



**REQUEST**  
**for**  
**PROPOSAL AND QUALIFICATIONS**  
**For the**  
**LINCOLN COUNTY HUGO ROUNDHOUSE REHABILITATION**  
**GENERAL CONSTRUCTION**

**Date of Issue: June 5, 2025**

**Mandatory Project Walkthrough: June 18, 2025 at 1:00 PM MST**

**Submittal Deadline: June 25, 2025 at 4:00 PM MST**

**Bid Opening Date: June 27, 2025 at 9:00 AM MST**

*Lincoln County, Colorado, is seeking Proposal and Qualifications from firms interested, experienced, and knowledgeable in providing general construction services for the continuing rehabilitation of the Hugo Roundhouse, located north of the Lincoln County Courthouse, in Hugo, Colorado.*

Submit to: Lincoln County Board of County Commissioners

Attn: Jacob Piper, County Administrator

P.O. Box 39

Hugo, CO 80821-0039

[lcadmin@lincolncountyco.us](mailto:lcadmin@lincolncountyco.us)

## I. GENERAL INSTRUCTIONS

Lincoln County is requesting proposals from firms interested, experienced, and knowledgeable in providing general construction services for the rehabilitation of the Hugo Roundhouse.

Prior to submitting a bid, an email shall be sent to the County Administrator at the email listed below to request all project attachments. Bidders are required to attend the mandatory project walkthrough at the Hugo Roundhouse scheduled for **1:00 PM MST, June 18, 2025**.

One hard copy of the proposal is to be submitted on or prior to the closing date and time. Also, an electronic copy of the complete proposal shall be submitted as an email attachment, in .pdf format, or on a USB flash drive. Note that email attachments must be less than 150 MB. Submittals shall be sent to:

Lincoln County Board of County Commissioners  
Attn: Jacob Piper, County Administrator  
P.O. Box 39  
Hugo, CO 80821-0039  
[lcadmin@lincolncountyco.us](mailto:lcadmin@lincolncountyco.us)

Questions or requests for additional information should be sent in writing to Jacob Piper, Lincoln County Administrator, no later than **4:00 PM MST, June 20, 2025**. An answer or additional information will be provided no later than **4:00 PM MST, June 24, 2025**.

The schedule is approximate, and shown below:

*June 18, 2025 – Mandatory Project Walkthrough at Lincoln County Roundhouse*  
*June 20, 2025 – Deadline for Additional Questions*  
*June 25, 2025 – Bid Submittal Deadline*  
*June 27, 2025 – Bid Opening at 9:30 AM at Lincoln County Courthouse*

Attachments:

Construction Documents prepared by Bret Johnson Architecture, dated 12-03-2023.

Bid Form

Geotechnical Report

## **II. SPECIAL CONDITIONS**

1. Should the County omit anything from this RFP/Q which is necessary for a clear understanding of the work, or should it appear that various instructions are in conflict, then the proposer shall contact the County and secure written instructions from the County Administrator at least 5 days prior to the time and date of the scheduled proposal closing date and time.
2. The County reserves the right to:
  - Reject any and all proposals received as a result of this RFP/Q.
  - Waive or decline to waive any informalities and any irregularities in any proposals received.
  - Negotiate changes in the scope of work or services to be provided.
  - Withhold the award of contract(s).
  - Select proposer it deems to be most qualified to fulfill the needs of the County.
  - Terminate the RFP/Q process for any reason.
3. The County shall not pay or be responsible for any costs incurred by the proposer in the preparation and production of the proposal, contract negotiations, or for any work performed prior to the execution of a contract.
4. All proposals and other materials submitted shall become the property of the County.
5. Successful proposer shall be required to enter into a written agreement with the County in a contract provided by the County. In the event of any conflict between this RFQ and the contract, the terms and conditions of the contract shall control.
6. Each proposer need not have all in-house services for this project (e.g., geotechnical, surveying, etc.).

## **III. PROJECT DESCRIPTION**

Installation of concrete floor slab in the historic Hugo Roundhouse.

The major components of the project include the following items:

- Grading of existing fill for new slab as defined in the Geotechnical report prepared by RockSol Consulting Group, dated April 26, 2024.
- Installation of below-slab plumbing for future restrooms and future kitchen.
- Installation of vapor barrier and insulation.

- Installation of steel reinforcing and tubing for future radiant heating system.
- Installation of new electrical outlets.
- Installation of new polished-concrete slab-on-grade.
- The County is reserving the right to prep the site through grading and providing fill material.

All below-grade work is subject to archaeological monitoring by the Owner's archaeological consultant. Contractor is to coordinate the scheduling of the monitoring with the consultant. Contractor is responsible for providing on site restroom facilities (port a pot).

The project is partially funded by a grant from the State Historical Fund and is subject to State Historical Fund project requirements. All work is to be in accordance with the applicable sections of the *Secretary of Interior's Standards for Archaeology and Historic Preservation*.

#### **IV. PROPOSAL REQUIREMENTS**

The Proposer shall submit proposals not to exceed ten (10) pages in length, excluding cover pages, dividers and appendices. Resumes can be included in the appendices. It is recommended that you include concise, but complete, information about your firm emphasizing why you believe your firm is uniquely qualified to provide general construction services for this project. The Proposer shall include the following:

1. Brief description of the firm(s) undertaking the work, the role of each firm in the project, and its capacity to do the work. The County considers the sub-contractors (if required) to be crucial to the project.
2. Summary of individuals from each firm who will be involved in the project including their roles, responsibilities, and estimated percentage of time they will be committed to the project.
3. Description of the team's experience in similar projects. It should be noted that the project has received funding through the State Historical Fund. Work for this project will therefore need to comply with State Historical Fund requirements. Any State Historical Fund-related experience should be highlighted.
4. Describe the team's capacity to accomplish the work, including assurance of adequate staff and availability of staff and resources to accomplish the project goals.
5. Bid Form. Bidders are to use the Bid Form attached to the bidding documents.
6. Bid Security. A bid security of not less than 50% of the bid price is required when the price is estimated to be \$50,000 or more. The security

shall be a bond by a surety company, the equivalent in cash, or otherwise supplied in a form satisfactory to the County. Noncompliance requires the proposal to be rejected as nonresponsive.

## **VIII. PROPOSAL EVALUATIONS**

The proposals will be reviewed by the Lincoln County Board of County Commissioners.

The proposals will be evaluated according to the following criteria (not necessarily listed in ranked order):

- Bid amount – 50%
- Key personnel qualifications and experience - 10%
- Firm qualifications and relevant experience - 20%
- Familiarity with similar State Historical Fund projects - 20%