

REQUEST FOR QUALIFICATIONS & PROPOSAL (RFQ/P)

FOR PROFESSIONAL SERVICES



Request for Qualifications & Proposal for Professional Services
RFQP 26-7

ARCHITECTURAL & ENGINEERING

For the Montrose Field House Renovation
Montrose Recreation District

Qualifications Due 06.03.2026 @ 10 AM

Provided by: **DYNAMIC PROGRAM MANAGEMENT**



DYNAMIC
PROGRAM MANAGEMENT

Request for Qualifications & Proposal

A. Invitation & Procurement Schedule

The Montrose Recreation District (MRD) is soliciting Statements of Qualifications and Proposals from qualified Architectural and Engineering (A/E) firms to provide professional design and construction administration services in support of the renovation of the Montrose Field House located in Montrose, Colorado.

The intent of this RFQ/P is to identify a qualified consultant team with demonstrated experience in recreation, athletic, and community facility renovations, including stakeholder engagement, facility programming, sustainable design, phased construction coordination, and public-sector project delivery.

MRD seeks a consultant team capable of providing comprehensive professional services from conceptual planning and schematic design through construction administration and project closeout.

PROPOSAL DUE DATE/DELIVERY REQUIREMENTS—June 3rd, 2026, by 10:00 a.m. MT
Deliver 1 electronic copy via email to reilly.obrien@dynamiccpm.com with a cc: to jeremy@montroserec.com addressed to:

**Jeremy Master, Deputy Director
Montrose Recreation District
16350 Woodgate Road
Montrose, CO 81401**

All official communication with Candidates and questions regarding this RFQ/P will be via email to the Owner's Representative, Dynamic Program Management, at reilly.obrien@dynamiccpm.com with a cc to jeremy@montroserec.com.

All Candidate inquiries will be responded to at the same time which will be after the "Clarification Deadline." **Responses to clarification will be made available by email to all RFQP holders and posted on MRD's website.**

Candidates should not rely on any other statements, either written or oral, that alter any specification or other term or condition of the RFQ/P during the open solicitation period. **Candidates should not contact any team members, or any individual associated with the Owner regarding this RFQP or this project.**

PROCUREMENT SCHEDULE

RFQ/P Available	05.12.2026
Optional Site Walk @ 2:00 PM	05.20.2026
RFQ/P Clarification Deadline by 10:00 AM	05.22.2026
RFQ/P Clarification Responses	05.27.2026
RFQ/P Responses due by 10:00 AM	06.3.2026
Interview Invitations sent to Short-Listed Candidates	06.10.2026
Interviews	Week of 06.15.2026
Candidates Notified of Selection (no later than)	06.19.2026

Contract Signed

Projected Construction Start
Projected Construction Completion

06.25.2026

February, 2027
August, 2027

Site Walk: An optional site walk will be held at 2:00 PM on May 20th for interested candidates. Please meet at 1227 Mayfly Dr, Montrose, CO 81401. While not required, a courtesy RSVP email by May 18th to reilly.obrien@dynamicpm.com would be appreciated to get an anticipated head count for the site walk.

SUBMISSION CHECK LIST

A complete submission includes the following:

1. Cover Letter
2. Firm Information
3. Qualifications
4. Similar Project Experience
5. Project Approach
6. References
7. Fees

CONTRACT FORMAT

The contract format for this project will be a modified AIA B133. The shortlisted candidates invited for interviews will be provided with the proposed contract for comment prior to interviews.

B. Owner and Project InformationOwner Background

The Montrose Recreation District (MRD) is a Colorado Special District providing parks and recreation services across the eastern portion of Montrose County, including the City of Montrose (~22,000 residents). The total district population is ~35,000. Established in 1956, MRD is the primary provider of community recreation in the area. Please refer to the Recreation District's website here (<https://www.montroserec.com/>) for more information regarding the Owner.

