

REQUEST FOR PROPOSALS (RFP)

Saguache County – Architect/Engineering professional services to design an elevator for the county courthouse

RFP Release Date: May 4, 2026

Proposals Due: June 15, 2026 – 12pm

Contact: Wendi Maez, Administrator

Email: wmaez@saguachecounty-co.gov

Phone: 719-655-2231

1. Introduction

Saguache County is seeking qualified design consultants to develop a schematic design for a new elevator and stair reconfiguration in the historic Saguache County Courthouse. The design will include a rated wall assembly to enclose the stairs and elevator. The professionals will consult with county officials as well as History Colorado to be certain the design meets all state building requirements and codes as well as regulations that pertain to preservation of a building listed on the state register of historic properties.

2. Background

Funding for this project comes from the State Historical Fund with matching funds from Saguache County. The selected consultants should be knowledgeable in applying to the Secretary of Interior's Standards for physical work and nomination activity.

3. Scope of Work

The selected design professional will partner with Saguache County to design and create construction documents for an elevator in the County Courthouse.

Required activities include:

- Take measurements and photos of the existing building to document existing conditions
- Determine the best elevator for the space and needs of the courthouse

- Consult with the county representatives to develop a schematic design for the new elevator and stair reconfiguration and a rated wall assembly to enclose the stairs and elevator
- Present schematic design to county representatives for review and update as necessary
- Refine the design and coordinate with a selected mechanical, electrical, plumbing (MEP) engineer as well as an elevator company to determine electrical loads
- Collaborate with a selected structural engineer who will assess the existing building to rework the stair configuration and support the new elevator
- Produce construction documents for contractor pricing, permitting, and construction

D. Project Management & Reporting

- Regular communication with designated county staff
- Monthly progress updates

4. Contractor Qualifications

Qualified contractors must demonstrate:

- Experience in design of infrastructure for public buildings
- Knowledge of required building codes for public buildings
- Knowledge of requirements for historic preservation of properties listed on the State Registry of Historic Properties
- Strong project management and communication skills to collaborate with multiple consultants and county representatives

5. Budget

Contractor shall provide a detailed cost proposal, including:

- Hourly rates or fee structure
- Estimated hours per task
- Any subcontractor or specialized service costs

Saguache County reserves the right to negotiate final scope and budget.

6. Proposal Requirements

Proposals must include the following:

1. **Cover Letter**
 2. **Contractor Background & Qualifications**
 3. **Project Understanding & Approach**
 4. **Detailed Scope of Work and Timeline**
 5. **Cost Proposal (itemized)**
 6. **Relevant Experience & Examples of Similar Projects**
 7. **Three Professional References**
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7. Evaluation Criteria

Proposals will be evaluated using the following criteria:

- Understanding of project goals & needs
 - Experience performing similar work
 - Quality and clarity of proposed approach
 - Cost-effectiveness
 - Ability to meet timelines
 - References and past performance
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8. Submission Instructions

Proposals must be submitted electronically in PDF format to:

Email: wmaez@saguachecounty-co.gov

Subject Line: *Saguache County Courthouse Elevator Design*

Proposals must be received by June 15, 2026

Late submissions will not be accepted.

9. Additional Information

- This RFP does not commit to Saguache County to award a contract or pay any costs incurred in the preparation of a proposal.
- Saguache County reserves the right to reject any or all proposals, to request additional information, or to modify the scope of work.
- All materials created under the contract will become property of Saguache County.

10. Contact for Questions

All questions regarding this RFP must be submitted via email by June 1, 2026.

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Phone: 719-655-2231

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