



TOWN REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQP)

PROJECT:

2027 EXTERIOR REPAIRS TO TOWN BUILDINGS (TOWN HALL ADMINISTRATION BUILDING AND TOWN GARAGE BUILDING)

Town of Mt. Crested Butte
P.O. Box 5800
911 Gothic Road
Mt. Crested Butte, Colorado 81225
Office: (970) 349-6632

RFQP Solicitation Released to the Public: **Monday, April 13, 2026**
Bidder Proposals Submission Deadline: **Monday, June 15, 2026**

REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQP)

PROJECT: TOWN HALL BUILDING EXTERIOR REPAIRS

Town of Mt. Crested Butte, Colorado

I. Project:

The Town of Mt. Crested Butte (Town) is soliciting proposals from qualified Bidders to provide exterior repairs to the Mt. Crested Butte Town Hall Buildings. The Project buildings include:

Building #1: Town Hall Administration (911 Gothic Road, Mt. Crested Butte, Colorado 81225)

Building #2: Town Garage (913 Gothic Road, Mt. Crested Butte, Colorado 81225)

The purpose of this Project is to complete needed exterior building siding and roof repairs in 2027. The Town's primary objectives for this Project are:

Task 1: Define a work plan for accomplishing exterior repairs – per building

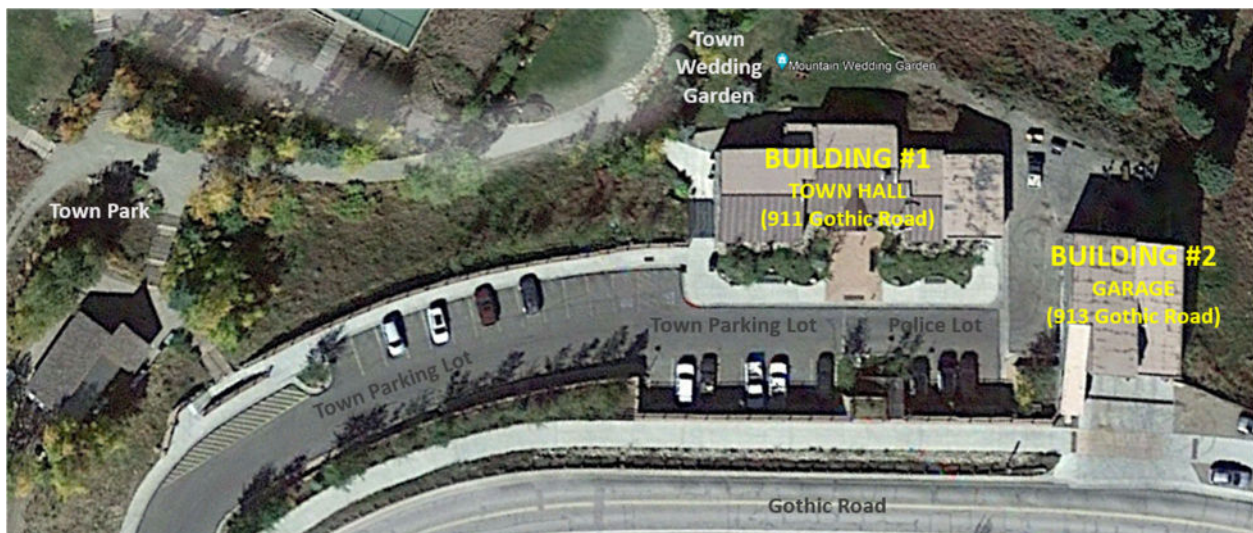
Task 2: Provide a phased work schedule – per building.

Task 3: Provide an estimated Project cost (materials, labor and direct expenses) – per building.

The building exterior improvements involve a combination of repair, renovation, refurbishment, and replacement. The Town is open to ideas from Bidders on how best to repair the building exteriors, including the selection of materials, installation, and construction means and methods. Project construction phasing and costs are a major consideration for the Town. The Town encourages the Bidder to schedule a site visit with Town staff prior to submitting a proposal.