The MRD owns and manages over 100,000 square feet of indoor recreation space, and 40 plus acres of outdoor recreation and open space, including:

- Montrose Community Recreation Center (CRC): 82,000 sq. ft, 26-acre campus
- Montrose Field House: 23,000 sq. ft.
- Holly Park (4 acres)
- Ute/McNeil Park (10 acres)
- Flex Rec (5,500 sq. ft.) and Flex Park (0.5 acres)
- Open space at Baldridge Regional Park (3 acres)

Project Description

MRD has purchased the properties located at 1227/1233 Mayfly Drive to replace and expand operations currently combined in the existing Field House and Flex Rec spaces. The current Field House located at 25 Colorado Avenue has been sold. Both Flex Rec and the current Field House will be vacated by MRD prior to opening the new Montrose Field House.

Project Objectives:

- Design and renovate the Montrose Field House and property for maximum public impact
- Engage the community in the project, stoking their input, excitement and support

- Effectively use capital outlay with external funding, critical selection of amenities, and exploration of project phasing
- Community usage of a fully operational, MRD managed facility for decades

Key Considerations:

- Site circulation, access, and parking
- Integration with exterior, including 1233 Mayfly Drive (the stormwater detention pond), adjacent Flex Park and Uncompahgre River Trail

MRD is funding the design and construction of this project with the MRD Capital Fund.

Attachments to this RFQP:

- Conceptual Design
- Existing Plans
- Initial MRD Site Considerations

LINK TO DOCUMENTS:

<https://drive.google.com/drive/folders/1AaXEiqrgFvgHurlckHjdn1Ha-R6xoXln?usp=sharing>

The Owner intends to hire, or has already selected, the following professionals for the project team:

Owner’s Representative (Dynamic Program Management)
Architect / Engineering (<i>In progress</i>)
CM/GC (<i>Upcoming</i>)
CMT & 3 rd Party Inspector (TBD)
FF&E Vendor (TBD)
Moving Company (TBD)

C. Scope of Work

The A/E Scope of Work will generally consist of the requirements in the modified AIA B-133 contract and the following:

TRANSPARENCY & STAKEHOLDER, STAFF, AND COMMUNITY ENGAGEMENT

All scope of work shall be completed in a collaborative and transparent manner. Design Advisory Group (DAG) and Board meetings are planned to be held during business hours. Some community meetings may be outside of normal business hours.

Thorough and skillful engagement, synchronized to development of the technical design process, is essential to achieving the best outcome for this project. MRD will co-lead the engagement process with the selected firm, with close collaboration on each stage. Please provide information regarding the team's experience in organizing and conducting public participation meetings, outlines you have used in the past for the overall design engagement plan, and any examples of engagement tools you have used.

Our desired engagement process is outlined below. Please comment on your ability to execute this plan and provide any suggested changes.

- Initial workshop meeting with staff and board to gather the intended usage of the facility, focusing on gathering detail on the required features and optionality
- Prepare materials for a survey (non-statistically valid) conducted by MRD and social media outreach pushed out by MRD

- Host three in-person public meetings, one at the conclusion of the first three design phases: conceptual, schematic, and Design Development. The greater the design detail on optional amenities, including costs, will help the public judge tradeoff between the options
- One key stakeholders' meeting with other local governments, agencies, organizations, and community leaders
- Surveys, social media, and public meetings will meet WCAG 2.1 accessibility standards and promote participation for English and Spanish speakers

PROGRAMMING/CONCEPTUAL DESIGN CONFIRMATION

The Candidate will assist the Owner in the development of a program that meets the needs of the Montrose Recreation District. The Candidate will develop a basic site plan, building footprint/ floor plan and exterior design concept format. The Candidate shall utilize existing information and studies as provided in the link above and prepare schemes for the Owner and DAG to review. It is expected most, if not all, DAG meetings will take place during normal business hours. The Candidate shall provide an understanding that the options presented can be completed within the Owner's budget and other parameters. The delivery method selected for the project is CM/GC. It is expected the A/E firm will have representatives at the CM/GC interviews. The Candidate will plan several informational meetings for the public with the Owner's Representative.

