

TOWN OF BRECKENRIDGE
REQUEST FOR PROPOSALS

Owner's Representative/Project Manager

Little Red Schoolhouse Addition (the PROJECT)

Breckenridge, Colorado

Issued-5/26/2026

Due-6/30/2026

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SECTION I: TERMS AND CONDITIONS

1 Invitation

Qualified individuals, firms or consortiums are invited to submit a sealed proposal to the Town of Breckenridge ("hereinafter referred to as "TOWN") to represent the Town of Breckenridge on the Little Red Schoolhouse Addition Project (hereinafter referred to as "PROJECT")

The purpose of this solicitation is to bind a competent, experienced professional into a formal Agreement with the TOWN to perform the work described in this Request for Proposals and the attachments hereto.

Proposers are cautioned to read the entire Request for Proposals, noting all particular submittal requirements, including both substance and format. Failure to provide all requested information in the manner required might be cause for rejection of proposal at the sole discretion of the TOWN.

This invitation should not to be construed as a commitment of any kind on the part of the TOWN, nor does it commit the TOWN to pay for any costs incurred in the submission of a proposal package, nor for any costs incurred prior to the execution of a formal Agreement.

2 Procurement Schedule

To be considered, proposals must be received by the TOWN via email by 5:00 p.m. on June 30, 2026, to websiteclerk@townofbreckenridge.com

Procedural and technical questions are to be submitted to Laurie Best at laurieb@townofbreckenridge.com before 5:00 p.m. on June 19, 2026

Prospective proposers are advised that the TOWN shall make a good faith effort to adhere to the following schedule for this procurement:

- | | | |
|-------------------------------|-------------------|-----------|
| • Site Visit (not mandatory)* | June 16, 2026 | TBD |
| • Deadline for questions | June 19, 2026 | 5:00 p.m |
| • Proposals Due | June 30, 2026 | 5:00 p.m. |
| • Interviews | Week of July 6th | TBD |
| • Award/Contract | Week of July 13th | |

*to attend the site visit please email to confirm your attendance by June 12th and details will be provided

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However, TOWN shall be under no obligation to comply with the schedule shown above, provided that all prospective proposers or other interested parties known to the TOWN shall be notified equally of changes made to this schedule by the TOWN within a reasonable time after such changes are made. In no event shall any proposer have any redress to the TOWN, be it financial or otherwise, if the TOWN alters this schedule in any way.

Responsibility for submitting the proposal to the TOWN on or before the above stated time shall remain solely and strictly that of the proposer. The TOWN shall in no way be responsible for delays in the delivery of any proposal.

3 Form Of Response

This subsection contains detailed instructions to which proposers must adhere in the preparation and submittal of proposals to the TOWN.

- **Proposal:** The proposal shall be submitted via email in a PDF format that can be read using Adobe Reader. The maximum file size that can be accommodated by email is 10MB. Proposals shall be submitted to websiteclerk@townofbreckenridge.com
- Proposers are advised that proposal content and completeness are most important, and that clear and effective presentations are preferred, with unnecessarily elaborate, decorative or extraneous materials discouraged. The proposal shall be submitted to fit an 8.5" by 11" format. Each section within the proposal shall be clearly defined for easy reference.

The proposal shall contain the following information and attachments:

- **Cover Letter** - Identify the proposer's name, mailing address, telephone number and contact person(s). The letter must be signed by the proposer, and should be limited to two (2) pages. Consortiums, joint ventures or teams submitting proposals, although permitted will not be considered to be responsive unless it is established that all contractual responsibility shall rest solely with one firm or one legal entity, which shall not be a subsidiary or affiliate with limited resources. Indicate the entity responsible for execution on behalf of the team.
- **Organizational Information:** Provide a statement of the proposer's corporate status and background, including but not necessarily limited to the following: legal status; organizational structure; current list of owners, officers, and principals; management philosophy; brief history; type(s) of business conducted; business locations and facilities; customer base; and ability to obtain the required insurance.
- **References:** List any similar project management experience in Colorado mountain communities that have been performed by the proposer. Provide client names, address, brief project description, and contact information.

