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## **Town of Palisade, Colorado Community Clinic Design Request for Qualifications (RFQ)**

The Town of Palisade, CO invites responses from all interested, qualified persons and/or architectural firms to design and provide final drawings for a new Community Clinic. The target audience for this RFQ is qualified Architects who have experience with government and/or medical or other institutional building design and project oversight.

All submissions must be received at the Town of Palisade by **Monday, November 29, 2021, at 4:00 pm**. Any proposals received after that time will be disqualified. Please submit qualifications, examples of work, and timeline. This project has a short timeline to be met, with construction scheduled to begin late spring, 2022.

Submit letter of transmittal and the two (2) paper copies of the RFQ to:

Attn: Keli Frasier, Clerk  
Town of Palisade  
PO Box 128  
Palisade, CO 81526

General or technical questions about this RFQ should be e-mailed to Town Manager at [jhawkinson@townofpalisade.org](mailto:jhawkinson@townofpalisade.org)

## RFQ – Community Clinic Design

### Introduction

The Town of Palisade is defined as a Health Care Desert, with inadequate access to one or more kinds of medical services, including family practice, urgent care, and emergency services. To provide these services, the Board of Trustees has identified the construction of a Community Clinic as a top priority. The clinic will be located on the site of a former high school and adjacent to the Town fire station. The Town has entered a partnership with Community Hospital, a locally owned and operated health care system, to operate this Community Clinic.

### About Palisade

Palisade is a small community located on the Colorado River at the eastern end of the Grand Valley on the Western Slope of Colorado. The population is approximately 2500. The surrounding agricultural area is world-famous for its peaches and wine. In addition, outdoor recreation has become a draw, with the opening of the Palisade Plunge Trail and the Cameo Shooting Sports Complex.

The lack of medical services has a significant impact on the quality of life for the more than 65,000 tourists who visit the area annually, the 2500 citizens of Palisade, along with more than 36,000 residents in the unincorporated east end of the Grand Valley, including the Clifton community, as well as over 3000 seasonal and migrant workers upon whom the agricultural industry depends. This clinic, which at approximately 6000 square feet and staffed by Community Hospital, will improve the overall physical and economic health of the community.

### Request for Proposals Schedule:

November 10, 2021:	RFQ Publish Date
November 29, 2021:	Request for Proposals Due to Palisade Town Hall at 4:00 p.m. (MST)
November 30, 2021:	Proposals Reviewed
December 9, 2021:	Notice of Intent to Award
December 14, 2021:	Approval of Contract by Mayor and Board of Trustees

### Reservation of Rights, Disclaimers, Disclosures and Instructions

All responses, inquiries, and correspondence relating to the RFQ, and all reports, charts, displays, schedules, exhibits, and other documentation produced by any vendor and submitted as part of a proposal shall be deemed the property of the Town upon opening of the proposal, will not be confidential, and will be subject to disclosure under the Colorado Open Records Act.

The successful bidder will be required to enter into the Town's standard professional services agreement.

All costs incurred by a respondent in preparing and responding to this RFQ are the sole responsibility of the respondent. Any recipient of this RFQ who responds hereto, fully acknowledges all the provisions and agrees to be bound by the terms hereof. Any response submitted pursuant to this RFQ is at the solerisk and responsibility of the party submitting such response.

**Project Design Background:**

The Town of Palisade has entered a partnership with Community Hospital on the proposed Community Clinic.

Community Hospital has hired medical service providers that it intends to house within this clinic. As an initial proof of concept, Community engaged the services of Boulder Associates, Inc. on concepts for the new clinic. These concepts yielded an approximately 6000 square foot clinic with an estimated construction cost of \$2.8 million, not including architectural design and other consultants and building fees. The building design needs to stay within the budget limit noted above.

The Town is in the process of asbestos remediation on the abandoned high school building, the site of the proposed clinic, with demolition scheduled to begin in January 2022. The goal of the Town is to design the clinic, with input from Community Hospital, to begin construction in the summer of 2022.

The clinic will be located at the southwest corner of the Palisade Civic Campus, which currently consists of a nearly century-old gymnasium (to remain after demolition of the high school), fire station serving Palisade and surrounding rural area, to which is attached the Board chambers for the Town and miscellaneous office/storage space.