SCHEMATIC DESIGN (SD)

Consisting of SD drawings, outline specifications and other documents illustrating the scale and relationship of Project components. Schematic Design should include the evaluation of systems for the project including the ability of the Owner and their staff to operate and maintain the new/renovated facilities given the High-Performance Design components. The project program and budget must be within the Owner's budget for the program. The Candidate will present SD documents to the DAG (if applicable) and Owner's Executive Committee for review and refinement. The Candidate will plan informational meetings for the public with the Owner's Representative. The Candidate shall coordinate User Group meetings for various stakeholders who will utilize the building daily to refine the design. SD documents shall be provided to the CM/GC to prepare a construction cost estimate, and the Candidate shall assist the CM/GC in reviewing and verifying the construction cost estimate.

DESIGN DEVELOPMENT (DD)

Consisting of DD drawings, outline specifications, and other documents to fix and describe the size and character of the entire Project as to site, architectural, structural, mechanical, and electrical systems, materials and such other elements as may be appropriate. Continuing review of High-Performance design ideas and operation and maintenance by the Owner.

The Design Development Documents shall be developed in sequence replicating the proposed Bidding Packages. DD documents shall be provided to the CM/GC to update the construction cost estimate, and the Candidate shall assist the CM/GC in reviewing and verifying the construction cost estimate. **The project must be within budget for the project to move into Construction Documents.**

The Design Advisory Groups may still be meeting through the first half of Design Development. The Candidate shall coordinate User Group meetings for various stakeholders who will utilize the building daily to refine the design during Design

Development. At completion of Design Development, the Candidate shall lead a community meeting to provide a progress update.

CONSTRUCTION DOCUMENTS (CD)

Consisting of CD drawings and specifications setting forth in detail the requirements for the construction of the Project. These shall include a complete set of architectural, civil, site development, structural, mechanical, electrical drawings including low voltage systems and I.T. and specifications and any other information necessary for the design of the project.

The Architect will submit the construction documents for permit to the City of Montrose Building Department.

After working on the construction documents, the Candidate will prepare a presentation of the Final Design for the DAG, Executive Committee and Board of Directors and plan an informational meeting for the public with the Owner’s Representative.

BIDDING PHASE AND CONSTRUCTION ADMINISTRATION

The Candidate will assist the CM/GC in obtaining bids by rendering interpretations and clarifications of the drawings and specifications in appropriate written form. The Candidate shall assist the Construction Manager in conducting mandatory pre-bidding conferences with all principal bidders.

The Candidate must attend construction meetings weekly and as needed based on the stage of construction and will assist the CM/GC in administration of the project by reviewing and timely return of submittal and shop drawings, providing observation during construction, and providing project documentation in the form of supplemental instructions, requests for information, change orders, etc.

SUBCONSULTANTS

It is expected the Candidate will provide the following subconsultants at a minimum for these projects – as required for the project scopes of work:

Civil Engineering	Safety, Security, & Access Control
Structural Engineering	Interior Design
MEP Engineering	Fire Protection / Life Safety Design
Acoustical Consultant	IT / Low Voltage Design

SUSTAINABILITY PROGRAM

At this time, it is expected the projects will be designed to be energy and water efficient. While the Owner does not intend to pursue a sustainability program such as LEED, the Owner expects the facilities to be designed to be within High Performance standards.

UTILITY COORDINATION

Candidates will be expected to assist in utility coordination with the various utility providers with assistance from the Owner’s Representative. This may include reviews of documents for energy rebate programs offered by the utility providers.

FF&E

The Owner expects to supply and install new FF&E with Capital funds. The Candidate may be asked to assist with color selection of FF&E items.

