



REQUEST FOR PROPOSAL (RFP)

Architectural/Engineering and Estimation Services for Northwest Colorado Innovation Center

Issued By:

Northwest Colorado Innovation Center
Contact: Christine Wong Rambo, Project Manager
Email: christine@northwestcolorado.org

Issue Date: 4/30/2026

Deadline for Submission: Friday, May 15, 2026, by 5:00 PM (MT)

Email Proposals to Christine Rambo, Project Manager at christine@northwestcolorado.org with the Subject line: "RFP – Design/Engineering Services for Innovation Center"

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 will build a 10,000 square foot Innovation Center at the new 25-acre Craig Business and Industrial Park campus in Craig, Colorado. The industrial park is located north of West 1st Street and west of Ranney Street at coordinates: 40.507593, -107.556557.

The Northwest Colorado Innovation Center is envisioned to be a 10,000 SF metal building with 25-foot ceiling heights, reinforced concrete floors, clear span, three offices, a conference room, bathrooms, a break room, and a large flex space to support industrial workforce training, entrepreneurial training, and small business development. The Innovation Center will anchor the industrial park, providing customized workforce training to the tenants locating at the park. We will also support workforce training for existing employers in order to reskill and upskill more than 1,000 coal transition workers who will soon be dislocated from their energy jobs.

NCIC is seeking professional design/engineering services to draft a Preliminary Engineering Report to be used as part of an application for a federal Economic Development Administration (EDA) grant. If NCIC is awarded the EDA grant, the selected design/engineering firm will also subsequently perform full design, engineering, bidding, and related A/E services to construct the project. NCIC encourages participation by minority-owned, women-owned, and disadvantaged business enterprises.

2. Scope of Work

We anticipate a two-phase approach. In phase 1, the architectural/engineering firm will work closely with NCIC staff and the Executive Committee to create a floor plan/schematics, provide detailed cost estimation, project schedule, and complete the Preliminary Engineering Report (PER) to be used as part of an application for an Economic Development Administration (EDA) grant. The budget for phase 1 is \$45,000.

If NCIC is awarded the EDA grant, the selected A/E firm will also subsequently perform full design, engineering design, bidding, and related A/E services to construct the Innovation Center. Phase 2 services may be negotiated with the selected firm, contingent upon funding and in accordance with federal procurement requirements and the Brooks Act.

Phase 1 Scope of Work:

Project drawings:

- Identify and label existing conditions, such as existing infrastructure elements or structures within the EDA project construction limits.
- Identify and label proposed project components with rough dimensions and general layouts.
- Identify and label the location of any project beneficiaries identified in Section E.3 of the Form ED-900GA, if applicable. (color coding, labeling, legends, and keyed notes are encouraged)

Construction cost estimate

- Provide a detailed construction cost estimate in terms of quantities, unit prices, and total costs for all the EDA project components.
- Provide a basis for the determination of construction contingencies.
- If separate contracts are anticipated for demolition or site work, provide a separate detailed cost estimate for these components.
- If demolition or site work will not be separate contracts, include the costs in the overall detailed construction cost estimate.

Project constraints

- Describe any design and construction constraints for the proposed project.

Recommend the proposed method of construction procurement.

- Identify if the project will be a traditional design/bid/build with a sealed competitive bid process consistent with federal procurement guidelines

- Identify if any portion of the project is to be done by an alternate construction procurement method, such as design/build, construction management at risk, the applicant's own forces, and/or a construction manager.

Number of construction contracts anticipated.

- Identify the number of construction contracts anticipated and provide a description of the project components for each contract

Project permits

- List permits required for the proposed project.
- Provide the timeline to obtain the permits and their current status.
- Permits should include, but are not limited to:
 - Clean Water Act Section 404 permits
 - NPDES permits, including stormwater permits, railroad permits, highway encroachment, etc. CIII.8.

Project schedule

- Provide the following proposed project schedule in terms of months.
 - A/E procurement, if applicable;
 - design period
 - period of time to obtain the required permits
 - period of time to obtain any required easements, rights-of-way, or other real property rights needed for the project (including permits or licenses needed for entering land owned by a third party)
 - solicitation of bids
 - awarding of contracts
 - construction period

Phase 2 Scope Work

If NCIC is awarded the EDA grant, the selected A/E firm will also subsequently perform full design, engineering, bidding, and related A/E services to construct the project. Phase 2 services may be negotiated with the selected firm contingent upon funding and in accordance with federal procurement requirements as part of this competitive procurement process and the Brooks Act.