The site necessitates a few unique considerations that must be accounted for by the design of the clinic:

**Community Clinic Design Factors**

- No vehicular access is permitted to US Highway 6 (south side of campus).
- Access is currently available to West 7<sup>th</sup> Street and may connect to Iowa Avenue (subject to approval).
- Accessibility for ambulances be considered, in the event of transfers to Community Hospital.
- The building shall be located as close to the northeast corner of Highway 6 and Iowa Ave as possible while incorporating required site distance at this intersection.
- The building needs to have the flexibility of adaptive reuse as commercial space at the end of the clinic lease (currently anticipated to be 15 years).
- The Architectural style and materials shall be complementary to that found in the Town, along with other provisions of the Land Development Code (LDC) Section 10.06 etal. available at <https://palisade.colorado.gov/sites/palisade/files/documents/LDC%20MAY%202021%20REVISION.pdf>
- Durable for 24 / 7 use and longevity and ease of maintenance
- Create opportunities for encouraging interaction and collaboration within the Civic Campus, such as with emergency medical personnel within the neighboring fire station.

**Deliverables**

Design, architectural, site and engineered plans that can be used to move forward with permitting and construction.

**Detailed Response Instructions**

The consultant interested in responding to this RFQ must provide information on the firm's qualifications and experience, qualifications of the project team, project manager's experience, previous similar projects and references and approach to services.

Please include the following information as part of the submittal:

**Letter of Interest and Executive Summary**

Attach a letter of interest that explains your firm's interest in working on this project. Include a brief

“Executive Summary” which explains your firm’s qualifications and experience as they pertain to the Scope of Services and Deliverables. Also, include the names and titles of the persons who will be authorized to make representations for the firm.

**Firm Overview**

Provide the following information regarding your firm. If the use of sub-consultants is proposed, similar information should be provided for each sub-consultant.

- *Brief* history of the firm, including the year it was established
- Names and qualifications of individuals who would conduct the work described

**Relevant Experience and Past Performance**

Provide the following information regarding the firm’s relevant experience:

- Past Performance: Describe the firm’s past performance and experience and the primary projects
- Similar Assignments: Provide a detailed description of comparable projects (similar in scope of services to those requested herein) which the firm has either ongoing or completed within the past three years. Please specify whether each project is completed or ongoing. The description should identify for each project: (i) the client, (ii) description of work (iv) the results/deliverables of the project
- Provide relevant work samples

**Approach to Services**

Provide a narrative statement of the anticipated approach to the project and methods used to complete assigned tasks. Identify any issues or concerns of significance that may be appropriate. Please include a timeframe for work to completed.

**Fee for Services**

Provide a fee for services and a copy of the firm’s current billing rate schedule.

**Project Budget/Compensation/Schedule**

The work will be performed on a fixed budget with provisions for changeorders, costs for additional site visits and time extensions.

The details of deliverables, project timetable and specific payment schedule will be determined during final contract negotiations and will be based upon the consultant proposal and the completion of identified tasks, including staff review and consultant revisions.

For questions pertaining to the content in this RFQ, proposers are specifically directed to not contact any town personnel other than the person indicated below. All inquiries concerning this RFQ should be directed to:

Janet Hawkinson, MLAP  
Town Manager  
[jhawkinson@townofpalisade.org](mailto:jhawkinson@townofpalisade.org)  
(970) 296-0468 cell

**Selection Criteria:**

An Evaluation/Selection Committee will be appointed and will first evaluate and rank responsive proposals on the criteria listed below.

1. Team Qualifications and Experience
2. Project Approach
3. Quality of previous performance/references
4. Cost Proposal

This RFQ is prepared in accordance with the Town of Palisade Procurement Policy and Procedure (Palisade Municipal Code Chapter 4, Article V). Any provision not specifically stated herein shall default to this policy.

The Town will enter into an agreement based on the proposal determined to be the most beneficial to the Town. The Town reserves the right to reject any or all proposals, without obligation to the Town, and to negotiate additional terms or alterations with respect to the proposal.

***Attached Documents***

- Exhibit A: Concept Drawing of proposed clinic location

**EXHIBIT A**  
**Location for proposed Community Clinic**

The Palisade Civic Campus consists of 3.17 acres at 341 W. Seventh Street, Palisade, CO 81526. The Town is in the process of demolishing the abandoned high school to provide the site for the proposed Community Clinic. Other campus buildings will include a Gymnasium and Fire Station, which includes a Board room for the Town Trustees.