Exhibit 1: Town Building Location and Vicinity Map

Town Hall Building #1 and Town Garage Building #2



Town Exhibit: 04-2026

II. Project Background

The Town conducted a Phase 1 Building Assessment Study for both buildings in August, 2023. This Study included a structural and environmental assessment, which outlined a general recommended exterior building repair and improvement plan over a 10-plus year timeline. A copy of the Phase 1 Building Assessment Study is included in the RFQP documents. The Bidder's proposal does not necessarily need to adhere to the Phase 1 recommended improvements – see Exhibit 3 and 5 below.

Project Budget:

The Town has budgeted \$500,000 for this Project in 2027. This budget is planned to accomplish final and/or substantial completion of both buildings (Town Hall and Town Garage) in 2027. The extent actual Project completion in 2027 will depend on the final contract cost, and the construction phasing plan for each building. If necessary, future Project funding will be evaluated by the Town for subsequent budget cycles.

Project Costs (Bid Proposed and Final Contract):

Bidders shall submit a Price Proposal for the repair costs to include both buildings, based on 2026 unit pricing costs (see Attachment B). The Town intends to select/award this Project within forty-five (45) calendar days of the RFQP proposal submittal date. The Town intends to execute a Construction Agreement contract with the selected/awarded Bidder (Contractor) within ninety (90) calendar days of the 2027 Project start date, during which time, the Contractor will have the opportunity to revise the 2026 Price Proposal to reflect cost adjustments and escalation for 2027 unit pricing.

Town Buildings:

Below is information on the Town buildings:

Town Hall Administration (Building #1 at 911 Gothic Road):

Constructed: 1979 (expanded twice)

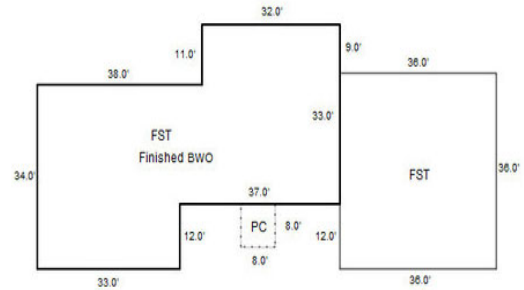
Function: Houses Town Administrative Staff, Police, Council/Courthouse Chambers, Meeting Rooms.

Size: 5,825 square feet

Type: Two levels

Remarks: The southwest portion of the building's wood siding and roof, including several upstairs windows, were reconditioned and replaced in 2011, including new windows installed in the southwest corner offices on the lower level. The remainder of this building's siding and roof have not been maintained or repaired since construction in the mid 1970's. The existing windows are in fair to poor conditions and are subject to be replaced in their existing location and dimension. The existing exterior metal corrugated paneling needs to be removed and replaced, as it does not extend underground enough to block or prevent pest infiltration (rodents and snakes) into the interior of the building. The existing exterior doors/doorways are in fair-good condition, and may stay, unless they do not meet code requirements. Exterior lighting fixtures and vents are in poor condition, and subject to be replaced.

Exhibit 2: Town Hall Building



MT. C.B. TOWN HALL

Town Exhibit: 2024

Exhibit 3: Town Hall Building – 2023 Phase 1 Building Assessment Report

Building Component	Condition	Estimated Remaining Useful Life
Town Hall - Exterior Wall Cladding & Roof Selective Repairs		
Exterior Cladding (Wood Siding) - Selective Repairs	Poor	1-5 years
Metal Roof - Selective Repairs	Fair/Poor	10+ years
Town Hall - Exterior Wall Cladding & Window Replacement		
Exterior Cladding (Wood Siding) Replacement	Poor	1-5 years
Window & Door Replacement	Fair	6-10 years
Town Hall - Roof Replacement		
Metal Roof Replacement	Good/Fair	10+ years

Phase 1 Study Recommendation (August 2023).

Town Garage (Building #2 at 913 Gothic Road):

Constructed: 1979

Function: Houses Town Parks equipment and storage space, vehicle garage/storage space, apartment unit, and Police exercise workout room.

