



REQUEST FOR PROPOSAL (RFP)

Architectural Design and Estimation Services for Remodeling a Commercial Building

Issued By:

Northwest Colorado Innovation Center

Contact: Christine Wong Rambo, CECd, MBA, Project Manager

Email: crambo@upsizems.com

Issue Date: Wednesday, June 4, 2025

Deadline for Submission: Monday, June 16, 2025, by 5:00 PM (Local Time)

Email Proposals to Christine Rambo, Project Manager at crambo@upsizems.com

1. Overview

Northwest Colorado Innovation Center (NCIC) is a 501c3 focused on diversifying the regional economy, providing workforce development, community development, and improving the quality of life of our people in Moffat, Rio Blanco, and Routt Counties. NCIC is seeking proposals from qualified architectural firms to provide design and cost estimation to renovate an existing 14,000 square foot, three-story building in Craig into the new home for the Northwest Colorado Innovation Center. The goal is to transform the facility built in 1980 into a modern **Innovation Center** that houses offices for NCIC and other resource partners, incubator space, and workforce training classrooms.

The building was Colorado Northwestern Community College's former academic building, located on 50 College Drive, Craig, Colorado. The vacant three-story, 14,000 sq. ft building needs to be modernized, brought up to current codes and ADA compliance, and repurposed for the needs of the Northwest Colorado Innovation Center. The first floor currently offers a mix of 20 small and medium offices, a copy room, a storage area, and a central atrium. We would like the architect to create a better floor plan with more standardized offices, an open reception area, two large conference rooms, and if possible, to wall off the central atrium to create more energy efficiency. The floor plans on the second and third floors will largely remain untouched.

We anticipate a two-phase approach. In phase 1, the architectural firm will work closely with NCIC staff and the Executive Committee to create a new floor plan/schematics, provide detailed cost estimation and project schedule to include in a Preliminary Engineering Report (PER) to be used as part of an application for an Economic Development Administration (EDA) grant. If

NCIC is awarded a grant, the selected engineering firm will also subsequently perform full design services to construct the project.

Email [Christine Wong Rambo](mailto:Christine.Wong.Rambo) at crambo@upsizems.com for more information or questions.

2. Project Objectives

The remodeled building will be a modern, world-class Innovation Center with Class A offices and state-of-the-art training facilities, which represents a catalyst for socioeconomic transformation for Northwest Colorado in the coal transition. The NCIC will serve as the Hub for a larger incubator network across the three counties of Moffat, Routt, and Rio Blanco.

- **First Floor:** Business incubator space, lease space for expanding employers, and offices for NCIC staff (3 people) and partner organizations that also provide coal transition services
 - **Second and Third Floors:** Classrooms and training spaces equipped with modern instructional technology to support workforce development, industrial skills training, and a computer lab that could host hybrid entrepreneurial training and digital literacy classes.
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3. Scope of Work

The selected architect will be responsible for the following scope of work.

Phase 1:

- Conducting site analysis and assessment of the existing structure with a focus on improving the floor plan for maximizing the use of the space for our purposes and identification of areas that need to be addressed for better energy efficiency (insulation, windows, heating, solar, etc).
- Collaborating with staff, the NCIC Executive Committee, and stakeholders to develop project drawings:
 - Plans that show the existing conditions, including existing infrastructure such as utilities
 - Develop new floor plans or schematic drawings and identify and label project components with rough dimensions and general layouts
 - Work with the NCIC staff to identify the location of project beneficiaries (incubator tenants)
 - Plans must have color coding, legends, and keyed notes

- Prepare detailed cost estimates for the remodel
 - Include quantities, unit prices, and total costs
 - Include contingency costs
- Prepare a proposed project schedule, working with NCIC staff
 - Completion of Phase 2 of the design work, following grant approval
 - Time to obtain permits or other necessary local approvals
 - Solicitation of bids for a contractor
 - Awarding of contracts
 - Construction period
- List of required permits

Timeline: Since phase 1 is connected to a grant that must be submitted in mid-July, we will need a quick turnaround time on phase 1 with work that must be completed for the Preliminary Engineering Report within three weeks of the architect receiving the contract.

Phase 2:

- Finalize and prepare design concepts
- Create full construction drawings, plans, and specifications
- Detailed plan/descriptions laid out for energy efficiency, including more efficient HVAC and other building systems
- Supporting permit acquisition and ensuring code compliance
- Other related design services as needed during the preconstruction and construction phase

4. Proposal Requirements

Proposals should include:

- **Firm Overview:** History, size, location(s), and areas of specialization.
- **Relevant Experience:** Examples of similar renovation or innovation center projects in rural western Colorado

- **Project Team:** Resumes and qualifications of key personnel.
 - **Approach:** Narrative explaining your design approach and process.
 - **Timeline:** The first phase of the project is very time sensitive because of grant deadlines and must be completed within 2-3 weeks of receiving the contract. Include in your RFP response your firm's ability to meet the quick timeline for phase 1. There will be a lag between phase 1 and phase 2, as NCIC fundraises for the renovation costs. However, we anticipate phase 2 beginning in Q4 of 2025 or Q1 of 2026.
 - **Fee Proposal:** Fee structure, including hourly rates, and a not-to-exceed cost for phase 1 and phase 2, separately.
 - **References:** At least three references from recent comparable projects.
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5. Submission Instructions

Proposals must be submitted in PDF format via email to Christine Rambo at crambo@upsizems.com with the subject line: **"RFP – Design Services for Innovation Center Renovation"**.

Deadline for Submission: Monday, June 16, 2025, by 5:00 PM (Local Time)

Late submissions will not be considered.

6. Evaluation Criteria

Proposals will be evaluated based on the following:

- Demonstrated experience with similar projects in western Colorado (20%)
- Qualifications of proposed team (20%)
- Timeline (20%)
- Design approach and methodology (15%)
- Cost effectiveness and clarity of fee proposal (15%)
- References and past performance (10%)

7. Questions and Clarifications

All questions must be submitted in writing by **Monday, June 9, 2025** to:

Christine Rambo, CEcD, MBA, Project Manager
crambo@upsizems.com
318-557-0609

Responses to questions will be shared with all known proposers.

8. Anticipated Timeline

- RFP Issued: Wednesday, June 4, 2025
 - Questions Due: Monday, June 9, 2025
 - Proposals Due: Monday, June 16, 2025
 - Interviews (if necessary): Week of June 23, 2025
 - Selection Notification: By June 26, 2025
 - Project Kickoff: By July 1, 2025
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9. Rights Reserved

Northwest Colorado Innovation Center reserves the right to reject any or all proposals, to waive informalities or irregularities, and to negotiate with any proposer deemed to be in the best interest of the organization.