DESIGN ALTERNATES

At all phases of design, the design team is expected to develop a list and design add alternates for the project for the Owner to review and make decisions as to if the alternates will be incorporated into the program. This list will need to be identified early and submitted to the Owner during SD and DD.

LOCAL EXPENSES

Candidate should understand local economic impact is important to the Owner. The Candidate will be expected to track and report to the Owner’s Representative on each pay application a breakout of local expenses for any meals, lodging, subconsultants, gas, etc. made within Montrose County for the duration of the project. These expenses are compiled each month and provided to the Deputy Director as an estimate of expenses spent within the community as a result of the project.

PROJECT FUNDING

This construction will be funded by Montrose Recreation District’s Capital Improvement Plan with potentially some grant funding if it can be procured to supplement the Capital Fund.

D. Submittal Requirements

Responses shall respond to each item noted below. Please limit response information to relevant information only.

1. COVER LETTER / LETTER OF INTEREST

2. FIRM INFORMATION

Provide a brief history of the firm including the following information:

- Number of years in business
- Location of office servicing this project and size of staff
- Location of main office, if different, and size of staff
- Location of any proposed associate architect and size of staff
- Information on any claims or lawsuits your firm has had in the past 10 years.
- Confirmation your firm will include all items outlined in the Scope of Work in Section C.
- Indicate if your firm meets the insurance limits outlined below by providing an ACORD format insurance certificate. **Please note if your firm does not meet these limits, but if they could be provided if required by the Owner.**

General Liability

General Aggregate	\$ 2,000,000
Products/Completed Operations Aggregate	\$ 2,000,000
Each Occurrence Limit	\$ 2,000,000
Personal/Advertising Injury	\$ 2,000,000
Fire Damage (Any One Fire)	\$ 50,000
Medical Payments (Any One Person)	\$ 5,000

Auto Liability

\$ 1,000,000

Bodily Injury/Property Damage Each Accident, coverage applying to owned, hired and non-owned autos

Professional Liability

Per Loss \$ 3,000,000

Aggregate \$ 5,000,000

Policy is to be on a primary basis; if other professional coverage is carried.

Workers' Compensation

Per State minimums

3. QUALIFICATIONS OF PROPOSED TEAM

- Provide organizational chart for your proposed team, including subconsultants and, if applicable, associate architects
- Provide roles and responsibilities for each team member
- Provide resumes for all key team members including subconsultants and associate architects
- Please note proposed key team members are expected to be involved throughout the life of the project and may not be changed without written authorization from the Owner
- Given your current and planned workload - in a simple table - provide current availability and commitment to this project for each **architectural** team member proposed as a % of full time (40 hours per week) availability at each stage of design outlined in Section C. A sample table would look similar to the following:

Team Member, Role	Program/ Concept	SD	DD	CD	CA
Jane Doe, Principal-in-Charge	25%	25%	10%	5%	0%
John Doe, Project Architect	30%	50%	50%	50%	25%
Etc.	X%	X%	X%	X%	X%

4. SIMILAR PROJECT EXPERIENCE

- Provide project profiles for up to five similar projects in progress or completed by your firm. Please include the following:
 - o Project Description
 - o Approximate Program Cost
 - o Client Contact Information
 - o General Contractor Contact Information
 - o Information regarding if the project was delivered on time and on budget, and if not, why?
 - o A description of how this project is similar to the Montrose Field House Renovation
- The selection committee is interested in reviewing projects in which the proposed key team members have provided services and worked collaboratively together.

5. PROJECT APPROACH

- Provide your team's design philosophy in approaching recreational facilities.
- Describe how you integrate the Owner and community into the design process.

- How do you integrate flexibility for the future into your design?
- How do you approach challenges such as being over budget, over schedule and ensuring quality of the finished project?
- Indicate how your firm will handle the CA phase and if you will have local staff or a local associate architect available to respond quickly if needed during construction.
- **Meeting design deliverable milestones is paramount to the success of this project.** Please indicate you have reviewed the provided schedule and provide any proposed changes that could increase the probability of a successful project for the Owner. Provide alternate schedule if necessary.