Size: 5,339 square feet

Type: Three levels

Remarks: The building's siding and roof have not been maintained or repaired since construction in the mid 1970's. The existing windows and trim are in poor condition, and either need to be replaced or sided-over. Roof drainage and collection may need to be improved, including roof snow blocks. The existing exterior doors/doorways are in fair-good condition, and may stay, unless not meeting code requirements. The garage doors are in good-fair condition. Exterior lighting fixtures and vents are in poor condition, and subject to be replaced.

Exhibit 4: Town Garage Building (Building #2)



Town Exhibit: 2024.

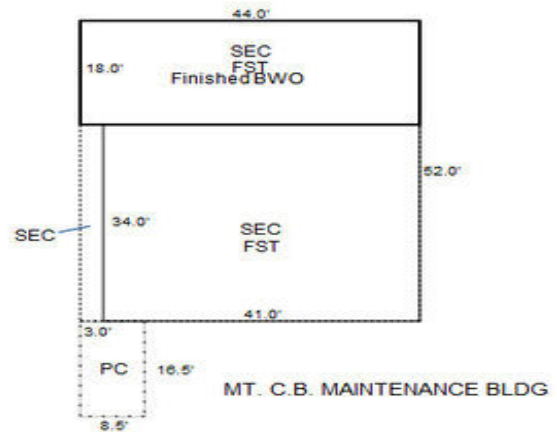


Exhibit 5: Town Garage – 2023 Phase 1 Building Assessment Report

Maintenance Bldg - Exterior Wall Cladding & Window Replacement		
Exterior Cladding (Wood Siding) Replacement	Poor	1-5 years
Window & Door Replacement	Fair	5-10 years
Maintenance Bldg - Roof Replacement		
Metal Roof Replacement	Fair	6-10 years

Phase 1 Study Recommendation (August 2023).

III. Project Scope of Work

The following describes the anticipated Scope of Work for each major study task for the building repairs. The Scope of Work should treat each building individually.

Task 1: Define a Work Plan for accomplishing exterior repairs – per building, including:

- 1.1: Siding type and materials
- 1.2: Roofing type and materials
- 1.3: Means & Methods for construction and installation
- 1.4: Construction mobilization and laydown
- 1.5: Project access and traffic/pedestrian controls

Task 2: Provide a phased work schedule – per building.

See Attachment B (Form) – Bidder’s Proposed Project Schedule & Remarks

Task 3: Provide an estimated repair cost (materials, labor and direct expenses) – per building.

See Attachment C (Form) – Bidder’s Cost Proposal and Remarks

Project Specifications and Considerations:

This Project, for the purpose of preparing the Bidder’s proposal, shall adhere to the following administrative and construction terms and conditions.

Administrative:

The Town will serve as the Project Owner.

The selected/awarded Bidder (Contractor) shall conduct this Project under a Construction Agreement contract between the Town and Contractor. The Town intends to use it’s standard Construction Agreement template.

The Town Staff or designated representative will serve as the Construction Manager.

This will be a “Bid-Build” Project delivery method.

The Project compensation method is planned to be Unit Price Cost-Plus-Fee (Time & Materials) with a guaranteed maximum price. The compensation method is subject to negotiations between the Town and selected/awarded Bidder.

Bidder (prime consultant and subconsultant) will operate as an Independent Contractor who will not be considered an employee(s) of the Town.

Bidder to identify, as necessary or required, architectural and engineering services and task efforts to support this Project. Bidder encouraged to contact the Town regarding these services, and whether they could fall under the Town’s existing on-call engineering firms. The Town has engaged

prior engineering services to support this project, but has not engaged an architect (ie, no architectural design drawings or report manuals have been prepared to support this Project).

Bidder is required to meet Town insurance requirements.

Bidder is required to provide a Performance Bond and Payment Bond, at 100 percent (100%) of the Project contract value, prior to the Town issuing a Notice to Proceed.

The Town has not scheduled any Wedding Garden events for 2027.