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- Personnel: Describe the qualifications, experience, and availability of the proposer's personnel that will be involved with the project. Proposers are advised that failure to provide the individuals indicated in the proposal may constitute cause for cancellation of contract award or termination of any Agreement between the TOWN and the proposer. Additionally, describe other key personnel who will contribute to the Project with appropriate expertise in comparable construction projects, and Owner's Representative/Project Management duties. Such descriptions shall include but not necessarily be limited to name and job title, years of experience, qualifications, expertise, and availability. Include resumes as available.
- Project Approach: Describe the approach that the proposer would take in managing the project to meet the Town needs. Project approach should be concise. Processes and steps should be detailed in this section of the proposal. Any other creative or innovative ideas should be detailed in this section.
- Fee: Provide a fee structure to provide owner representative/project management services described in the scope of work. The proposed fee structure will be used to negotiate a final contract with the selected individual or firm. The fee should be presented for each phase of the project including the Pre-development Services and the Construction Administration/Management Services.
- Availability: Provide a discussion of the proposer's ability to work on this project. List other known projects that the key personnel will be working on and how this project will be able to be incorporated into the workload.
- Statement of Insurance: If selected, the proposer must provide the minimum insurance coverage levels as shown below, and give evidence of same with copies of certificate(s) of insurance or letter(s) of intent to provide insurance from competent provider(s) doing business in the State of Colorado with an "A" rating as shown in the most recent edition of "Best's Insurance Reports."
 - General Liability \$2,000,000 per claim and \$4,000,000 aggregate.
 - Professional Liability \$2,000,000 per claim and \$4,000,000 aggregate.
 - Workers Compensation Insurance per Colorado Revised Statutes.
 - Comprehensive Automobile Liability \$2,000,000 per claim (\$5,000,000 aggregate)
 - Attachment A: Acknowledgment of Receipt of RFP Packet, Sample Agreement and Addenda: This form must be completed and signed by the proposer, and attached to the proposal. The signer of the proposal must declare that the only person(s), company, or parties interested in the contract as principals are named herein; that it is, in all respects,

fair and in good faith without collusion or fraud; and the signer of the proposal has the authority to bind the principal firm.

4 Selection Process

Each responsive proposal received by the TOWN shall be evaluated in a consistent manner as described in this subsection. A responsive proposal is one which complies with all material aspects of the solicitation, both as to the method and timeliness of submission, and as to the substance of any resulting contract. Prospective proposers are advised to submit all required forms, attachments, insurance certificates, and other information as requested in the RFP

At the Town's option, the best qualified responder may be invited to participate in oral interviews with Town staff for the purpose of clarifying and confirming offerings and assertions made in the technical proposals.

The TOWN reserves the right to delay making an award as necessary to permit proper study and analysis of all proposals received, to reject any or all proposals received, and to make a pre-award survey to determine the capability of any or all proposers. The TOWN reserves the right to reject any or all proposals if it believes there is a sound documented business reason for doing so, and to negotiate matters of performance, project schedule and other issues not directly related to the proposal price submitted prior to awarding a contract. The TOWN further reserves the right to cancel the procurement process at any time during the evaluation process if it appears that the proposals received are not suitable for any reason whatsoever.

5 Inquiries

Any and all proposers may make inquiries via email to TOWN at any time prior to 5 pm on June 19, 2026. Any written question of a proposer regarding the meaning or interpretation of the RFP, work scope, specifications, etc., must be submitted to the TOWN prior to the above-specified date. All clarifications given to any prospective proposer shall be similarly furnished to all prospective proposers in summary form as an addendum to this RFP if the lack of such information could reasonably be considered prejudicial towards uninformed proposers. No technical assistance shall be given by the TOWN to any proposer in preparation of its proposal.

Written inquiries shall be directed to:

Laurie Best
laurieb@townofbreckenridge.com

6 Addenda

Any or all changes, additions, or clarifications in connection with this RFP shall be issued by the TOWN in the form of written addenda. Each proposer must sign the "Acknowledgment of Receipt of RFP Addenda" form (Attachment A) and submit the executed form with its proposal. Oral comments, responses and/or representations shall not be binding upon the TOWN.