6. REFERENCES

Provide a list of up to 10 recreation projects completed or begun within the past 10 years by your firm with contact information, along with a project description. Identify in the reference list which projects this A/E team has performed collectively. The Owner reserves the right to check additional references beyond those provided in the submittal.

7. FEES

Provide a lump sum fee for the scope of services outlined in this RFQ/P broken out by design phase and a not-to-exceed amount for reimbursables.

SUBMITTAL SCORING MATRIX

Submittal Section	Points
COVER LETTER	0
FIRM INFORMATION	5
QUALIFICATIONS OF PROPOSED TEAM	20
SIMILAR PROJECT EXPERIENCE	20
PROJECT APPROACH	15
REFERENCES	15
FEE	25
TOTAL	100 POINTS

E. Short List and Interviews

From the scoring results, the selection committee will short-list firms to invite to an interactive interview. At the time of interviews, initial scoring will be discarded, and all firms will start from equal scoring positions.

The interview format will include an initial mock Design Advisory Group (DAG) meeting prepared by the Candidate with the selection committee, followed by time for Q&A. The fees provided with this response will be reviewed for all short-listed firms and will be a portion of the scoring matrix for final selection.

The proposed contract and more detailed interview format information will be provided to the short-listed candidates.

F. Provisions

ACCEPTANCE AND REJECTION

The Owner reserves the right to request additional information which, in the Owner’s opinion, is necessary to ensure that the Owner has complete information with regard to

the Professional Service Provider's competence, business organization, and financial resources to assist in determining if the Professional Service Provider is qualified. The Owner reserves the right (a) to terminate the Request for Proposals process at any time; (b) to reject any or all proposals; and (c) to waive formalities and minor irregularities in the proposals received. The Owner reserves the right to reject any and all proposals in response to this Request for Proposal that are deemed not to be in the Owner's best interests. The Owner further reserves the right to amend this Request for Proposal at any time and will notify all recipients accordingly.

RFQP SUBMISSION INFORMATION

Proposals due at the specified date and time must be received at Owner's location by that date and time to receive consideration. Proposals received after the specified date and time are considered late and are not opened. Owner is not responsible for any late proposals received by mail or any other method of delivery.

The Owner is not responsible for cost incurred in preparation of this proposal. Proposals will not be returned and become the property of the Owner once submitted. By submitting a proposal all Candidates agree to the terms and conditions of this RFQ/P and the RFQ/P will become part of the awarded Candidates contract. The Owner and the Owner's legal council will review the agreement and negotiate terms prior to commencement of work.

Candidates acknowledge all submissions to this RFQP may be subject to the Colorado Open Records Act (CORA).

Addenda may be issued for this RFQP. It is assumed by the Owner any candidate providing a submission is responsible for receiving and reviewing all information provided by addenda.

INSURANCE

The Professional Service Provider shall provide insurance coverage for the Project which shall not be less than the amounts listed in the contract as set forth in the Request for Qualifications and Proposals; such insurance coverage shall include professional liability, general liability, automobile liability and workers' compensation.

The consultant and their insurance carrier(s) shall agree to a Waiver of Subrogation. At the time of award, consultant shall furnish to Owner a Certificate of Insurance for General Liability naming the Owner and Owner's Representative as additional insured to provide evidence of insurance compliance. Consultant shall also furnish to Owner a Certificate of Insurance for Professional Liability to provide evidence of insurance compliance.

CONTRACT FEES

If the apparent winner's fee exceeds the Owner's budget and if subsequent negotiations with the apparent winner(s) are unsuccessful, the Owner reserves the right to negotiate with the next highest-scoring Candidate.

End - Request for Qualifications & Proposal