Construction:

The Bidder will be responsible for coordinating logistics, mobilizing equipment, minimizing disturbance to adjacent areas, and adhering to best practices for construction services.

This project is to comply with Town Code and the International Building Code (2021 Edition).

Building replacement materials planned to be of like-kind, in order to match existing building exterior and roofing appearance and color schemes.

Replacement materials to meet Colorado Wildfire Resiliency Code (WRC), as applicable.

Use of energy conserving devices is encouraged. Replacement windows shall meet the Town energy code or have a U-factor of 0.30 or better. Siding insulation replacement may vary due to the existing building insulation, vapor barrier, and siding material. Bidders should include an option for adding continuous insulation (R-10) under the siding.

The Bidder RFQP price bid proposal costs are to reflect and will be evaluated based on 2025/2026 unit pricing, even though the work is scheduled to be completed in 2027. The RFQP bid price is not binding. The selected/awarded Bidder will have an opportunity to revise their 2026 bid cost within ninety (90) calendar days of starting the Project work and/or executing the Town's Construction Agreement.

Bidder to identify Project mobilization and equipment/material laydown needs, whether on-site or off-site. Town to work with awarded/selected Bidder on securing mobilization location and space.

The Town reserves the right to approve materials, methods, and any proposed Project changes.

Project work is anticipated to be performed during regular Town working hours:

7:00 a.m. and 7:00 p.m., Monday through Friday
7:00 a.m. to 6:00 p.m. Saturday
10:00 a.m. to 5:00 a.m. Sundays

IV. Proposal Content:

Bidders shall submit a Proposal arranged, organized and including the following:

A. Project Approach and Methodology

Bidder shall describe their understanding of the Project repair needs and the proposed technical approach for labor and materials. Bidders should expand on the Scope of Work if appropriate to accomplish the overall objectives of the project and provide suggestions which might enhance the results or usefulness of the Project. **Bidders are welcome to include and describe 'add alternate' material and construction options, beyond the base bid.**

B. Statement of Experience, Resources, and Level of Commitment

Bidder shall include a statement of the availability for the key personnel and resources listed on the proposal to ensure timely completion of the project. This statement will include the anticipated notice to proceed date based on this availability.

C. References

Bidder shall provide a list of three (3) references for the firm and any subconsultants, including the names, addresses and telephone numbers of recent clients, preferably other public agencies for which applicant has done similar work. Include a list of specific projects associated with each reference, date work was performed, cost and key personnel involved.

Bidder Proposal Attachments:

Bidder's Certification (see Attachment A Form)
Bidder's Project Cost Proposal (see Attachment B Form)
Bidder's Project Schedule (see Attachment C Form)

A Bidder's written submitted response to this RFQP should serve as a complete approach to providing the services. Any modifications to this RFQP or addenda pertaining to this RFQP will be published on the Town's website (<https://mtcb.colorado.gov/request-for-proposals>), and all Bidders are responsible for periodically checking these outlets or contacting the Town for relevant updates prior to submittal of their proposal.

V. Proposal Evaluation Factors:

The Town reserves the right to reject any/or all proposals where the Bidder has not met the minimum prerequisites of the RFQP, who have previously failed to perform properly or complete contracts of a similar nature, and to reject a proposal of a bidder who is in the opinion of the Town, not in a position to perform the contract. Failure to provide any of the information requested in the RFQP may result in the disqualification of the submittal.

The contract will be awarded based on the following factors. Each factor will be rated based on the merits of the proposal and under typical circumstances the contract will be awarded to the bidder receiving the highest number of points. The Town reserves the right to award the contract in the best interest of the Town regardless of score.

Town evaluation and scoring of Bidder's proposal (100 points total):

- A. Project Approach and Methodology = 20 points
- B. Experience, Resources, and Level of Commitment = 20 points
- C. Proposed Budget = 20 points
- D. Proposed Project Schedule = 20 points
- E. References = 10 points

VI. Proposal Format and Submittal:

The proposal shall conform with the following:

- Cover letter to include signature of authorized bidder representative (not to exceed 1 page)
- Proposal body limited to ten (10) single-sided pages (page limit excludes cover letter, dividers, references, and license and insurance evidence)
- Minimum 11-point font

Format: Proposals will only be accepted in digital format, as one (1) PDF file.

