



**REQUEST**  
**for**  
**PROPOSAL AND QUALIFICATIONS**  
**for the**  
**LINCOLN COUNTY COURTHOUSE RESTROOM**  
**DESIGN AND ENGINEERING**

**Date of Issue: March 13, 2025**

**Project Walkthrough: March 28, 2025 at 1:00 PM MST**

**Submittal Deadline: April 4, 2025 at 4:00 PM MST**

**Bid Opening Date: April 7, 2025 at 9:00 AM MST**

*Lincoln County, Colorado, is seeking Proposal and Qualifications from firms interested, experienced, and knowledgeable in providing design/engineering services for the designing and planning the remodel of three bathrooms in the Lincoln County Combined Courts in Hugo, Colorado. This project is to make the restrooms ADA compliant.*

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 design/engineering services for the designing and planning a remodel of three bathrooms in the Lincoln County Combined Courts in Hugo, Colorado.

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 15 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, March 31, 2025**. An answer or additional information will be provided no later than **4:00 PM MST, April 3, 2025**.

The schedule is approximate, and shown below:

*March 28, 2025 – Project Walkthrough at Lincoln County Courthouse*  
*March 31, 2025 – Deadline for Additional Questions*  
*April 4, 2025 – Bid Submittal Deadline*  
*April 7, 2025 – Bid Opening at 9:00 AM at Lincoln County Courthouse*

## **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 RFP/Q and the contract, the terms and conditions of the contract shall control.

## **III. PROJECT DESCRIPTION**

- Preparing the full architectural and engineering design plans to remodel three bathrooms in the Lincoln County Combined Courts to make them ADA complaint. Scope to include mechanical, plumbing, and electrical engineering.
- Consulting with the Lincoln County Board of County Commissioners and Lincoln County Combined Court staff to provide the project plans.
- Prepare an engineers estimate of project cost.
- Acquire any permits to conduct work if necessary.

Initial project plans include cutting/framing walls and moving doors, installing new tile flooring, handicap railings, and ADA approved toilets. Electrical work to move light switches and add power above doors for handicap automatic door openers will also be necessary.

This project is partially funded by an Underfunded Courthouse Cash Fund grant and is subject to the requirements set forth by the Colorado Judicial Department.

#### **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 design/engineering 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 Underfunded Courthouse Cash Fund for this project will therefore need to comply with Colorado Judicial Department requirements. Any Colorado Judicial Department 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.

#### **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 - 20%
- Firm qualifications and relevant experience - 20%
- Familiarity with similar Colorado Judicial Department projects - 10%



**INVITATION TO BID  
SUBMISSION FORM**

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**SUBMISSION:** It is imperative, when submitting a bid/proposal, that you address the envelope as follows:

Lincoln County  
Attn: County Administrator  
P.O. Box 39  
Hugo, CO 80821

Attn: Jacob Piper  
Title: County Administrator

Name of firm: \_\_\_\_\_

Does your proposal comply with all the terms and conditions? If no, indicate exceptions. YES  
NO

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Does your proposal meet or exceed all Specifications? If no, indicate exceptions. YES  
NO

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State total bid price (include all items bid) \$ \_\_\_\_\_

**Lincoln County must have on file a completed W-9 prior to doing business with Contractors. Please submit the [Form W-9](#) with your Proposal.**