the RFQ. This requirement will not be counted toward the page limit.

## **V. ADDITIONAL INSTRUCTIONS FOR CONTRACTORS**

### **A. Withdrawal of Submission**

Submissions may be withdrawn within 48 hours. Following the 48-hour withdrawal period, submissions are binding for a period of 90 days.

### **B. Signature**

The submission must be signed manually or electronically by an officer or person qualified to bind Contractor/Firm.

### **C. Conflict of Interest**

No officer, employee, or board member shall have a financial interest in the sale to the District of any real or personal property, equipment, material, supplies, or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered. This rule also applies to subcontracts with the District. Soliciting or accepting any gift, gratuity, favor, entertainment, kickback, or monetary value from anyone seeking to do business with the District is prohibited.

### **D. CORA**

The District is a local governmental entity subject to the Colorado Open Records Act, C.R.S §§ 24-72-200.1 et seq. ("CORA"). Any submissions submitted hereunder are subject to public disclosure by the District pursuant to CORA. Respondents may submit one (1) additional complete submittal marked "FOR PUBLIC VIEWING." The respondent may redact text and data deemed confidential or proprietary in this submission version under CORA. Such a statement does not necessarily exempt such



documentation from public disclosure if required by CORA, by order of a court or appropriate jurisdiction, or other applicable law. Generally, under CORA trade secrets, confidential commercial and financial data information is not required to be disclosed by the District. Submissions may not be marked "Confidential" or "Proprietary" in their entirety. Any contract provisions resulting from this submission will be public information.



## VI. CONTRACTOR STATEMENT

Contractor hereby acknowledges receipt of the District's Request for Qualification and acknowledges that Contractor has read and agrees to be fully bound by all of the terms, conditions, and other provisions outlined in the Request for Qualifications. Additionally, the Contractor makes the following representations to the District:

- a. All the statements and representations made in this submission are true to the best of Contractor's knowledge and belief.
- b. Contractor understands that submissions may be withdrawn within 48 hours of submission. Following the 48-hour withdrawal period, submittals are binding for a period of 90 days.
- c. Contractor further agrees that the method of the award is acceptable.
- d. Contractor acknowledges receipt of \_\_\_\_ addenda.

Company Name:

Physical Address:

Phone:

Name of Authorized Agent of Contractor:

Signature of Authorized Agent:

Primary Contact for Project:

Title:

Phone:

Email Address:

CONTRACTOR STATEMENT IS TO BE SIGNED & RETURNED WITH YOUR SUBMISSION