Submittal of Proposal: Proposals must be submitted to the Town electronically (pdf) by **Monday, June 15, 2026 at 3:00 pm** (MST) to Jeffrey Smith, Town Capital Projects Manager at the email: jsmith@mtcb.colorado.gov.

VII. Proposal and Project Schedule

The Town anticipates the Project schedule to follow the timeline below, in which the Bidder shall provide a Project cost estimate and schedule based on these expected deadlines:

Monday, April 13, 2026: RFQP Solicitation Released to the Public

Through June 5, 2026: Schedule Site Visit

Through June 5, 2026 (3:00 PM MST): Respond to Questions and Requests for Information

Monday, June 15, 2026 (3:00 PM MST): Bidder Proposals due to Town

July 17, 2026: Town Proposal Evaluation / Selection / Award

March 15, 2027: Execute Construction Agreement Contract / Town Issue Notice-to-Proceed

May 15, 2027 (Weather Dependent): Start Project Construction

October 15, 2027 (Weather Dependent): Complete Project

Town Contact:

RFQP inquiries, request for information, and scheduling of Bidder site visits to be directed to:

Jeffrey Smith, Capital Projects Manager
Town of Mt. Crested Butte
Email: jsmith@mtcb.colorado.gov
Office: (970) 349-6632, Ext 108 | Mobile: (970) 596-5263

For consistency and continuity of Bidder proposals, prospective Bidders are encouraged not to contact other Town Staff regarding this RFQP.

VIII. RFQ Terms and Conditions

The Town reserves the right to:

1. The Town reserves the right to modify this RFQP or the selection process, to cancel this RFQ, to reject or accept any RFQP Proposal, and to waive any informalities or irregularities in any Proposal, without liability, at any time.
2. Reject any and all proposals received as a result of this RFQP. The Town reserves the right to reject any/or all proposals where the Bidder has not met the minimum prerequisites of the RFQ, who have previously failed to perform properly or complete contracts of a similar nature, and to reject a proposal of a bidder who is in the opinion of the Town, not in a position to perform the contract. Failure to provide any of the information requested in the RFQP may result in the disqualification of the Bidder's submittal.
3. All proposals timely submitted shall become the property of the Town and shall be retained in accordance with the Town's records retention schedule. The Town is a Colorado governmental entity and therefore, all information included in proposals and other written information submitted by the Bidder to the Town is subject to the provisions of the Colorado Open Records Act ("CORA"). Bidders should expect that the proposal may be viewed by the general public and competitors once submitted to the Town. Merely marking information as "confidential," "proprietary," or otherwise stating a written intent to protect the information from disclosure is not necessarily sufficient to prevent disclosure under CORA.

RFQP Attachments:

A: Bidder's Certification

B: Bidder's Project Cost Proposal & Remarks (see reference Excel file)

C: Bidder's Proposed Project Schedule & Remarks (see reference Excel file)

**RFQP ATTACHMENT A
BIDDER'S CERTIFICATION
(This page must be completed and returned with your Proposal)**

RFQP Title: 2027 Exterior Repairs to Town Hall Buildings
RFQP Closing Date and Time: Monday, June 15, 2026 (3:00 PM MST)

Acknowledgements:

The undersigned, as an authorized agent of the proposer, hereby certifies (check those that apply):

- ☐ Familiarization with all instructions, terms and conditions, and specifications stated in this RFQP;
- ☐ Receipt of Town RFQP addendum(s);
- ☐ Bidder is qualified to perform the work and services outlined in this RFQP.
- ☐ Bidder is in good standing
- ☐ Bidder can meet the insurance and bond requirements for contracting with the Town.
- ☐ Bid Bond – not required for this RFQP.