7 Consideration of Proposals

The TOWN reserves all rights to investigate the qualifications of any and all individuals and firms under consideration, to confirm any part of the information furnished in a proposal, and to require further evidence of managerial, financial or professional capabilities which are considered necessary for the successful performance of work described in this RFP. The TOWN reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.

8 Disclosure of Proposal Contents

All proposals and supporting documents, except such information that discloses proprietary or financial information submitted in response to qualification statements, becomes public information held in custody of the TOWN after the proposal submittal date given in this RFP. The TOWN assumes no liability for the use or disclosure of technical or cost data submitted by any proposer.

Nevertheless, if a proposal contains information that the respondent does not want disclosed to the public, or used for any purpose other than the evaluation of this offer, all such information must be indicated with the following or similar statement:

"The information contained on pages _____ shall not be duplicated, used in whole or in part for any purpose other than to evaluate the proposal provided; that if a contract is awarded to this firm as a result of the submission of such information, the Town of Breckenridge shall have the right to duplicate, use or disclose this information to the extent provided in the contract. This restriction does not limit the Town of Breckenridge's right to use the information contained herein if obtained from another source."

All such nondisclosure items specified in the proposal shall be subject to disclosure as provided in Part 2 of Article 72 of Title 24, C.R.S. ("The Colorado Public Records Act") or as otherwise provided by law.

9 Original Proposal

The successful proposal must be an original work product of the submitting individual, firm or team. Copying, paraphrasing, or otherwise using significant portions of the work product of another organization when presenting a proposal to the TOWN shall not be permitted. Failure to adhere to this instruction may result in the rejection of the proposal.

10 Investigation of Conditions

All proposers are encouraged to review this RFP carefully and to investigate all conditions involved in the execution of work. The selected firm shall not be allowed additional compensation for items on which it has failed to inform itself prior to the opening of proposals.

11 Withdrawal of Proposal

Prior to the due date indicated in the RFP packet, any proposer may withdraw its proposal submitted to the TOWN by written, telegraphic, or fax notification, or in person by a firm principal or authorized representative, provided his/her identity is made known and a receipt is signed for the return of the proposal. Regardless of form, such notice must be in written form and received by the TOWN prior to the hour and date specified for receipt of proposals. After proposals are opened as prescribed herein, no proposal may be withdrawn for a period of one hundred and twenty (120) calendar days. Negligence on the part of a proposer in preparing its proposal shall not confer a right of withdrawal after the date proposals are received by the TOWN.

12 Single Proposal Response

In the event that only one (1) proposal is received in response to this RFP, the TOWN may require assistance from the single responsive and responsible proposer in the preparation of a proposal price analysis in order to determine whether the single proposal received by the TOWN is fair and reasonable.

13. Conflicts and Inconsistencies

In the event of a conflict or inconsistency between any of the RFP and attachments, including drawings, specifications, and the Sample Agreement or appendix thereto, the TOWN shall resolve such conflict or inconsistency and provide written notice of the single interpretation to all known proposers by written addendum.

14 Contract Award

The TOWN maintains the right, but shall be under no obligation, to award a contract to the responsive and responsible proposer whose offer is deemed by the TOWN to be most advantageous to the TOWN as determined by capability, qualifications and other factors set forth herein. Proposers are hereby advised that contract award is subject to approval by the Town Council.

15 News Releases

Written approval by the TOWN is required prior to any public disclosure regarding this RFP or any subsequent awards.

16 Cost Of Proposal Preparation

The TOWN shall not be liable for any costs or expenses incurred for preparation of proposals submitted in response to this RFP or for any other cost incurred prior to issuance of a formal Notice to Proceed. Proposers shall not include such expenses as part of the price proposed. The TOWN shall be held harmless and free from any and all liability, claims or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

17 Omission Of Details

No advantage shall be taken by any proposer as a result of the omission of any parts or details which are necessary for the provision of detailed design and engineering services even though such details may not be mentioned in this RFP.

SECTION II: SCOPE OF SERVICES

Background

The Little Red Schoolhouse (LRSH), located at 600 Reiling Road in Breckenridge, Colorado, was constructed in 2003 and is a licensed Child Care Center/Preschool. The Town of Breckenridge (Town) has leased the land to the LRSH since 2005 and the building is currently owned by the Center. However, LRSH and the Town both anticipate that ownership will be transferred to the Town either prior to or after the PROJECT is completed in 2027.