The scope of work includes, but is not limited to, the following A/E services:

- Finalize and prepare design concepts and floor plan
- Create full construction drawings, plans, and specifications

- Detailed plan/descriptions laid out for energy efficiency, including more efficient HVAC, other building systems, and use of renewable energy (eg, geothermal)
 - Construction engineering work, including but not limited to foundation design, framing systems, mechanical engineering, electrical engineering, plumbing engineering, and civil engineering.
 - Supporting permit acquisition and ensuring code compliance
 - Other related design/engineering services as needed during the preconstruction and construction phase
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3. Timeline

Since phase 1 is connected to a grant that must be submitted in early June, we will need a quick turnaround time on work that must be completed for the Preliminary Engineering Report within two to three weeks of the architect/engineering firm receiving the phase 1 contract.

4. Proposal Requirements

Proposals should include:

- **Firm Overview:** History, size, location(s), and areas of specialization.
- **Relevant Experience:** Examples of similar rural innovation centers or workforce training projects
- **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.
- **Fee Proposal:** Fee breakdown, including hourly rates, and a **not-to-exceed cost for phase 1 scope of work only**. Phase 2 services may be negotiated with the selected firm contingent upon funding and in accordance with federal procurement requirements.
- **References:** At least three references from recent comparable projects.
- **Certification:** Proposers must certify they are not debarred or suspended from federal contracting.

5. Submission Instructions

Proposals must be submitted to Christine Rambo via email: christine@northwestcolorado.org by May 15, 2026, MT with the subject line: **RFP – Design/Engineering Services for Innovation Center**.

Submissions must be in PDF format.

Time of Receipt & Confirmation: The NCIC email server timestamp is the official time of receipt. Late submissions will not be accepted. We will confirm receipt; if confirmation is not received within 2 hours, the proposer is responsible for follow-up. Unconfirmed submissions are considered not received.

Proposals will be received in a secure, restricted inbox and will not be opened until after the deadline. A submission log will be maintained to ensure fairness and compliance with 2 CFR 200.

The Owner is not responsible for failed transmissions, spam filtering, or file issues. Proposers should submit early and follow up if an email confirmation is not received. You can also call Christine Rambo at 318.557.0609

6. Evaluation Criteria

Proposals will be evaluated based on the following:

- Demonstrated experience with similar projects (20%)
 - Qualifications and experience of the firm (20%)
 - Timeline (20%)
 - Project approach and methodology (15%)
 - Cost effectiveness and clarity of fee proposal (15%)
 - References and past performance (10%)
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7. Questions and Clarifications

All questions must be submitted in writing by **Friday, May 8, 2026 at 5pm MT** to:

Christine Rambo, CEcD, MBA, Project Manager
christine@northwestcolorado.org

Pre-proposal Meeting will be held via Zoom on Friday, May 8, 2026 at 9 AM MT

Join Zoom Meeting:

<https://us02web.zoom.us/j/88383629244?pwd=LRA3sUXR0RUiw0JinMVA4x1XX41DH.1>

Meeting ID: 883 8362 9244

Passcode: 526381

One tap mobile

+13017158592,,88383629244#,,,,*526381# US (Washington DC)

+13052241968,,88383629244#,,,,*526381# US

Join by SIP

88383629244@zoomcrc.com

The Preproposal Meeting will be recorded and shared upon request. Responses to questions will be shared with all known proposers and on northwestcolorado's website.

8. Anticipated Timeline

- RFP Issued: Thursday, April 30, 2026
 - Pre-proposal Meeting: Friday, May 8, 2026 at 9 AM MT
 - Questions Due: Friday, May 8, 2026
 - Proposals Due: Friday, May 15, 2026
 - Interviews (if necessary): Week of May 18, 2026
 - Selection Notification: No later than May 22, 2026
 - Project Kickoff: No later than May 29, 2026
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9. Contracting

NCIC will maintain full and open competition, avoid conflicts of interest, and ensure compliance with all applicable federal requirements. NCIC maintains a written conflict of interest policy consistent with 2 CFR §200.318. All records related to this procurement shall be retained in accordance with federal record retention requirements. All contracts resulting from this RFP will include applicable federal provisions required under 2 CFR Part 200 Appendix II, including:

- Equal Employment Opportunity (EEO)
- Davis-Bacon Act
- Contract Work Hours and Safety Standards Act
- Clean Air Act / Clean Water Act
- Debarment & Suspension certification
- Byrd Anti-Lobbying Amendment
- Termination for cause/convenience
- Remedies for breach

Phase 2 services may be negotiated with the selected firm contingent upon funding and in accordance with federal procurement requirements. This procurement will be conducted in accordance with 2 CFR Part 200 (Uniform Guidance).

10. 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.