Bidder Information:

Company Name: _____

Authorized Signature: _____

Printed Name: _____

Company Title: _____

Mailing Address: _____

Phone Number: _____

Email: _____

RFQP ATTACHMENT B
BIDDER'S PROJECT COST PROPOSAL
(See RFQP Referenced Excel File - This page must be returned with your Proposal)

Item #	Quantity	Unit	Description	Unit Price	Total Cost
Task 1: Town Hall Administrative Building (Building #1)					
1.1	1	L.S.	Administration and Project Coordination	\$ -	\$ -
1.2	1	L.S.	Performance Bond / Labor & Materials Bond	\$ -	\$ -
1.3	1	L.S.	Mobilization	\$ -	\$ -
1.4	1	L.S.	Labor	\$ -	\$ -
1.5	1	L.S.	Materials - Roofing	\$ -	\$ -
1.6	1	L.S.	Materials - Siding	\$ -	\$ -
1.7	1	L.S.	Demolition and Disposal	\$ -	\$ -
1.8	1	L.S.	Direct Expenses	\$ -	\$ -
1.9	1	L.S.	Contingencies and Allowances	\$ -	\$ -
1.10	1	L.S.	Other (as determined by Bidder)	\$ -	\$ -
Task 1 Sub Total (Automatically Calculated) -->					\$ -
Task 2: Town Garage Building (Building #2)					
2.1	1	L.S.	Administration and Project Coordination	\$ -	\$ -
2.2	1	L.S.	Performance Bond / Labor & Materials Bond	\$ -	\$ -
2.3	1	L.S.	Mobilization	\$ -	\$ -
2.4	1	L.S.	Labor	\$ -	\$ -
2.5	1	L.S.	Materials - Roofing	\$ -	\$ -
2.6	1	L.S.	Materials - Siding	\$ -	\$ -
2.7	1	L.S.	Demolition and Disposal	\$ -	\$ -
2.8	1	L.S.	Direct Expenses	\$ -	\$ -
2.9	1	L.S.	Contingencies and Allowances	\$ -	\$ -
2.10	1	L.S.	Other (as determined by Bidder)	\$ -	\$ -
Task 2 Sub Total (Automatically Calculated) -->					\$ -
Bid Total			Task 1 and 2 Totals (Automatically Calculated) -->		\$ -

Bidder (Company): _____

Bidder (Name): _____ **Title:** _____

Date: _____, 2026

Note: Bidder must use this form to submit a Base Bid Bid Schedule and any options to the Base Bid.

RFQP ATTACHMENT B (CONTINUED)
BIDDER’S PROJECT COST PROPOSAL REMARKS

Bid Comments and Clarifications:

Bid Assumptions and Conditions:

Other:

Note: Bidder may use multiple sheets to describe comments.

RFQP ATTACHMENT C
BIDDER'S PROPOSED PROJECT SCHEDULE
(See RFQP Referenced Excel File - This page must be returned with your Proposal)

Description	Estimated Work Days	Start (Month)	Completion (Month)
Task 1: Town Hall Administrative Building (Building #1)			
Project Start Date (Proposed)	--	_____, 2027	--
Demolition/Debris Disposal	_____ (Days)	--	--
Siding Work	_____ (Days)	--	--
Roofing Work	_____ (Days)	--	--
Project Completion Date (Proposed)	--	--	_____, 2027
Task 2: Town Garage Building (Building #2)			
Project Start Date (Proposed)	--	_____, 2027	--
Demolition/Debris Disposal	_____ (Days)	--	--
Siding Work	_____ (Days)	--	--
Roofing Work	_____ (Days)	--	--
Project Completion Date (Proposed)	--	--	_____, 2027

Note: Bidder must use this form to submit a proposed Project Schedule to coincide with the Bidders Project Cost Proposal

RFQP ATTACHMENT C (CONTINUED)
BIDDER’S PROPOSED PROJECT SCHEDULE

Bidder Schedule Comments and Clarifications:

Bidder Schedule Assumptions and Conditions:

Other:

Note: Bidder may use multiple sheets to describe comments.

End of RFQP: April 8, 2026