PROJECT: As of April 2026, enrollment was 75 children, with an average daily attendance of 60–65 children. The children range from 6 weeks up to 6 years old. The Center operates Monday thru Friday. There are three other Child Care Centers operating in Breckenridge, but given the demand for early childhood education, the Town and LRSH are working together to update the Center and expand capacity. A plan to add one classroom and remodel the existing Center will improve the capacity and functionality of the Center. The Town has executed a design and construction administration contract with a design firm and expects construction to begin in early 2027. Note that the Center may be closed for two-weeks in April 2027 which could provide a good window for more disruptive on-site construction work. The preliminary Project budget is \$2.5 Million.

The pre-construction services will include:

- Coordinate with design Consultants to finalize site plan, design documents, construction documents and obtain all licenses, entitlements, and permits necessary for construction of the PROJECT
- Manage selection of General Contractor and Consultants as needed. Negotiate Construction Contracts and Consulting Contract/ Agreements on behalf of the Town. The Town anticipates that the form of contract will be a CM/GC. The Town will also require a Payment and Performance Bond and a Builders Risk Insurance policy.
- Establish the final Project Budget and Project Schedule and manage expenses and schedules accordingly.
- Other miscellaneous tasks necessary to start construction of the PROJECT in early 2027

The construction administration/management services will include:

- Manage and coordinate the efforts of the architects, engineers, general contractor, and other consultants during construction of the PROJECT to ensure compliance with the approved contracts, plans, permits, and construction documents.
- Manage the Project Schedule and Project Budget, and review/evaluate all change orders requested during the construction. Submit regular draw request to the Town with detailed reports for monthly draws.

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- Manage regular meetings with architects, engineers, general contractor and other appropriate consultants. Serve as the Owners Representative for the construction of the PROJECT.
- Coordinate the on-going construction of the PROJECT with the Child Care Operator to minimize impact of construction activities on their on-going operations, the children, families, neighbors, etc.
- Obtain Certificate of Occupancy and any State Licenses required upon completion of the PROJECT
- Manage a punch list process and warranty process
- Other miscellaneous tasks necessary to complete the PROJECT

18 Expectations of the Owner's Representative/Development Manager

The general criteria and expectations of the Owner's Representative/Development Manager are as follows:

The Town of Breckenridge will rely on an Owner's Representative with a significant amount of experience in development/construction management and oversight, and record keeping for development/construction projects. The Owner's Representative should have experience with public sector projects, educational, and/or childcare facilities. The Owner's Representative should have experience working with Planning Department staff and presenting to local Councils or Commissions.

The Owner's Representative should be able to work independently with minimal guidance from the Owner. Weekly updates shall be provided to the Owner through a meeting or other agreed upon manner.

The Owner's Representative will attend meetings with the consultants, contractors, external and internal stakeholders to represent the Owner's interest as identified and requested by the Town.

The Owner's Representative will be able to obtain insurance coverage for Professional liability, general liability, worker's compensation, and automotive liability as described in Section 1 Terms and Conditions.

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SECTION III: SUBMITTAL FORMS

1 Proposal Submittal Checklist

This form must be completed and returned with the proposal submittal.

		Proposer's	Town's
Attachment	Description	Initials	Initials
	Signed Cover Letter		
	Organizational Information		
	References		
	Project Management and Personnel		
	Statement of Insurance		
	Acknowledgment of Receipt of RFP Packet and		
	Addenda		

Signature of Proposer: _____

Date: _____

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2 Attachment A - Acknowledgement Addenda

ACKNOWLEDGMENT OF RECEIPT

OF RFP PACKET, SAMPLE AGREEMENT AND ADDENDA

The undersigned hereby acknowledges receipt of the Town of Breckenridge Request for Proposals (RFP) packet for Little Red Schoolhouse Project, including addenda issued during the procurement process.

Addendum #1: _____ dated _____

Addendum #2: _____ dated _____

Addendum #3: _____ dated _____

Failure to acknowledge receipt of the proposal packet, sample Agreement, and all addenda may cause the proposal to be considered non-responsive to this solicitation.

Name of Proposer: _____

Signature of Proposer: _____

Date: _____